

COLUSA COUNTY BOARD OF EDUCATION
Minutes of Regular Meeting July 10, 2019

Acronyms Used in This Document May Be Found on Page Four of This Document

Board Members Present: Lynn Bowen Burnham, Brenda Miller, and Barry Morrell

Staff/Visitors Present: Maria Arvizu-Espinoza, Alex Evans, Diana Jaramillo, Tina Maxwell, Nic Monroe, Serena Morrow, Lorilee Niesen, Sheryl Parker, Chuck Wayman, and Michael West

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

President Brenda Miller 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

No changes.

3.0 STAFF QUESTIONS AND COMMENTS

No questions or comments.

4.0 LETTERS AND COMMUNICATIONS

4.1 Awarding of Diplomas

Lorilee Niesen introduced Adult Education Teacher Nic Monroe, and she spoke about the effort Colusa County Adult Education High School graduates put into earning their diplomas. Lorilee explained that each graduate would receive a portfolio to organize their professional papers and take with them on their next steps, and she asked two graduates in attendance to share with the Board their plans for the future. One graduate was unable to attend due to work, but she will also be presented a diploma and portfolio. Mr. Monroe thanked the families and the Board for supporting the graduates.

5.0 PUBLIC INPUT – Items not on the agenda

No public input.

6.0 REPORTS FROM SUPERINTENDENT AND STAFF

6.1 Superintendent's Monthly Reports

6.1.1 Superintendent's Monthly Report

Michael West reported on his participation and attendance in activities, such as the Colusa County Community Development Department and Behavioral Health programs to provide mental health housing. Michael provided an update on the Fall Federal Advocacy visit to Washington, DC. Michael shared correspondence from CCSESA Executive Director Peter Birdsall, which provided an update on CSR Region 3 activities and charter school legislation (AB 1505). Michael also reported on the June CCSESA

quarterly meeting, during which the group discussed CCSESA's direction and possible reorganization. Michael said that he met with Colusa County CAO Wendy Tyler to provide an update on EduNet; to discuss potential administrative buildings at the Village, which he said would require a six year plan; and agreed upon a continued commitment to work collaboratively between agencies. Michael distributed two handouts from State Superintendent Tony Thurmond regarding his 2019 Priority Initiatives, and he highlighted an article in the June 10 Appeal Democrat regarding a Charter School company that defrauded the State of about \$15 million. Michael reported on Charter School Reform, explaining that CCOE's Board would be the appeal board if a district in Colusa County were to deny a charter school application, and he urged the Board to keep abreast of charter school issues in the State. Discussion was held on statewide literacy and the lack of support at the university level to prepare teachers to teach reading. Michael reviewed Superintendent Thurmond's Priorities, and his unique ability to influence legislation. Discussion was held on the possibility of the LCAP becoming an annual document.

6.1.2 Superintendents Council – No June Meeting

6.2 Administrative Services – Sheryl Parker for Gail Osborne

The Board did not have any questions or comments about the July 2019 Business Services written report. Michael West thanked the Business Office staff for the Escape fiscal system transition.

6.2.1 Comparative Object Summary: Report of Revenues, Expenditures and Changes in Fund Balance

No questions or comments.

6.3 Children's Services – Vicki Markss

The Board did not have any questions or comments about Vicki Markss' July 2019 Children's Services written report. Michael West reported on Vicki's absence.

6.4 Educational Services – Maria Arvizu-Espinoza

The Board did not have any questions or comments about Maria Arvizu-Espinoza's July 2019 Educational Services written report. Discussion was held on homeless housing in Colusa County, and the statewide homeless situation.

6.5 Human Resources – Serena Morrow

Serena Morrow reported on Human Resources' staff appreciation program for existing staff and new hires. Regarding her July 2019 Human Resources written report, Serena answered the Board's question on CCOE's ability to recruit and retain staff, saying that CCOE's situation is similar to other education employers.

6.6 Special Education & SELPA – Chuck Wayman

Chuck Wayman reported on the success of summer school, staffing, service delivery, and a CBA field trip to the Kirshner Wildlife Sanctuary in Oroville.

6.7 Technology Services – Alex Evans

Alex Evans presented his July 2019 Technology Services written report to the Board that focused on the purpose and status of the EduNet project (to allow CCOE to become an ISP for all students in Colusa County), which is showing great promise. Discussion was held on funds to plan and build the project, the items that CCOE brings to the table with its partnering agencies, fostering partners to help fund the project and developing relationships that benefit all, and on EduNet not being viable as an entrepreneurial enterprise. Alex remarked that the more partners the project has, the fewer costs CCOE will have, and he reported that the grant will be written for free by the Upstate California Connect Consortium.

7.0 BOARD QUESTIONS AND COMMENTS

No questions or comments.

7.1 Board President's Report

No President's report.

8.0 CONSENT AGENDA

All items are approved by one motion unless pulled by a Board member for separate discussion or action. Barry Morrell /Moved, Lynn Bowen Burnham/Seconded, and the motion carried three ayes, two absent (Ed Conrado and Jason McMullan) to approve the following Consent Agenda items:

8.1 Approve Minutes of the June 18, 2019, Public Hearing

8.2 Approve Minutes of the June 19, 2019, Regular Board Meeting

9.0 PUBLIC INPUT – Items on the agenda

No public input.

10.0 OLD BUSINESS

10.1 Community College District Territory (standing item)

No update.

10.2 Facilities Update (standing item)

Michael West reported that he will have CCOE's legal counsel present in a closed session of a future Board meeting for an update on current litigation.

10.3 LCAP Update (standing item)

Maria Arvizu-Espinoza reported that CCOE's LCAP was submitted to the State.

11.0 NEW BUSINESS

11.1 Approve Inventory for Disposal

Alex Evans reported that all items on the list are classified as eWaste, and will be disposed of properly.

Lynn Bowen Burnham/Moved, Barry Morrell/Seconded, and the motion carried three ayes, two absent (Ed Conrado and Jason McMullan) to approve inventory for disposal.

12.0 ADVANCED PLANNING

12.1 Next Regular Board Meeting

August 14, 2019, 4:00 p.m.

345 5th Street, Colusa, Large Conference Room

13.0 ADJOURNMENT

The meeting adjourned at 5:00 p.m.

Adopted and Entered


Brenda Miller, President
Colusa County Board of Education

Respectfully Submitted


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

ACRONYMS

AB	Assembly Bill
CAO	Chief Administrative Officer
CBA	Coastal Buttes Academy
CCOE	Colusa County Office of Education
CCSESA	California County Superintendents Educational Services Association
CSR	Capital Service Region
DC	District of Columbia
ISP	Internet Service Provider
LCAP	Local Control and Accountability Plan

COLUSA COUNTY BOARD OF EDUCATION
Minutes of Regular Meeting August 14, 2019

Board Members Present: Barry Morrell

Staff/Visitors Present: Maria Arvizu-Espinoza, Alex Evans, Vicki Markss, Serena Morrow, Lorilee Niesen, Gail Osborne, Sheryl Parker, Chuck Wayman, and Michael West

1.0 CALL TO ORDER

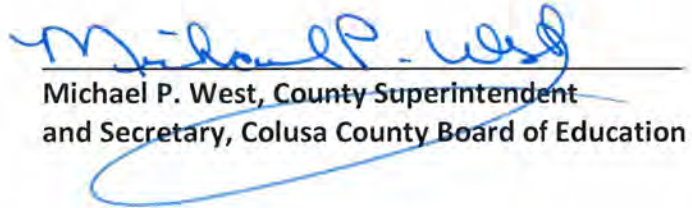
President Pro Tempore Barry Morrell, called the meeting to order at 4:11 pm in the 345 5th Street, Colusa, Large Conference Room. Barry led the Pledge of Allegiance, and at 4:12 pm adjourned the meeting to September 11, 2019, due to the lack of a quorum.

