

COLUSA COUNTY BOARD OF EDUCATION

Minutes of Annual Organizational and Regular Meetings, December 13, 2023

Acronyms Used in This Document May Be Found in Attachment A

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

Staff/Visitors Present: Emily Abken, Keri Cunha, Alex Evans, Angelina Guizar, Aaron Heinz, John Ithurnburn, Alissa Maas, Tina Maxwell, Sabrina Myers, Chuck Wayman, and Michael West

ANNUAL ORGANIZATIONAL MEETING

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

President Madison Martin called the meeting to order at 4:00 p.m. in the 345 5th Street, Colusa, Large Conference Room and led the Pledge of Allegiance.

2.0 ORDERING OF AGENDA

In the Regular Board Meeting Agenda Move 13.1 to follow 7.0

3.0 PUBLIC INPUT – Items on the agenda

No public input.

4.0 ORGANIZATION OF THE BOARD

4.1 Accept President Rotation Schedule

Madison Martin/Moved, Serena Morrow/Seconded, and the motion carried four ayes, one absent (Cristy Edwards) to accept the President Rotation Schedule (Attachment B).

As of this action, Serena Morrow assumed the Presidency, and began leading the meeting.

4.2 Accept the 2024 Schedule of Regular Meetings

Ed Conrado/Moved, Madison Martin/Seconded, and the motion carried four ayes, one absent (Cristy Edwards) to accept the 2024 Schedule of Regular Meetings (Attachment C).

4.3 Set 2024-25 Liaison Assignments

Brenda Miller/Moved, Ed Conrado/Seconded, and the motion carried four ayes, one absent (Cristy Edwards) to table setting the 2024-25 Liaison Assignments (Attachment D).

REGULAR BOARD MEETING

5.0 STAFF QUESTIONS AND COMMENTS

No questions or comments.

6.0 LETTERS AND COMMUNICATIONS

No letters or communications.

7.0 PUBLIC INPUT – Items not on the agenda

No public input.

Agenda item 13.1 was heard immediately following agenda item 7.0.

8.0 REPORTS FROM SUPERINTENDENT AND STAFF

8.1 Superintendent's Reports

8.1.1 Superintendent's Monthly Report

Michael West thanked Madison Martin for her leadership and involvement. Michael reported on his participation and attendance in activities, such as the SARB Hearing Board that is already altering attendance, thanks to Jennifer Wayman, her team, and the other agency heads. Discussion was held on this collaborative effort sending a message that Colusa County is serious about education. Michael continued his report saying that CCOE and the districts participated in the 2nd Annual Basket Brigade that provided 59 needy families with a Thanksgiving dinner, and that he met with Colusa County Probation for an update and that no Colusa County students have been placed in the Tri-County Juvenile Hall located in Marysville for at least a year and a half. John Ithurburn reported on Colusa County Probation's Boys Council and Girl's Circle activities and Behavioral Health's work with Friday Night Live in Colusa County Schools. Michael said that he and Alissa Maas delivered additional recognitions and awards for Teachers and Employees of the Trimester, that he met with the SELPA Executive Council and discussed upcoming challenges and processes, and he met with representatives of the Colusa County Resource Conservation District regarding working together with all agencies to give opportunities to young adults and others that are specific to agriculture in the County. Michael thanked Alissa for her various videos promoting CCOE people and programs. Discussion was held on Michael's expectations about the State budget, and he said that the deficit is so large deferrals will happen; and on how the deficit will affect CCOE plans, which he said that at this point it is unknowable.

8.1.2 Superintendents Council – No November Meeting

8.2 Administrative Services – Aaron Heinz

During his December 2023 Administrative Services report to the Board Aaron Heinz said that Alissa Maas is finishing her work on the CCOE Annual Report that she will bring to the board next month, Sabrina Myers is continuing with job fairs

and on-the-spot hiring events, and Angelina Guizar is completing audit activities. Aaron announced that for the fourth year in a row CCOE will have a finding-free audit. He also mentioned that Administrative Services staff were sponsors in the Angel Tree program that provides Christmas presents to children in Foster Care.

