

**COLUSA COUNTY BOARD OF EDUCATION**  
 Minutes of Regular Meeting September 13, 2023

*Acronyms Used in This Document May Be Found in Attachment A*

**Board Members Present:** Madison Martin, Brenda Miller, and Serena Morrow

**Staff/Visitors Present:** Emily Abken, Susan Alves, Keri Cunha, Alex Evans, Veronica Garcia, Angelina Guizar, Jessica Haney, Merry Hofhenke, John Ithurburn, Erin Kalfsbeek, Alissa Maas, Johnny Magann, Vicki Markss, Carla McJunkin, Tina Maxwell, Sabrina Myers, Chuck Wayman, and Michael West

**1.0 CALL TO ORDER**

**1.1 Pledge of Allegiance**

President Madison Martin called the meeting to order at 4:02 p.m. in the 345 5<sup>th</sup> Street, Colusa, Large Conference Room and led the Pledge of Allegiance.

**2.0 ORDERING OF AGENDA**

No changes.

**3.0 STAFF QUESTIONS AND COMMENTS**

No questions or comments.

**4.0 LETTERS AND COMMUNICATIONS**

**4.1 Years of Service Awards, 2023**

Michael West recognized the following CCOE employees for their years of service: Merry Hofhenke (Special Education) and Vicki Markss (Children's Services). The following were not in attendance and will be recognized later: Cara Erickson (Special Education), Rosa Estrada (Food Services), and Ashley Page (Special Education).

**4.2 YCCD update - Susan Alves, Trustee – Area 6**

Michael West introduced YCCD Trustee Area 6 and Vice President of the Board, Susan Alves. Susan shared YCCD updates, her goal for increasing Colusa County representation on the YCCD Foundation Board, and she provided a prospectus for the new Woodland Community College President selection. Discussion was held on offering more classes at the WCC Colusa Campus and providing vocational classes as well, the timeline for the president selection, on Colusa Board of Education forming a joint committee with Lake County Board of Education, on the lack of communication with previous YCCD trustees, and on Susan and Brenda Miller scheduling a meeting together.

**5.0 PUBLIC INPUT – Items not on the agenda**

No public input.

## 6.0 REPORTS FROM SUPERINTENDENT AND STAFF

### 6.1 Superintendent's Reports

#### 6.1.1 Superintendent's Monthly Report

Michael reported on his participation and attendance in activities, such as a meeting with Colusa County Sheriff's Department regarding SARB, which will hold its first hearing on September 18, 2023; the NCAEC Executive Committee meeting in Williams that detailed the budget, planning, and future direction of Adult Education for the five-county area; the CSR 3 Annual Planning meeting, a K12HSN meeting to discuss the impacts of new cyber-attacks, current projects, and the impact of AI across all mediums of the K12HSN; the Head Start Policy Council meeting; a demonstration of a virtual reality/augmented reality program offered by a company called Oasis XRE that could be used for credit recovery, as a tool to reduce chronic absenteeism, and provide CTE components for students and adults; the CCBE Annual Conference also attended by Madison Martin and Serena Morrow, during which he participated in the F2B presentation; a meeting with Dr. Danielle Thomas about F2B, ALFA, plans for the future of CCOE's Pre-School staff and Private Pay Child Care Providers certification program, and a continued partnership with San Benito COE in expanding CCOE's ALFA Certification Project. Michael spoke about the California LAO's report that provided conflicting information on the State Budget, which not much is known about until taxes are collected in October and perhaps not until the end of November. Michael also provided a legislative update on the following:

HR 4519	IDEA Full Funding Act to bring federal government excess cost support to 40%, as originally promised, by 2033.
AB 247	TK-14 Public Education Facilities Bond Act of 2024, to provide \$14 billion to construct and modernize education facilities.
AB 715	Rural Education Task Force to be created at the CDE to assist and advise the State Superintendent on the needs and challenges of rural schools.
AB 906	LCFF increased support for alternative education.
AB 1699	K-14 Classified employees' rights expansion.
SB 88	Pupil transportation: Driver qualifications to place health, safety, and security requirements on drivers and vehicles.

#### 6.1.2 Superintendents Council – August Meeting

Michael West reported that he met with the district Superintendents in August and welcomed Jeff Ochs, Superintendent/Principal from Princeton, who will be joining the group for monthly meetings. Afterward the Superintendents discussed fiscal education opportunities through the SchoolsFirst Credit Union; LCAP changes, specifically the Student Advisory Group requirement; requesting California County Superintendents advocacy for TK facilities, TK enrollment flexibility, and 60-day expansion of the 30-day Substitute Teaching Permit Flexibility;

and the end of Sutter COE's NorCal Substitute Consortium, which CCOE's HR department is on a fast track to take over the duties as Colusa County Substitute Consortium.