Adopted and Entered



Brenda Miller, President
Colusa County Board of Education

Respectfully Submitted



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

COLUSA COUNTY BOARD OF EDUCATION
Minutes of Public Hearing – September 11, 2019

Board Members Present: Lynn Bowen Burnham, Ed Conrado, Jason McMullan, and Brenda Miller

Staff/Visitors Present: Aaron Heinz, Tina Maxwell, Rudy Nolan, Gail Osborne, and Michael West

President Brenda Miller called the Public Hearing on the availability of textbooks and instructional materials to order at 4:00 pm.

No public was present to comment on or ask questions about the availability of textbooks and instructional materials. Michael West suggested that if members of the public arrived to discuss the topic at hand, the Board could adjourn their upcoming regular meeting to re-open the public hearing, and then reconvene the regular meeting once the hearing was complete.

The Public Hearing closed at 4:02 p.m.

Adopted and Entered



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

COLUSA COUNTY BOARD OF EDUCATION
Minutes of Regular Meeting September 11, 2019

Acronyms Used in This Document May Be Found in Attachment A

Board Members Present: Lynn Bowen Burnham, Ed Conrado, Jason McMullan, and Brenda Miller

Staff/Visitors Present: Maria Arvizu-Espinoza, Alex Evans, Aaron Heinz, Vicki Markss, Tina Maxwell, Serena Morrow, Lorilee Niesen, Rudy Nolan, Gail Osborne, Sheryl Parker, Chuck Wayman, and Michael West

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

President Brenda Miller called the meeting to order at 4:03 p.m. in the 345 5th Street, Colusa, Large Conference Room, and led the Pledge of Allegiance.

2.0 ORDERING OF AGENDA

No changes.

3.0 CLOSED SESSION

**Conference with Legal Counsel – Existing Litigation
(Paragraph (1) of subdivision (d) of Section 54956.9)**

Name of case: Colusa County Office of Education vs. Swank Construction, et. al
Convened Closed Session at 4:04 p.m., and discussion was held.

Adjourned Closed Session at 4:32 p.m.
Reconvened Open Session at 4:35 p.m.

4.0 REPORT OF ACTION TAKEN IN CLOSED SESSION

No action was taken.

Note: Brenda Miller asked if any member of the public was present for the public hearing, without any, she continued the meeting.

5.0 STAFF QUESTIONS AND COMMENTS

Michael West distributed a news release regarding CCOE's most recently hired Associate Superintendent, Aaron Heinz, and introduced Aaron to the Board as Gail Osborne's replacement once Gail retires in November. Mike asked for a moment of silence in remembrance of Michelle Jewett and Larry Yeghoian.

6.0 LETTERS AND COMMUNICATIONS

Brenda Miller spoke about a letter to Board members from June McJunkin, CSBA County Delegate/CCBE Director, Region 4, regarding changes in two areas of the CCBE.

7.0 PUBLIC INPUT – Items not on the agenda

No public input.

8.0 REPORTS FROM SUPERINTENDENT AND STAFF

8.1 Superintendent's Monthly Reports

8.1.1 Superintendent's Monthly Report

Michael West reported on staffing changes at CUSD and he announced that former Sutter COE Superintendent Bill Cornelius will operate as the Interim Superintendent for the District until a replacement can be found for Dwayne Newman who left the District's employ in August. Michael reported on census activities, and he reminded the Board about the importance of that process in determining funding for education. Discussion was held on the Government's decision not to mail census questionnaires to post office boxes. Michael also spoke about his participation and attendance in the August CSR Annual Planning Meeting, during which the group discussed copious legislative changes. The Board discussed keeping aware of upcoming legislation affecting education, and about AB 1505.

8.1.2 Superintendents Council – August Meeting

No report.

8.2 Administrative Services – Gail Osborne

Gail Osborne answered the Board's question regarding her September 2019 Business Services written report, about whether the financial system is fully operational after six months of use, and she said that after working out "bugs" in the system, it is. Michael expressed admiration for staff and their speed in getting the program up and running.

8.3 Children's Services – Vicki Markss

Vicki Markss distributed her September 2019 Children's Services written report to the Board, and she highlighted a new app called Learning Genie that the department is using to communicate and share information with parents in English and Spanish. Vicki added that the app facilitates parent engagement, which has been identified as an area of focus for Children's Services.

8.4 Educational Services – Maria Arvizu-Espinoza

Maria Arvizu-Espinoza presented her September 2019 Educational Services written report to the Board and asked Lorilee Niesen to present information on the North Central Adult Education Consortium. Lorilee reported on participants, alignment with YCCD, voting members, partners, background on State and Federal funding, and five program areas. Lorilee shared a list of current program and services, and a web site that provides data on the number of adult education students in the County. Lorilee said that the NCAEC is working on a three year plan that includes pre-planning assessment, community needs and customers,

identified goals and strategies, and implementation. Lorilee spoke about the goals of the three year plan, and she answered the Board's questions regarding the cost to students, the budget to serve these students, Spanish as a second language class, vocational class opportunities, and Colusa County representatives on the Workforce Investment Board.

8.1 Human Resources – Serena Morrow

Serena Morrow answered the Board's question regarding her September 2019 Human Resources written report, about the need to fill the Local Childcare Planning Coordinator position so soon after recently filling the position.

8.2 Special Education & SELPA – Chuck Wayman

Chuck Wayman distributed his September 2019 Special Education and SELPA report to the Board. Chuck reported on the first student to successfully transition out of CBA, district administrators' involvement in their students' progress at CBA, current and future enrollment, and staffing. Chuck answered the Board's questions regarding relationship building with new district administrators; Special Education services at Our Lady of Lourdes Parish School and home schools, which Chuck said is very limited because of the funding (about \$60 per student with a cap of \$6,000); identifying private schools; and on Sonday Reading, which is a tiered program to help build foundational literacy skills.

8.3 Technology Services – Alex Evans

Alex Evans answered the Board's questions regarding his September 2019 Technology Services written report, including the geographic areas that Sprint will open up, and identifying potential business partners.

9.0 BOARD QUESTIONS AND COMMENTS

Brenda Miller thanked Barry Morrell for attending the August meeting. Michael West reported on Barry Morrell's absence during this meeting and his anticipated absence during the October Board Meeting as well, and Brenda suggested that the Board send a card to Barry. Jason McMullan led discussion on changing the time and location of Board meetings, and the Board will add that topic to the October Board Meeting agenda.

9.1 Board President's Report

Brenda Miller reported on her first grandchild's birth, which prevented her from attending the August meeting.

10.0 CONSENT AGENDA

All items are approved by one motion unless pulled by a Board member for separate discussion or action. Ed Conrado/Moved, Jason McMullan/Seconded, and the motion carried four ayes, one absent (Barry Morrell) to approve the following Consent Agenda items:

10.1 Approve Minutes of the July 10, 2019, Regular Board Meeting

10.2 Approve Minutes of the August 14, 2019, Regular Board Meeting

11.0 PUBLIC INPUT – Items on the agenda

No public input.

12.0 OLD BUSINESS

12.1 Community College District Territory (standing item)

Michael West reported that Patricia Barba is now the head of Woodland Community College's Colusa County Campus, and he said that he will reach out to new WCC president, Dr. Art Pimentel. Discussion was held on Vocational Education classes at WCC.

12.2 Facilities Update (standing item)

No update.

12.3 LCAP Update (standing item)

Maria Arvizu-Espinoza reported that CCOE's LCAP has been revised and submitted to the CDE, that all District LCAPs are approved, and Educational Services is working with communities in Differentiated Assistance. Maria answered the Board's question on whether the State had changed the LCAP to a one year plan, saying that it is still a three year plan.

12.4 Approve Superintendent's Salary

Ed Conrado reviewed the Budget Committee's work on the salary guideline. Discussion was held on the level of the Superintendent's salary compared to CCOE's highest paid staff, other districts, and other county superintendents. Ed recommended raising the salary to step 3.5. Discussion was also held on the percent of other CCOE staff salary schedule step increases and COLAs, on comparing the Superintendent's salary to other salaries in Colusa County, and on community expectations.