8.3 Student Services – Chuck Wayman

The Board asked questions about Chuck Wayman’s December 2023 Student Services written report, on Educational Services’ update on ethnic studies curriculum, and an inquiry into the location of the Farm to School Garden site at Burchfield Primary School. Discussion was held on whether any feedback had been received on ethnic studies curriculum and John Ithurburn said he has not, but it is probably too early. Chuck Wayman said that the districts are working on their curriculum and that that there would probably not be any repercussions until implementation.

8.4 SELPA – October Meeting

Chuck Wayman answered the Board’s questions about the October 2023 SELPA Meeting, about the types of services being provided, and biggest area impact, which he said was elementary mild moderate.

8.5 Technology Services – Alex Evans

The Board did not have any questions or comments about Alex Evans’ December 2023 Technology Services written report.

9.0 BOARD QUESTIONS AND COMMENTS

No questions or comments.

9.1 Board President’s Report

Serena Morrow reported that Dr. Lizette Navarette was selected to be the next President of Woodland Community College. Serena also said that she would like to add Board Liaison Reports to future agendas under Board Questions and Comments.

10.0 PUBLIC INPUT – Items on the agenda

No public input.

11.0 CONSENT AGENDA

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

11.1 Approve Minutes of the November 8, 2023, Regular Board Meeting

12.0 OLD BUSINESS

12.1 Community College District Territory (standing item)

Michael West said that WCC plans to host a meet and greet event for the new WCC president at the Colusa County campus.

12.2 Facilities Update (standing item)

Michael West reported on Facilities staffing changes including the hiring of Tim Wright as Short-Term Facilities and Maintenance Director to oversee operations as needed, and Victor Silvas as Interim Maintenance Supervisor. Discussion was held on advertising for the Director position, and Michael said that there was no advertising for the Interim position, and if it is decided that the position should become permanent, then active recruiting would occur in February or March. Discussion was also held on the garage door status at the Village, which Michael said is stable and that the process to begin replacing those could begin in July.

12.3 LCAP Update (standing item)

Educational Services Assistant Superintendent John Ithurnburn reported that the LCAP midyear report will be on the February agenda as an information item.

12.4 Universal Prekindergarten (standing item)

In Vicki Markss' absence, Chuck Wayman drew the Board's attention to the Student Services written report, in which an update was provided.

13.0 NEW BUSINESS

Agenda item 13.1 was heard immediately following agenda item 7.0.

13.1 Approve 2023-24 First Interim Report

Aaron Heinz and Angelina Guizar presented the 2023-24 First Interim Report. Aaron explained that the model upload was problematic, and it put forward the prior year's ending fund balances. He said that he was able to fix the numbers in Escape (CCOE's financial system), and that the numbers in the Summary – Unrestricted/Restricted Revenues, Expenditures, and Changes in Fund Balance (Form 01) are sound. Discussion was held on the State accepting the numbers, and although the SACS system indicated warnings, there were no fatal errors, which would have prevented presenting the budget to the Board. Angelina drew the Board's attention to the General Fund Financial Assumptions, which summarized Form 01, and she began with general fund revenues and expenditures. Discussion was held on STRS and PERS increases and on keeping salaries below 85% of the total expenditures. Regarding the Fund Balance, Aaron said that CCOE is in sound financial standing as of this interim, but that it is budgeting to have a deficit of \$1,760,756 in 2023-24. Regarding the multiyear projections (MYP), Aaron said that the budget projects a slight deficit in 2024-25, and a break-even budget in 2025-26. Because the LAO has projected a significant decrease in the 2024-25 COLA from 3.54% to 1.0%, CCOE will keep its COLA flat at 1.0% in 2025-26 and that it has sufficient reserves should these projections materialize. Discussion was held on State measures to close the gap, including possibly calling a fiscal state of emergency. Angelina reviewed the Certification of Interim Report (Form CI) that

states CCOE has a positive certification and can meet its financial obligations for the current fiscal year and for two years out, and then Form 01. Aaron reviewed the reserve for economic uncertainties, which is 5% and about 2% greater than the State mandated 3%. Discussion was held on the reason for capital outlay being so high four months into the budget, which Aaron said is due to the purchase of portables at the Village. Aaron reviewed MYP Unrestricted/Restricted (Form MYP) that shows the deficit and break-even spending mentioned above. Discussion was held on savings beginning in 2025-26, on the budget being “solid” (yes, and will be even better once a building is bought, and on a consistent \$120,00 Exception that was a result of the problematic model upload that will be resolved once everything has been fixed.