**6.2 Administrative Services – Aaron Heinz**

Aaron Heinz was not present.

**6.3 Student Services – Chuck Wayman**

Chuck Wayman deferred to Vicki Markss to answer the Board's question regarding his September 2023 Student Services written report, about Children's Services classified employees' recent CSEA labor representation. Sabrina Myers said that the CSEA representative has not reached out to her yet, and when they do both sides will build the bargaining unit.

**6.4 Technology Services – Alex Evans**

Alex Evans answered the Board's questions regarding his September 2023 Technology Services written report, about whether AI is a part of cyber-attacks, saying the reason that the attacks are so brutal is because of AI. Alex said that to counter attacks, CCOE implemented two-factor authentication. He said that attackers are often going for identity theft and often result in system outages in order to thwart the attacks. Alex said that fail safes include offsite storage, data encryption, isolating systems to localize damage, adding that these measures cost both time and money. Alex reported that CCOE's newest Technology Services employee is currently taking a cyber security class.

**7.0 BOARD QUESTIONS AND COMMENTS**

Serena Morrow reported on the CCBE Annual Conference including information on liaison appointments and board calendars.

**7.1 Board President's Report**

Madison Martin reported on the conference including her attendance at ten presentations. Madison updated the Board on the Policy Platform Committee, of which she is a member, that is recommending a facility bond to make all play areas ADA compliant.

**8.0 PUBLIC INPUT – Items on the agenda**

No public input.

**9.0 CONSENT AGENDA**

All items are approved by one motion unless pulled by a Board member for separate discussion or action. Madison Martin/Moved, Brenda Miller/Seconded, and the motion carried three ayes, two absent (Ed Conrado and Cristy Edwards) to approve the following Consent Agenda items:

**9.1 Approve Minutes of the August 9, 2023, Regular Board Meeting**

## **10.0 OLD BUSINESS**

### **10.1 Community College District Territory (standing item)**

Michael West reported that he met with YCCD Chancellor Dr. Shaun Pan at the Village and that they discussed Dr. Pan's vision for the coming year, reviewed needs of Colusa County and WCC, and then toured the Village.

### **10.2 Facilities Update (standing item)**

Michael West reported that all four portables have been placed and painted at the Village, the new portable for the Village should be arriving any day, and that the new hire in MOT and the new Farm to School Instructor have been doing an excellent job at keeping the landscape in order. Discussion was held on the tractor at the Village.

### **10.3 LCAP Update (standing item)**

Educational Services Assistant Superintendent John Ithurburn reported that CCOE and all districts' LCAP are in, and all are good.

### **10.4 Universal Prekindergarten (standing item)**

Children's Services Director Vicki Markss reported on UPK activities including attendance at a UPK Community Circle, which held discussions on report cards, progress reports, and assessments using the DRDP; toileting (potty training); and nap time. Discussion was held on staffing, and Vicki said that Children's Services currently has 16 Associate Teacher vacancies and she reported on an "On the Spot" hiring event on September 14 with One-Stop. Vicki added that CCOE will be opening a new 0- to 3-year-olds facility. Sabrina Myers spoke about offering the paraeducator assessment test (CODESP) on Saturdays and on plans for future hiring events.

## **11.0 NEW BUSINESS**

### **11.1 Approve Board Resolution No. 23/24-01 of the Colusa County Superintendent of Schools and the Colusa County Board of Education Regarding Sufficiency or Insufficiency of Instructional Materials for Fiscal Year 2023-24**

During the Public Hearing held at 4:00 pm, directly before this meeting, Michael West reported on the need for the resolution regarding sufficiency or insufficiency of instructional materials and said that it was vetted by Deputy Superintendent of Student Services Chuck Wayman and Assistant Superintendent of Educational Services John Ithurburn to ensure its accuracy.

Brenda Miller/Moved, Serena Morrow/Seconded, and the motion carried three ayes, two absent (Ed Conrado and Cristy Edwards) to approve Board Resolution No. 23/24-01 of the Colusa County Superintendent of Schools and the Colusa County Board of Education Regarding Sufficiency or Insufficiency of Instructional Materials for Fiscal Year 2023-24.

**11.2 Review Board Liaison Assignments and Consider Adding CCBE Voting Representative as a Board President or Designee Assignment**

Serena Morrow reported that she and Madison Martin participated in an activity during the CCBE Annual Conference, during which they developed a list of liaisons assignments revision ideas that Serena shared with the Board. Serena suggested waiting until all Board members were present to review approve the list.