Ed Conrado/Moved, Lynn Bowen Burnham/Seconded, and the motion carried four ayes, one absent (Barry Morrell) to approve setting the Superintendent's salary at step 3.5, or a net raise of 5%, on the Salary Plan Superintendent Guideline, retroactive to July 1, 2019.

13.0 NEW BUSINESS

13.1 Approve Board Resolution No. 19/20-01 of the Colusa County Superintendent of Schools and the Colusa County Board of Education Regarding Sufficiency or Insufficiency of Instructional Materials for Fiscal Year 2019-20

No questions or comments.

Ed Conrado/Moved, Lynn Bowen Burnham/Seconded, and the motion carried four ayes, one absent (Barry Morrell) to approve Board Resolution No. 19/20-01 of the Colusa County Superintendent of Schools and the Colusa County Board of Education Regarding Sufficiency or Insufficiency of Instructional Materials for Fiscal Year 2019-20.

14.0 ADVANCED PLANNING

14.1 Next Regular Board Meeting

October 9, 2019, 4:00 p.m.

345 5th Street, Colusa, Large Conference Room

Brenda Miller directed the Board Clerk's Administrative Assistant to procure a card for the Board to send to Barry Morrell.

15.0 ADJOURNMENT

The meeting adjourned at 6:11 p.m.

Adopted and Entered



Brenda Miller, President
Colusa County Board of Education

Respectfully Submitted



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

ACRONYMS

AB	Assembly Bill
CBA	Coastal Buttes Academy
CCBE	California County Boards of Education
CCOE	Colusa County Office of Education
CDE	California Department of Education
COE	County Office of Education
CSBA	California School Boards Association
CSR	Capital Service Region
CUSD	Colusa Unified School District
LCAP	Local Control and Accountability Plan
NCAEC	North Central Adult Education Consortium
SELPA	Special Education Local Plan Area
WCC	Woodland Community College
YCCD	Yuba Community College District

COLUSA COUNTY BOARD OF EDUCATION
Minutes of Regular Meeting October 9, 2019

Acronyms Used in This Document May Be Found in Attachment A

Board Members Present: Ed Conrado, Jason McMullan, and Brenda Miller

Staff/Visitors Present: Maria Arvizu-Espinoza, Vicki Markss, Tina Maxwell, Serena Morrow, Gail Osborne, and Michael West

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

President Brenda Miller called the meeting to order at 4:07 p.m. in the 345 5th Street, Colusa, Large Conference Room, and led the Pledge of Allegiance.

NOTE: Ed Conrado was not expected to arrive until 4:30 pm, and the President asked to hear only informational items until that time.

2.0 ORDERING OF AGENDA

Move 5.0 Public Input until a quorum is reached.

3.0 STAFF QUESTIONS AND COMMENTS

No questions or comments.

4.0 LETTERS AND COMMUNICATIONS

4.1 CCSESA Federal Advocacy Materials Provided to US Senators

Michael West reported on handouts that were shared with United States Senators during the Fall CCSESA Federal Advocacy trip last week. He explained that he did not participate this year because there were many others taking the trip. Michael reviewed the funding and mental health crises highlighted in the materials, saying the goal is to convince Federal officials to provide some of the monies that they had previously committed to schools. Discussion was held on the mental health factor involved in recent tragedies, on reaching out to legislators, publicizing the problem as part of next steps, and on AB 895, the Pupil Mental Health Services Program Act.

5.0 PUBLIC INPUT – Items not on the agenda

No public input.

Agenda item 5.0 was heard once Ed Conrado arrived.

6.0 REPORTS FROM SUPERINTENDENT AND STAFF

6.1 Superintendent's Monthly Reports

6.1.1 Superintendent's Monthly Report

Michael West reported on his participation and attendance in activities, such as a meeting with Superior Court Judge Olivera and new Probation Chief, Michael Rogers, during which the group discussed probation and plans for future, issues specific to Districts, communications to and from

public entities, and plans to get SARB back on track; a Napa COE Symposium on Early Childhood Literacy and Education, which included a panel discussion with 25 Superintendents and Board members from throughout the State, and the unveiling of a new F2B program entitled Clever Kids University that Michael demonstrated to the Board.

4:22pm Ed Conrado arrived.

Michael reported on Village litigation activities including depositions of four current and former staff, and a mandatory settlement conference; on the Grocery Outlet's grand opening in Williams that he and Jason McMullan attended, and during which First 5 Colusa received a \$1,500 grant; a County Housing meeting that he and Jason attended, during which the group discussed progress on the plan, details of participants, and scope and timelines; and on Williamson Settlement Act visitations that began in October and will eventually include visits to CCOE and all four districts' school sites, and will culminate in a report to the Board in November. Michael gladly announced the receipt of an IAL Grant totaling more than \$2.5 million over three years, and he described future plans. Michael also provided an update on EduNet, which included information on support from Sprint, and plans for implementation, which he said is at least two years out.

6.1.2 Superintendents Council – No September Meeting

6.2 Administrative Services – Gail Osborne

The Board did not have any questions or comments about Gail Osborne's October 2019 Business Services written report, and Gail spoke about bringing Aaron Heinz, her replacement, up to speed before she retires in November.

6.3 Children's Services – Vicki Markss

Vicki Markss answered the Board's question regarding her October 2019 Children's Services written report, on whether the Early Math Initiative is bringing old math back. Although Vicki could not speak to K-12 efforts, she described the grant's components for zero to five year-old students.

6.4 Educational Services – Maria Arvizu-Espinoza

The Board did not have any questions or comments about Maria Arvizu-Espinoza's October 2019 Educational Services written report. Maria updated the Board on a Department of Justice grant that could provide SROs to the districts. Michael spoke appreciatively of all CCOE staff who are working on grants. Brenda requested a presentation on McKinney-Vento, and Maria will develop one for the Board. Maria presented information on the Intro to Steno Machine Shorthand class that will begin on October 16, 2019, and Michael reported on the need for stenographers and training, especially in the North State.

6.1 Human Resources – Serena Morrow

Serena Morrow presented her October 2019 Human Resources written report to the Board and shared welcome bags for new employees, staff birthday post cards, and welcome baby cards and onesies for new parents. She also shared a brochure regarding the Employee Assistance Program that offers counseling, legal, and financial services to staff. Serena answered their questions regarding the percentage of employees with health coverage (approximately 60%); the possibility of offering the EAP to uninsured staff, which HR is working on; and the number of part time employees that varies by department.

6.2 Special Education & SELPA – Chuck Wayman

Michael West reported that Chuck Wayman was absent due to vacation, and the Board did not have any questions or comments about Chuck's October 2019 Special Education and SELPA written report.

Technology Services – Alex Evans

Michael West explained that Alex was absent due to a family issue, and the Board did not have any questions or comments about Alex Evans' October 2019 Technology Services written report.

7.0 BOARD QUESTIONS AND COMMENTS

No questions or comments.

7.1 Board President's Report

No report.

8.0 CONSENT AGENDA

All items are approved by one motion unless pulled by a Board member for separate discussion or action. Ed Conrado/Moved, Jason McMullan/Seconded, and the motion carried three ayes, two absent (Lynn Bowen Burnham and Barry Morrell) to approve the following Consent Agenda items:

8.1 Approve Minutes of the September 11, 2019, Public Hearing

8.2 Approve Minutes of the September 11, 2019, Regular Board Meeting

9.0 PUBLIC INPUT – Items on the agenda

No public input.

10.0 OLD BUSINESS

10.1 Community College District Territory (standing item)

Michael West reported that Patricia Barba, Director of Special Programs at the Colusa County Campus, is doing a wonderful job, including outreach. Discussion was held on the number of wait-listed classes, on the number of classes that were cancelled due to insufficient enrollment, on the possibility of attaining an AA degree via the Colusa Campus, and on classes held at district high schools.

10.2 Facilities Update (standing item)

Michael West reported on upcoming litigation activities. Discussion was held on the Village withstanding upcoming winter weather, and Michael said that staff have sealed it for the season, but we will not know for certain until the first storm occurs.