Brenda Miller/Moved, Ed Conrado/Seconded, and the motion carried four ayes, one absent (Cristy Edwards) to approve the 2023-24 First Interim Report.

Discussion was held on the possibility of using AI in budgeting, and Aaron said that CASBO is studying whether AI will be able to aid CBOs.

13.2 Approve Board Resolution 23/24-03 Authorizing Application for New License to Operate Colusa Early Learning Center

Chuck Wayman reported on the resolution, which is needed for the application for a new license to operate the CELC. Discussion was held on the location of the CELC, which will be housed in CCOE’s CPLC building on the 6th Street side.

Ed Conrado/Moved, Brenda Miller/Seconded, and the motion carried four ayes, one absent (Cristy Edwards) to approve Board Resolution 23/24-03 Authorizing application for new license to operate Colusa Early Learning Center.

13.3 Approve Technology Services Inventory for Disposal

Alex Evans explained the need to dispose of Technology Services' inventory, saying that the devices were either damaged beyond repair or obsolete because of salvaging the devices for usable parts, not worth investing in repair, or are no longer supported.

Ed Conrado/Moved, Brenda Miller/Seconded, and the motion carried four ayes, one absent (Cristy Edwards) to approve Technology Services inventory for disposal.

13.4 Cancel December 14, 2023, Contingency Meeting

Brenda Miller/Moved, Ed Conrado/Seconded, and the motion carried four ayes, one absent (Cristy Edwards) to cancel the December 14, 2023, Contingency Meeting.

14.0 ADVANCED PLANNING

14.1 Items to be Considered for the Next Board Meeting

CCBE Transition to CSBA Region 14
AI in Education Presentation

14.2 Upcoming Board Meetings

Contingency Meeting, December 14, 2023, 4:00 p.m.
Cancelled during item 13.4 above.

Next Regular Board Meeting

January 10, 2024, 4:00 p.m.
345 5th Street, Colusa, Large Conference Room

15.0 ADJOURNMENT

The meeting adjourned at 4:58 p.m.

Adopted and Entered

Respectfully Submitted



Serena Morrow, President
Colusa County Board of Education



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

ACRONYMS

AI	Artificial Intelligence
CASBO	California Association of School Business Officials
CBO	Chief Business Official
CCBE	California County Boards of Education
CCOE	Colusa County Office of Education
CELC	Colusa Early Learning Center
COLA	Cost of Living Adjustment
CPLC	Colusa Preschool Learning Center
CSBA	California School Boards Association
LAO	Legislative Analyst's Office
LCAP	Local Control and Accountability Plan
MYP	Mutiyear Projections
PERS	Public Employees Retirement System
SACS	Standardized Account Code Structure
SARB	School Attendance Review Board
SELPA	Special Education Local Plan Area
STRS	California State Teachers Retirement System
WCC	Woodland Community College