Serena Morrow/Moved, Madison Martin/Seconded, and the motion carried three ayes, two absent (Ed Conrado and Cristy Edwards) to table review of the Board Liaison assignments and adding CCBE Voting Representative as a Board President or Designee Assignment.

**11.3 Second Reading: Board Policy Revision**

**11.3.1 BP 9100 Organization**

**11.3.2 BP 9122 Ex Officio Secretary and Executive Officer**

**11.3.3 BP 9320 Meetings and Notices**

**11.3.4 BP 9322 Agenda/Meeting Materials**

Discussion was held on BP 9320 Meetings and Notices and the three options regarding specific teleconferencing allowances that are all scheduled to sunset by 2026.

Madison Martin/Moved, Serena Morrow/Seconded, and the motion carried three ayes, two absent (Ed Conrado and Cristy Edwards) to approve revisions to BP 9100 Organization, BP 9122 Ex Officio Secretary and Executive Officer, BP 9320 Meetings and Notices without the three teleconferencing options, and BP 9322 Agenda/Meeting Materials.

**11.4 Approve Board Photo Session on October 11**

Discussion was held on scheduling the photo session for a group shot and letting individual Board Member's choose whether they want a portrait taken.

Brenda Miller/Moved, Serena Morrow/Seconded, and the motion carried three ayes, two absent (Ed Conrado and Cristy Edwards) to approve the Board Photo Session on October 11, 2023.

**11.5 Acknowledge Receipt of Sunshine Proposal for 2023-24 from Educators of Colusa County Office of Education (ECCOE)**

Michael West explained that this item provides notice at a public meeting of ECCOE's opening proposal.

**11.6 Superintendent's Response to Sunshine Proposal for 2023-24 from Educators of Colusa County Office of Education (ECCOE)**

Michael West explained that this item provides notice at a public meeting of his opening proposal to ECCOE.



**11.7 Acknowledge Receipt of Sunshine Proposal for 2023-24 from Colusa County Educational Support Professionals (CCESP)**

Michael West explained that this item provides notice at a public meeting of CCESP's opening proposal.

**11.8 Superintendent's Response to Sunshine Proposal for 2023-24 from Colusa County Educational Support Professionals (CCESP)**

Michael West explained that this item provides notice at a public meeting of his opening proposal to CCESP.

**12.0 ADVANCED PLANNING**

**12.1 Items to be Considered for the Next Board Meeting**

Report on Hiring Events

**12.2 Next Regular Board Meeting**

Gann Limits and Unaudited Actuals

October 11, 2023, 4:00 p.m.

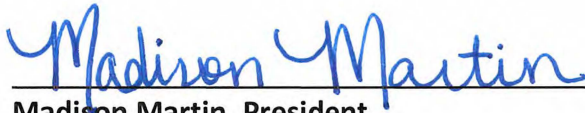
345 5<sup>th</sup> Street, Colusa, Large Conference Room

**13.0 ADJOURNMENT**

The meeting adjourned at 5:05 p.m.

**Adopted and Entered**

**Respectfully Submitted**



Madison Martin, President  
Colusa County Board of Education



Michael P. West, County Superintendent  
and Secretary, Colusa County Board of Education

## ACRONYMS

AB	Assembly Bill
ADA	Americans with Disability Act
AI	Artificial Intelligence
ALFA	And Literacy for All Initiative
BP	Board Policy
CCBE	California County Boards of Education
CCESP	Colusa County Educational Support Professionals
CCOE	Colusa County Office of Education
CDE	California Department of Education
CODESP	Cooperative Organization for the Development of Employee Selection Procedures
COE	County Office of Education
CSEA	California School Employees Association
CSR	Capital Service Region
CTE	Career Technical Education
DRDP	Desired Results Developmental Profile
ECCOE	Educators of Colusa County Office of Education
F2B	Footsteps to Brilliance
HR	House of Representatives Bill
HR	Human Resources
IDEA	Individuals with Disabilities Education Act
K12HSN	K-12 High Speed Network
K-14	Kindergarten through community college
LAO	Legislative Analyst's Office
LCAP	Local Control and Accountability Plan
LCFF	Local Control Funding Formula
MOT	Maintenance, Operations, and Transportation
NCAEC	North Central Adult Education Consortium
SARB	School Attendance Review Board
SB	Senate Bill
TK	Transitional Kindergarten
UPK	Universal Prekindergarten
WCC	Woodland Community College
YCCD	Yuba Community College District