10.3 LCAP Update (standing item)

Maria Arvizu-Espinoza reported that the first LCAP stakeholder meeting will be held October 24, 2019.

11.0 NEW BUSINESS

11.1 Approve 2018-19 Unaudited Actuals

Gail Osborne presented information from the Unaudited Actuals Report, which included a report on EPA spending for district support; on attendance, which is flat countywide; on lottery funds, which are minimal; on the Gann Limit; and summary reports for fiscal year 2018-19 and for other funds, many of which are not intended to have an ending balance. Discussion was held on lottery funding spending (programs that generate the funding get their share of the monies); whether the budget "broke even," which Gail indicated that it did; on the demand PERS and STRS places on the budget; on Children's Services spending, specifically for the Pour and Play playground; on the Fund 17 balance, which is not intended to be spent; and on funding for Village repairs when those are allowed to begin, which will involve a three year plan to remediate.

Ed Conrado/Moved, Jason McMullan/Seconded, and the motion carried three ayes, two absent (Lynn Bowen Burnham and Barry Morrell) to approve 2018-19 Unaudited Actuals.

11.2 Approve Board Resolution No. 19/20-02 Gann Limits.

Michael West reported that Gann Limits have not been amended since these were put into place. He explained that the districts are required to approve a Gann Limits resolution by September 15, CCOE must include those numbers in its report to the Board during the October Board meeting, and then CCOE must send the resolution to the State by October 15 each year.

Jason McMullan/Moved, Ed Conrado/Seconded, and the motion carried three ayes, two absent (Lynn Bowen Burnham and Barry Morrell) to approve Board Resolution No. 19/20-02 Gann Limits.

11.3 Approve Certifying Candidates for Supervisors of Attendance for their LEAs

Maria Arvizu-Espinoza explained the need for Supervisors of Attendance training, and she said that once this Board approves the candidates, district boards will need to approve their candidates as well. She reported on the areas of focus during the training, and she explained the relationship between supervising attendance and the SARB process, which puts intervention strategies in place.

Ed Conrado/Moved, Jason McMullan/Seconded, and the motion carried three ayes, two absent (Lynn Bowen Burnham and Barry Morrell) to approve certifying candidates for supervisors of attendance for their LEAs.

11.4 Request for Board Meeting Schedule Change

Michael West explained the meeting schedule changes should be made during the annual Board Organization Meeting in December. He reported that staff is gathering data to track guest attendance at meetings. Discussion was held on adding the request for a schedule change as an information item on the November agenda.

12.0 ADVANCED PLANNING

12.1 Next Regular Board Meeting

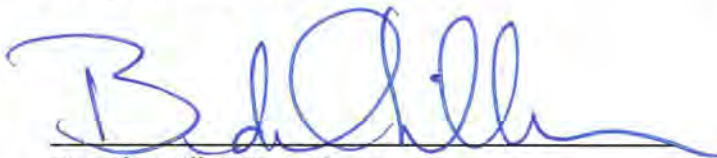
November 13, 2019, 4:00 p.m.

345 5th Street, Colusa, Large Conference Room

13.0 ADJOURNMENT


The meeting adjourned at 5:25 p.m.

Adopted and Entered



Brenda Miller, President
Colusa County Board of Education

Respectfully Submitted



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

ACRONYMS

AA	Associate of Arts
AB	Assembly Bill
CCOE	Colusa County Office of Education
CCSESA	California County Superintendents Educational Services Association
COE	County Office of Education
EAP	Employee Assistance Program
EPA	Education Protection Account
F2B	Footsteps to Brilliance
HR	Human Resources
IAL	Innovative Approach to Literacy
LCAP	Local Control and Accountability Plan
PERS	Public Employees Retirement System
SARB	School Attendance Review Board
SELPA	Special Education Local Plan Area
STRS	California State Teachers Retirement System

COLUSA COUNTY BOARD OF EDUCATION
Minutes of Regular Meeting November 13, 2019

Acronyms Used in This Document May Be Found in Attachment A

Board Members Present: Ed Conrado, Brenda Miller, and Barry Morrell

Staff/Visitors Present: Aaron Heinz, Vicki Markss, Tina Maxwell, Nic Monroe, Lorilee Niesen, Suzy Silva Medina and family, Chuck Wayman, Michael West, and David Wright

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

President Brenda Miller called the meeting to order at 4:01 p.m. in the 345 5th 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 Letter of Commendation, Innovative Approaches to Literacy Grant – Senator James Nielsen

Michael West presented a letter from Senator James Nielsen, a long-time supporter of CCOE's literacy efforts, commending CCOE staff for improving the lives of students.

4.2 Awarding of Diploma

Lorilee Niesen introduced a recent Adult Education graduate, and she thanked Adult Education teacher, Nic Monroe. Lorilee explained that the graduate would receive a portfolio to organize her professional papers, which she could take with her on her next steps. Lorilee announced that a graduation ceremony would occur on May 22, 2019, and she asked the graduate in attendance to share with the Board her plans for the future, and to introduce family. Nic spoke about the effort of the Colusa County Adult Education High School graduate put into earning her diploma, and Lorilee thanked the graduate for being a role model for other Adult Education students.

5.0 PUBLIC INPUT – Items not on the agenda

No public input.

6.0 REPORTS FROM SUPERINTENDENT AND STAFF

6.1 Superintendent's Monthly Reports

6.1.1 Superintendent's Monthly Report

Michael West reported on his participation and attendance in activities, such as completion of all WSA site visits, an interview as a stakeholder for the new Superintendent position at Colusa USD, the CCSESA Quarterly meeting at Sonoma COE that focused on reorganization to remain a dynamic organization, the Head Start Policy Council Meeting, a farewell luncheon for Gail Osborne, Colusa County jury duty for which he was not selected, a CSR Regional Meeting during which the group brainstormed planning and preparation for PG&E public safety power shutoffs (PSPS), a SARB committee at CUSD that Michael chaired, and a meeting with F2B to discuss future planning with CKU perpetual licensing. Michael provided an update on the IAL grant, saying that a Literacy Coach and a Program Director have been hired, and efforts are underway to recruit a Literacy Liaison. Michael announced a memorial event for Kay Spurgeon on December 8, which will be in the style of her annual Christmas Open House. Discussion was held on whether CCOE's solar panels could bank electricity for use during a PSPS, but that is not a possibility because PG&E requires that excess generated power must go back into the grid.

6.1.2 Superintendents Council – No October Meeting

6.2 Administrative Services – Aaron Heinz

Aaron Heinz added to his November 2019 Business Services written report, saying that auditors were on site last week, that he is in the process of revising budgets for the first interim, that he has finished his transition to Associate Superintendent, and that he is developing a monthly budget update.

6.2.1 Summary Report of Revenues, Expenditures, and Changes in Fund Balance

Aaron Heinz reviewed the Summary Report, highlighting an increase of \$11,107 in federal revenue for homeless education. Discussion was held on the amount of funds for countywide homeless services, and Michael West said that CCOE's monies are specific to education, and Colusa County DHHS monies provide for other services. Lorilee Niesen reported on resources that Educational Services provide for homeless youth.

6.3 Children's Services – Vicki Markss

Vicki Markss distributed her November 2019 Children's Services written report, and reported on October being Head Start awareness month. Vicki spoke about the benefits of Head Start including healthier children, greater parent engagement, a narrowing of the achievement gap, increased at-home learning and healthy habits, and early evaluation and identification of children with special needs. Vicki said that she met with elementary school principals to encourage collaboration and moving forward, and she shared the new Children's Services newsletter.

6.4 Educational Services – Maria Arvizu-Espinoza

Lorilee Niesen spoke on behalf of Maria Arvizu-Espinoza who was absent. Lorilee reported on a free flu clinic offered for students and staff at the Village, and spoke about the homeless education services that are also offered to Adult Education students. Discussion was held on countywide outreach for vaping, and Lorilee said that CCOE's TUPE coordinator is working with all four districts on tobacco education, including vaping.

6.1 Human Resources – Serena Morrow

The Board did not have any questions or comments about Serena Morrow's November 2019 Human Resources written report.