COLUSA COUNTY BOARD OF EDUCATION

Board President Rotation

Accepted December 13, 2023

TRUSTEE				TRUSTEE			
<u>YEAR</u>	<u>LOCATION</u>	<u>AREA</u>	<u>PRESIDENT</u>	<u>YEAR</u>	<u>LOCATION</u>	<u>AREA</u>	<u>PRESIDENT</u>
2028	Colusa	2	Madison Martin	2003	Arbuckle	1	Brenda Miller
2027	Arbuckle	1	Brenda Miller	2002	Williams	3	Bill Sommerville
2026	Colusa	5	Ed Conrado	2001	Maxwell	4	George Cain
2025	Maxwell	4	Cristy Edwards	2000	Colusa	5	David Scroggins
2024	Williams	3	Serena Morrow	1999	Colusa	2	Jim Davison
2023	Colusa	2	Madison Martin	1998	Arbuckle	1	Greg Ramos
2022	Arbuckle	1	Brenda Miller	1997	Williams	3	Bill Sommerville
2021	Maxwell	4	Cristy Edwards	1996	Maxwell	4	George Cain
2020	Colusa	5	Ed Conrado	1995	Colusa	5	David Scroggins
2019	Arbuckle	1	Brenda Miller	1994	Colusa	2	Jim Davison
2018	Colusa	2	Barry Morrell	1993	Arbuckle	1	Greg Ramos
2017	Williams	3	Nancy G. Marshall	1992	Williams	3	Bill Sommerville
2016	Maxwell	4	Virginia Frias	1991	Maxwell	4	George Cain
2015	Colusa	5	Ed Conrado	1990	Colusa	5	Mary Winters
2014	Colusa	2	Gary Teragawa	1989	Colusa/Grimes	2	Jim Davison
2013	Arbuckle	1	Brenda Miller	1988	Arbuckle	1	Patti Scofield
2012	Maxwell	4	Randall Roberts	1987	Williams	3	Bill Sommerville
2011	Williams	3	Tim Wright	1986	Maxwell	4	George Cain
2010	Colusa	5	David Scroggins	1985	Colusa	5	Trish Knoll
2009	Colusa	2	Julissa Silva-Garcia	1984	Colusa/Grimes	2	Ellen Armstrong
2008	Arbuckle	1	Brenda Miller	1983	Williams	3	Bill Sommerville
2007	Maxwell	4	Olga Cain	1982	Arbuckle	1	Norman Collignon
2006	Williams	3	Addie Maupin	1981	Maxwell	4	Sam Etchepare
2005	Colusa	5	David Scroggins	1980	Colusa	5	Bernice Dommer
2004	Colusa	2	Mike Cunningham	1979	Williams	3	Bill Sommerville
				1978	Arbuckle	1	Norman Collignon

BOARD OF EDUCATION

2024

SCHEDULE OF MEETINGS

Meetings are usually held the 2nd Wednesday of the month beginning at 4:00 p.m., unless otherwise noted with an asterisk (*), in the

CCOE Large Conference Room

345 5th Street

Colusa, CA 95932

Please call to verify time and location

Date

January 10 – Regular Meeting

February 14 – Regular Meeting

March 13 – Regular Meeting, 2nd Interim Report

April 10 – Regular Meeting

May 8 – Regular Meeting

June 17, *Monday* – Public Hearing for LCAP & Budget

* June 18, *Tuesday* – Regular Meeting, LCAP & Budget

July 10 – Regular Meeting

August 14 – Regular Meeting

September 11 – Public Hearing & Regular Meeting, Instructional Materials for 202X-202Y

October 9 – Regular Meeting, Gann Limits & Unaudited Actuals

November 13 – Regular Meeting

* December 16, *Monday* – Regular Meeting, Annual Organizational Meeting & 1st Interim Report

* **Contingency Meeting** December 17, *Tuesday* – Regular and Annual Organizational Meetings & 1st Interim Report

♦ AB 2449 shifted the prescribed window for holding the annual organizational meeting. The 15-day window for 2024 is Friday, December 13 to Saturday, December 28, 2024. Additionally, the First Interim Report must be reviewed and approved by December 15. The December 17 meeting is contingent upon the December 16 meeting consisting of a quorum, and Board business being successfully conducted, and if so, the December 17 meeting may be cancelled.

**COLUSA COUNTY BOARD OF EDUCATION
LIAISON ASSIGNMENTS 2024**

Accepted January 10, 2024

Draft

ASSIGNMENT	LIASION(S)	ALTERNATE	SUPERINTENDENT AND/OR DESIGNEE
Board Policy Review			County Superintendent
Higher Education			County Superintendent
Head Start Policy Council			Director of Children's Services
Board Scholarships			County Superintendent
SELPA Council			Deputy Superintendent of Student Services
Educational Services Stakeholders			Assistant Superintendent of Educational Services
Superintendent's Salary and Budget			Deputy Superintendent of Administrative Services
Board CCBE Voting Representative	Board President or Designee		N/A
Community Engagement	Vice President		County Superintendent and/or Director of Communications & Public Relations
Advocacy	Board President		County Superintendent