6.2 Special Education & SELPA – Chuck Wayman

Chuck Wayman introduced Workability Project Coordinator David Wright who presented on the Workability Post High School Transition program for students with special needs. David said the program includes pre-employment services, an IEP, a one year follow-up, use of online career curriculum, employment placement, community and business partnerships, program data for 7th 8th grade students and high school/adult transition, and on placements. David spoke about Employment Developer, Robina Smith's, work with the program. Discussion was held on serving more students, and the inability to provide summer employment. Chuck spoke about David and Robina's role in building up the program. Discussion was held on the effect of minimum wage increases on the program, on Children Services employment of Workability students, and on other services offered (resume and letter of interest writing, and training for interviews and soft skills).

6.3 Technology Services – Alex Evans

Michael West reported that Alex Evans was attending the CEPTA conference, and the Board did not have any questions or comments about Alex's November 2019 Technology Services written report.

7.0 BOARD QUESTIONS AND COMMENTS

No questions or comments.

7.1 Board President's Report

No Board President's report.

8.0 CONSENT AGENDA

All items are approved by one motion unless pulled by a Board member for separate discussion or action. Ed Conrado/Moved, Barry Morrell/Seconded, and the motion carried three ayes, two absent (Lynn Bowen Burnham and Jason McMullen) to approve the following Consent Agenda item:

8.1 Approve Minutes of the October 9, 2018, Regular Board Meeting

9.0 PUBLIC INPUT – Items on the agenda

No public input.

10.0 OLD BUSINESS

10.1 Community College District Territory (standing item)

Michael West reported on the quarterly Adult Education Block Grant meeting. He also spoke about a meeting with Dr. Art Pimentel, President of Woodland Community College, and others who discussed the Farm to School Grant, proposed classes to enhance attendance around Colusa County, the Wildland Fire Academy, potential future classroom sharing, and a potential future culinary program.

10.2 Facilities Update (standing item)

Michael West reported on litigation activities.

10.3 LCAP Update (standing item)

Lorilee Niesen reported on a Stakeholder meeting that was held on October 24, 2019, and Michael West reported on the two-day CCSESA LCAP template training to be held on November 14 and 15, 2019.

10.4 Request for Board Meeting schedule change

No discussion was held.

11.0 NEW BUSINESS

11.1 Williams Settlement Act Report to the County Board of Education

Michael West reported on this being one of six reports to be made to governing bodies of the School Districts, the Colusa County Board of Education, and the Colusa County Board of Supervisors. Michael said the reports to the CBOE and the CBOS will include information on the state of education in the County. Michael reported that no UCP complaints have been filed, and all teacher credentialing and assignments are in order. Michael reported favorably about new programs at WUSD and at PJUSD. Discussion was held on PG&E PSPS' effect on Williams Settlement, which is uncertain at this time; on the power grid; the countywide plan; the possibility for a State takeover of power; and on student safety being the primary concern. Michael spoke favorably about MUSD's and PJUSD's very powerful and young new teachers.

11.2 Approve Resolution 19/20-03, Establishing an Additional Regular Board Meeting on December 13, 2019

Tina Maxwell explained that the meeting was needed in order to meet deadlines imposed by Education Code on holding the Annual Organizational Meeting no sooner than the second Friday of the month and approving the First Interim Report by December 15.

Barry Morrell/Moved, Ed Conrado/Seconded, and the motion carried three ayes, two absent (Lynn Bowen Burnham and Jason McMullen) to approve Resolution 19/20-03, establishing an additional regular Board meeting on December 13, 2019.

11.3 Consider and Approve Setting December 13, 2019, 4:00 pm, as the Date and Time for the Colusa County Board of Education Annual Organizational Meeting as Required by EC 35143

No discussion was held.

Barry Morrell/Moved, Ed Conrado/Seconded, and the motion carried three ayes, two absent (Lynn Bowen Burnham and Jason McMullen) to approve setting December 13, 2019, 4:00 pm, as the date and time for the Colusa County Board of Education Annual Organizational Meeting as required by EC 35143.

11.4 Upcoming December Annual Organizational Meeting Considerations

11.4.1 Draft President Rotation Schedule

11.4.2 Draft Schedule of 2020 Regular Meetings

11.4.3 Draft Liaison Assignments

11.5 Approve Inventory for Disposal

Michael West explained that the inventory item is a 2000 Chevy Malibu that is not cost effective to maintain.

Ed Conrado/Moved, Barry Morrell/Seconded, and the motion carried three ayes, two absent (Lynn Bowen Burnham and Jason McMullen) to approve inventory for disposal.

12.0 ADVANCED PLANNING

12.1 Next Regular Board Meeting

December 13, 2019, 4:00 p.m.

345 5th Street, Colusa, Large Conference Room

13.0 ADJOURNMENT

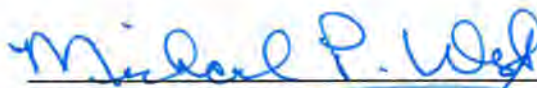
The meeting adjourned at 5:15 p.m.

Adopted and Entered



Brenda Miller, President
Colusa County Board of Education

Respectfully Submitted



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

ACRONYMS

CBOE	Colusa County Board of Education
CBOS	Colusa County Board of Supervisors
CCOE	Colusa County Office of Education
CCSESA	California County Superintendents Educational Services Association
CETPA	California Educational Technology Professionals Association
CKU	Clever Kids University
COE	County Office of Education
CSR	Capital Service Region
CUSD	Colusa Unified School District
DHHS	Colusa County Department of Health & Human Services
EC	Education (or Ed) Code
F2B	Footsteps to Brilliance
IAL	Innovative Approach to Literacy
IEP	Individualized Education Program
LCAP	Local Control and Accountability Plan
MUSD	Maxwell Unified School District
PG&E	Pacific Gas and Electric
PJUSD	Pierce Joint Unified School District
SARB	School Attendance Review Board
TUPE	Tobacco Use Prevention Education
UCP	Uniform Complaint Procedures
USD	Unified School District
WCC	Woodland Community College
WSA	Williams Settlement Agreement
WUSD	Williams Unified School District

COLUSA COUNTY BOARD OF EDUCATION

Minutes of Regular and Organizational Meeting December 13, 2019

Acronyms Used in This Document May Be Found in Attachment A

Board Members Present: Ed Conrado, Jason McMullan, Brenda Miller, and Barry Morrell

Staff/Visitors Present: Maria Arvizu-Espinoza, Serena Bowen and family, Aaron Heinz, Vicki Markss, Tina Maxwell, Serena Morrow, Lorilee Niesen, Sheryl Parker, and Michael West

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

President Pro Tempore Ed Conrado called the meeting to order at 4:01 p.m. in the 345 5th Street, Colusa, Large Conference Room, and led the Pledge of Allegiance.

2.0 ORGANIZATION OF THE BOARD

2.1 Accept Board President Rotation Schedule

Barry Morrell/Moved, Jason McMullan/Seconded, and the motion carried four ayes, one absent (Lynn Bowen Burnham) to accept the President Rotation Schedule (Attachment B).

As of this action, Ed Conrado assumed the Presidency, and continued leading the meeting.

2.2 Accept the 2020 Schedule of Meetings

Discussion was held on the meeting start times, and the Board President directed that meeting times be added to the January Meeting agenda.

Barry Morrell/Moved, Brenda Miller/Seconded, and the motion carried three ayes, one no (Jason McMullan), and one absent (Lynn Bowen Burnham) to accept the 2020 Schedule of Regular Meetings (Attachment C).

2.3 Set 2020 Liaison Assignments

Discussion was held on leaving 2020 Liaison Assignments the same as 2019 assignments.

Brenda Miller/Moved, Jason McMullan/Seconded, and the motion carried four ayes, one absent (Lynn Bowen Burnham) to approve leaving 2020 Liaison Assignments the same as 2019 assignments (Attachment D).

3.0 ORDERING OF AGENDA

Move the following to be heard after 5.0 Letters and Communications:

12.1 Accept 2017-18 Financial Audit Report, Presented by James Marta & Co.

12.2 Review First Interim Report

12.3 Approve First Interim Report

4.0 STAFF QUESTIONS AND COMMENTS

Michael West introduced Payroll Accounting Specialist Angelina Guizar, who was the recent recipient of the annual CASBO Bob Reeves Scholarship Award, totaling \$1,000, for active members enrolled in education programs or professional training. Angelina was nominated for the scholarship by Business Services Director Sheryl Parker, who among other reasons, cited Angelina's eagerness to learn and her can-do attitude.

5.0 LETTERS AND COMMUNICATIONS

5.1 Awarding of Diploma

Lorilee Niesen reported on two recent graduates from the Adult Education program, one of which was unable to attend the Board meeting. Lorilee introduced the graduate in attendance, and presented the graduate with a diploma and a portfolio to organize her professional papers. Lorilee asked the graduate to share with the Board her plans for the future, and to introduce her family.

Agenda items 12.1, 12.2, and 12.3 were heard immediately following agenda item 5.0.

6.0 PUBLIC INPUT – Items not on the agenda

No public input.

7.0 REPORTS FROM SUPERINTENDENT AND STAFF

Michael West reported that due to the impact of holidays on the business month, he asked department heads not to report during the December meeting.

7.1 Superintendent's Monthly Reports

7.1.1 Superintendent's Monthly Report

Michael West reported on his participation and attendance in activities; such as WSA presentations to School Boards and to the Board of Supervisors, his attendance at the Head Start Policy Council, and a SARB meeting at CHS that he chaired. Discussion was held on adding a faith-based representative to the SARB meetings, and future School Resource Officers (formerly referred to as truancy officers). Michael also reported on the K12 High Speed Network meeting, the successful first EduNet beta test, a Posada event in the WUSD multi-purpose room, and the annual "cut-throat" Christmas with Administrative Services, Children's Services, and First Five staff. Michael's report on the IAL Grant included information on a successful IAL booth during the Posada, on new books being ordered that will be given to children and to school and county libraries, a Parent Café meeting, and plans to hire a Literacy Liaison. Discussion was held on outreach to parents, and connecting them with CCOE.

7.1.2 Superintendents Council – November Meeting

Michael West reported that he met with the District Superintendents in November and the group discussed the Tri-County Induction Program, next steps for the F2B perpetual license for CCOE and districts who wish to participate, and IAL grant MOU details.

7.1.3 SELPA – November Meeting

Michael West reported on Chuck Wayman's absence. Ed Conrado said that he was not notified about the SELPA meeting.

8.0 BOARD QUESTIONS AND COMMENTS

Barry Morrell reported on Lynn Bowen Burnham's absence. Jason McMullan reported on the City of Williams Festival of Lights on December 14, 2019, and on the Ministerial Association's involvement in that event and with WUSD, which will be donating obsolete technology to the Association to be used at the Family Resource Center.

8.1 Board President's Report

No Board President's report.

9.0 CONSENT AGENDA

All items are approved by one motion unless pulled by a Board member for separate discussion or action. Brenda Miller/Moved, Barry Morrell/Seconded, and the motion carried three ayes, one abstain (Jason McMullan), one absent (Lynn Bowen Burnham) to approve the following Consent Agenda item:

9.1 Approve Minutes of the November 13, 2019, Regular Board Meeting

10.0 PUBLIC INPUT – Items on the agenda

No public input.

11.0 OLD BUSINESS

11.1 Community College District Territory (standing item)

No discussion was held.

11.2 Facilities Update (standing item)

Michael West reported on the Facilities group's efforts to mitigate rain related issues, and on Village litigation activities.

11.3 LCAP Update (standing item)

Maria Arvizu Espinoza reported on a Department of Justice Tobacco Law Enforcement Grant Program (TLEGP) that totaled \$427,591. The grant requires an agreement between CCOE and the Colusa County Sheriff's Office that will provide funds for a school resource officer at area schools to reduce the number of tobacco and nicotine related suspensions. She explained that the grant will require a Board Resolution. Michael West highlighted the California School Dashboard as a tool for Boards to understand information, including suspension rates, directly related to their districts.

12.0 NEW BUSINESS

Agenda items 12.1, 12.2, and 12.3 were heard immediately following agenda item 5.0.

12.1 Accept 2018-19 Financial Audit Report, Presented by James Marta & Co. – Jesse Deol

Aaron Heinz spoke about CCOE's relationship with auditors, and he introduced Jesse Deol, an independent CPA with James Marta & Co. Jesse presented the

Independent Auditor's Report for the fiscal year that ended June 30, 2019. He said that the auditors' opinion is, as stated in their report to the Board, unmodified in that the financial statements are presented fairly as of 2019, adding that it is a "clean" audit. Discussion was held on the future of the pension liability (factors include employees' longer lives and the condition of the financial market) and the percentage of salaries and benefits in the budget. Jesse outlined the Statement of Net Position that indicated a \$1.8 million revenue increase and a slight decrease in expenses, and a positive change in net position of \$1.3 million. Jesse reviewed the Financial Trends and Analysis that indicates available reserves (5%) and long term liabilities, which increased as a result of the pension liability, and Government-Wide Revenues and Expenditures. Discussion was held on plant services being less than the prior year and that will continue to decrease once the solar array is fully purchased, and on salaries and benefits constituting approximately 85% of the budget. Jesse continued with his Comparative Analysis and Statement of Activities of Similar Counties, the Economic Outlook that focused on LCFF funding and indicated the target level is 100% funded, and he provided budget highlights and information on the pension liability. Jesse reported on a modified state compliance finding with no fiscal impact regarding a School Safety Plan that should have been approved by March 1, 2019, and which will be remedied in 2020, and on an unmodified opinion (zero deficiencies) on internal controls and federal compliance with no findings in the previous year. In conclusion, Jesse stated that CCOE's financial condition has improved while being mindful of LCFF funding, and that CCOE has a great management team. Discussion was held on Jesse's thoughts about the new financial system (Escape), which he said greatly helped the audit process.

Brenda Miller/Moved, Barry Morrell/Seconded, and the motion carried four ayes, one absent (Lynn Bowen Burnham) to accept the 2018-19 Financial Audit Report.

12.2 Review First Interim Report

Aaron Heinz spoke about the good job that Sheryl Parker and Gail Osborne did on keeping CCOE in sound financial standing, and he said that his goal moving forward was to continue doing the same. Aaron reported on the Fund Balance, which he said is in sound financial shape with adequate reserves. Discussion was held on the possibility of increasing reserves. Aaron spoke about ten straight years of economic growth in the U.S. that could end in a future recession, and being mindful of that possibility in future budgeting. He reviewed General Fund Revenues and Expenditures. Discussion was held on decreasing the percentage of salaries and benefits. Aaron spoke about future challenges (LCFF funding decreases and pension liabilities). Discussion was held on Social Security and the stock market's impact on pension funds. Aaron drew the Board's attention to the CCOE Certification Form that indicates that CCOE can meet the financial obligations of the current fiscal year, and two out years. Aaron rolled out a new Comparative Object Summary report that he will bring to the board in future

meetings. Discussion was held on an increase in salaries from the original budget to the interim budget, which Aaron said is a result of increased revenues for programs such as the IAL and Homeless grants and Special Education, and on the nature of the increase in fund balance from the original budget to the interim, which can be seen in the beginning balances. Aaron reviewed the Summary of Revenues, Expenditures, and Changes in Fund Balance that indicates that the projected deficit is decreasing. Discussion was held on measures and a timeline to reduce the deficit, which would involve budget committee participation. Aaron reported Multi-Year projections indicate that although CCOE is in sound financial condition, it still has projected deficits directly related to the pension liability. Discussion was held on the Board Committee meeting to provide meaningful input on the budget, on the current budget improvement over historical budgets, and on the location of IAL grant funds. Aaron ended his report by thanking staff.

12.3 Approve First Interim Report

Ed Conrado/Moved, Jason McMullan/Seconded, and the motion carried four ayes, one absent (Lynn Bowen Burnham) to approve the First Interim Report.

Following agenda item 12.3, the Board returned to agenda item 6.0 Public Input.

12.4 Secure Rural Schools and Community Self-Determination Act (SRS)

Michael West provided an update on SB 430, which supported the Secure Rural Schools and Community Self-Determination Act (SRS), and looked to find permanent funding for SRS. He reported on the Bill that is currently on the U.S. Senate floor for consideration.

12.5 Approve Resolution 19/20-04 in Support of the Secure Rural Schools and Community Self-Determination Act (SRS)

Barry Morrell/Moved, Brenda Miller/Seconded, and the motion carried four ayes, one absent (Lynn Bowen Burnham) to approve Resolution 19/20-04 in Support of the Secure Rural Schools and Community Self-Determination Act (SRS).

12.6 Approve Board Policy Revision - BP 5138.00 Bullying Prevention

Michael West reported that the County Office was made aware of State mandated changes to BP 5138.00 Bullying Prevention that need to be made by December 31, 2019. He explained that the changes were specific to cyberbullying, and he requested that the Board waive the second reading. Discussion was held on the need to include bullying occurring off campus, as a result of Education Code language.

Brenda Miller/Moved, Barry Morrell/Seconded, and the motion carried four ayes, one absent (Lynn Bowen Burnham) to waive the second reading and to approve Board Policy Revision - BP 5138.00 Bullying Prevention.

13.0 ADVANCED PLANNING

13.1 Next Regular Board Meeting

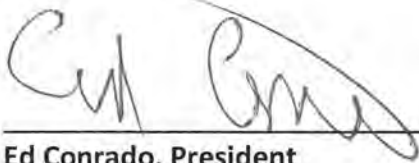
Michael West reported that the next regular meeting should have been listed as December 18, 2019, but the December 16, 2019, meeting negates the need for a second December meeting. As a result, if there is no quorum on December 18, as Board Secretary, Michael will open and close that meeting.

After that, the next regular meeting will be January 8, 2020, at 4:00 p.m. in the 345 5th Street, Colusa, Large Conference Room.

14.0 ADJOURNMENT

The meeting adjourned at 5:44 p.m.

Adopted and Entered

A handwritten signature in black ink, appearing to read 'Ed Conrado', written over a horizontal line.

Ed Conrado, President
Colusa County Board of Education

Respectfully Submitted

A handwritten signature in blue ink, appearing to read 'Michael P. West', written over a horizontal line.

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

ACRONYMS

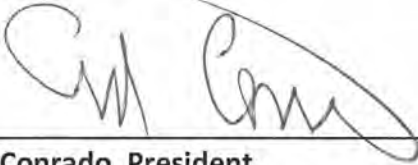
BP	Board Policy
CASBO	California Association of School Business Officials
CPA	Certified Public Accountant
CCOE	Colusa County Office of Education
CHS	Colusa High School
IAL	Innovative Approach to Literacy
LCFF	Local Control Funding Formula
MOU	Memorandum of Understanding
SARB	School Attendance Review Board
SRS	Secure Rural Schools and Community Self-Determination Act
SB	Senate Bill
SELPA	Special Education Local Plan Area
TLEGP	Tobacco Law Enforcement Grant Program
WSA	Williams Settlement Agreement
WUSD	Williams Unified School District

COLUSA COUNTY BOARD OF EDUCATION
Minutes of Regular Meeting December 18, 2019

1.0 CALL TO ORDER

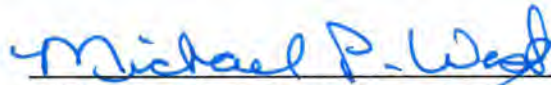
Michael West adjourned the meeting to January 8, 2020, due to the lack of a quorum.

Adopted and Entered

A handwritten signature in black ink, appearing to read 'Ed Conrado', written over a horizontal line.

Ed Conrado, President
Colusa County Board of Education

Respectfully Submitted

A handwritten signature in blue ink, appearing to read 'Michael P. West', written over a horizontal line.

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

COLUSA COUNTY BOARD OF EDUCATION
Minutes of Regular Meeting January 8, 2020

Acronyms Used in This Document May Be Found in Attachment A

Board Members Present: Lynn Bowen Burnham, Ed Conrado, Jason McMullan, and Barry Morrell

Staff/Visitors Present: Maria Arvizu-Espinoza, Alex Evans, Aaron Heinz, Santana King, Vicki Markss, Tina Maxwell, Nic Monroe, Serena Morrow, Lorilee Niesen, Chuck Wayman, and Michael West

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

President Ed Conrado called the meeting to order at 4:01 p.m. in the 345 5th 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 Awarding of Diplomas – Adult Education

4.2 Awarding of Diploma – S. William Abel Community School

Lorilee Niesen reported on recent graduates from the Adult Education program and Community School. Adult Education Teacher Nic Monroe read aloud a text from a 2019 graduate about her work at the Colusa hospital. Lorilee introduced the graduates one at a time, presented them with diplomas, gave the Adult Education graduate a portfolio to organize her professional papers, and asked both graduates to share with the Board their plans for the future and to introduce their families. Ed Conrado congratulated the graduates and thanked their families.

5.0 PUBLIC INPUT – Items not on the agenda

No public input.

6.0 REPORTS FROM SUPERINTENDENT AND STAFF

6.1 Superintendent's Monthly Reports

6.1.1 Superintendent's Monthly Report

Michael West reported on his participation and attendance in activities, such as the December 18, 2019, Board of Education meeting that was closed due to lack of a quorum, a meeting with Colusa County Sheriff Joe Garofalo about safety and an additional SRO funded by Education Services and the Anti-Tobacco Program, the Head Start Policy Council Meeting, and the NCC PLN meeting at Yolo COE that included a presentation by Nicole Anderson on Equity in Education. Michael provided an update on the IAL Grant activities that included continued

discussion of the IAL grant with participants, the hiring of a Literacy Liaison, next steps including distribution of books and iPads, and initial outreach and training for parents and teachers. Michael gladly read aloud a message from Siskiyou COE Superintendent Kermith Walters regarding the extension of the Secure Rural Schools and Community Self-Determination Act through 2020. He spoke about next steps toward the goal of permanent funding, and he thanked the Board for their resolution of support

6.1.2 Superintendents Council – No December Meeting

6.2 Comparative Object Summary: Report of Revenues, Expenditures and Changes in Fund Balance

Aaron Heinz reviewed the Comparative Object Summary, which he said picks up where the Interim Report ended, and he highlighted minor revenue increases from the Homeless and Expanded Learning Grants.

7.0 BOARD QUESTIONS AND COMMENTS

Jason McMullan announced that WUSD will hold a grand opening of a Family Resource Center on January 21, 2020, during which 100 refurbished laptops will be given to families that applied and who are qualified.

7.1 Board President's Report

No report.

8.0 CONSENT AGENDA

All items are approved by one motion unless pulled by a Board member for separate discussion or action. Barry Morrell/Moved, Jason McMullan/Seconded, and the motion carried three ayes, two absent (Lynn Bowen Burnham and Brenda Miller) to approve the following Consent Agenda items:

8.1 Approve Minutes of the December 13, 2019, Regular Board Meeting

8.2 Approve Minutes of the December 18, 2019, Regular Board Meeting

9.0 PUBLIC INPUT – Items on the agenda

No public input.

10.0 OLD BUSINESS

10.1 Community College District Territory (standing item)

No report.

10.2 Facilities Update (standing item)

Michael West reported on litigation activities.

10.3 LCAP Update (standing item)

Maria Arvizu-Espinoza reported that Educational Services Director Lorilee Niesen and Community School Teacher Kathy Jones are updating CCOE's LCAP for the

year, and Maria is working with the district recently made eligible for Differentiated Assistance (WUSD) and those already served under Differentiated Assistance (MUSD and PJUSD), and she spoke about mitigation efforts. Discussion was held on reasons for WUSD's status, and Maria explained that it was a result of the suspension rate and the low ELA and Math performance for Special Education students. Michael West commented on the fact that once a district is placed in Differentiated Assistance in January it stays in until November, regardless of positive changes.

Michael West reported that future agendas would include the IAL Grant as a standing item under Old Business.

4:18 Lyn Bowen Burnham Bowen arrived.

11.0 NEW BUSINESS

11.1 Approve Certifying Candidates for Supervisors of Attendance for their LEAs

Maria Arvizu-Espinoza reported on the candidates' certification qualifications, and she explained the relationship between supervising attendance and the SARB process, which puts intervention strategies in place. Discussion was held on the Supervisors' impact on the SARB process, on kindergarten attendance, on the differing positions of the Supervisors, and on approval of the other Supervisors during the October Board meeting.

Jason McMullan/Moved, Barry Morrell/Seconded, and the motion carried four ayes, one absent (Brenda Miller) to approve certifying candidates for Supervisors of Attendance for their LEAs.

11.2 Approve Resolution 19/20-05 Authorizing the Colusa County Office of Education to Accept Grant Funds in the Amount of \$427,591, from the State of California Department of Justice, Office of Attorney General, Tobacco Law Enforcement Grant Program (TLEGP) And Authorizing the Professional Services Agreement with the County of Colusa Sheriff's Office

Maria Arvizu-Espinoza introduced Educational Services TUPE Coordinator Santana King who wrote and reported on the grant that will allow the Colusa County Sheriff's Office to provide an SRO to work with tobacco related and truancy issues. Michael West reported on the achievement of Ms. King in bringing this grant to Colusa County, and on the Sheriff's enthusiasm regarding making an impact with the grant. Discussion was held on the length of funding (three years) and the possibility of sustained future funding.

Barry Morrell/Moved, Jason McMullan/Seconded, and the motion carried four ayes, one absent (Brenda Miller) to approve to approve Resolution 19/20-05 authorizing the Colusa County Office of Education to accept grant funds in the amount of \$427,591, from the State of California Department of Justice, Office of Attorney General, Tobacco Law Enforcement Grant Program (TLEGP) and

authorizing the Professional Services Agreement with the County of Colusa Sheriff's Office.

11.3 First Reading: Board Policy Revision BP 5141.51 At-Promise Youth

Discussion was held the need for the policy change, which was required by law as a result of passage of AB 413.

11.4 Approve Changing or Keeping 4:00 pm as the Beginning Time of Colusa County Board of Education Meetings

Discussion was held on the rationale behind Jason McMullan's request to change the 4:00 pm meeting time to later, which he said would provide accessibility to working families. Discussion was also held on reasons to keep the 4:00 pm meeting time, such as the impact on staff, the added cost of later meetings, COE vs. district issues, and a later beginning time hindering attendance at district meetings.

Barry Morrell/Moved, Lynn Bowen Burnham/Seconded, and the motion carried three ayes, one absent (Brenda Miller), and one no (Jason McMullan) to approve keeping 4:00 pm as the Beginning Time of Colusa County Board of Education Meetings.

12.0 ADVANCED PLANNING

12.1 Next Regular Board Meeting

February 12, 2020, 4:00 p.m.

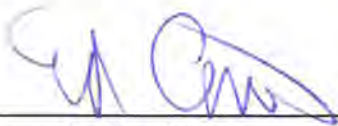
345 5th Street, Colusa, Large Conference Room

Michael West encouraged the Board to keep its eye on Bills coming out of Sacramento that will affect education in the future.

13.0 ADJOURNMENT

The meeting adjourned at 4:48 p.m.

Adopted and Entered



Ed Conrado, President
Colusa County Board of Education

Respectfully Submitted



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

ACRONYMS

AB	Assembly Bill
COE	County Office of Education
IAL	Innovative Approach to Literacy
LCAP	Local Control and Accountability Plan
MUSD	Maxwell Unified School District
NCC PLN	North Counties Consortium Professional Learning Network
PJUSD	Pierce Joint Unified School District
SARB	School Attendance Review Board
SRO	School Resource Officer
TLEGP	Tobacco Law Enforcement Grant Program
TUPE	Tobacco Use Prevention Education
WUSD	Williams Unified School District

COLUSA COUNTY BOARD OF EDUCATION
Minutes of Regular Meeting February 12, 2020

Acronyms Used in This Document May Be Found in Attachment A

Board Members Present: Lynn Bowen Burnham, Ed Conrado, Brenda Miller, and Barry Morrell

Staff/Visitors Present: Maria Arvizu-Espinoza, Alex Evans, Tina Maxwell, Serena Morrow, Lorilee Niesen, Sheryl Parker, Chuck Wayman, and Michael West

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

President Ed Conrado 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

No changes.

3.0 STAFF QUESTIONS AND COMMENTS

No questions or comments.

4.0 LETTERS AND COMMUNICATIONS

4.1 Awarding of Diplomas

Lorilee Niesen reported on three recent graduates from the Adult Education program and Community School. Lorilee introduced the graduates one at a time, presented them with diplomas, gave the Adult Education graduate a portfolio to organize her professional papers, and asked the two graduates in attendance to share with the Board their plans for the future and to introduce their families. The mother of the Community School student not in attendance accepted the diploma on his behalf, and spoke about how much Community School meant to her family.

5.0 PUBLIC INPUT – Items not on the agenda

No public input.

6.0 JANUARY & FEBRUARY REPORTS FROM SUPERINTENDENT AND STAFF

6.1 Superintendent's Monthly Reports

6.1.1 Superintendent's Monthly Report

Michael West commended Maria Arvizu-Espinoza and Lorilee Niesen on their work with Community School. Michael described his participation as a story time reader in teacher Parveen Sharma's classroom at the Colusa Preschool Learning Center. He also reported on his attendance at the SSC presentation of the Governor's Budget, an LCAP Template Training with Maria and Lorilee, an NCC PLN meeting, a State of Education presentation, and a Martin Luther King program. Michael provided an IAL Grant update that highlighted continued weekly discussions of the IAL grant with the leadership team (Karisa Williams,

Jennifer Jelavich, and Stefani Silvas); next steps, such as distribution of books and iPads, and initial outreach and training of parents and teachers; meetings with the Melissa Ortiz, Susan Griffith, Candice Vallejos, and the IAL leadership team about strategic planning; and the IAL team's visit with Kim Nall, Director of CICC's Hand-in-Hand Learning Center, which included a tour of facilities, sharing information about the IAL Grant, and a pledge from both groups to work closely together in the future. Michael provide a review of the State Education Budget that included information on Proposition 13, an economic outlook for GDP growth in 2019 (3%) and anticipated growth in 2020 (2%), \$84 billion for Proposition 98, an anticipated 2.29% COLA, an increasing number of State payments classified as "growing funding for a one time use," and money allocated across the board to Early Childhood – Child Care. Michael ended his review by observing that the economy is supportive of education, and advising the Board to be aware of a potential decline in future tax revenues as the result of an exodus of wealthy taxpayers from the state. Discussion was held on upcoming fiscal year insurance rate increases (none for TCSIG and uncertain for CVT).

6.1.2 Superintendents Council – No January Meeting

6.2 Administrative Services – Sheryl Parker

No questions or comments.

6.2.1 Summary Comparative Object Summary: Report of Revenues, Expenditures and Changes in Fund Balance

No questions or comments.

6.3 Children's Services – Vicki Markss

Michael reported on Vicki Markss' absence, and the Board did not have any questions or comments about her January and February 2020 Children's Services written report.

6.4 Educational Services – Maria Arvizu-Espinoza

Maria Arvizu-Espinoza answered the Board's questions regarding her January and February 2020 Educational Services written report, including educating CCOE's clientele on the census, saying that currently no program is in place; however, she and Michael West are working with the County to get the message to the general populace and to hard-to-reach populations. Regarding the Health Education Framework, discussion was held on current PE programs in the county. Michael assured the Board that PE programs are not being abandoned; just the physical fitness tests are no longer being administered. Maria explained that the COE is developing a Health Community of Practice, which will work with districts through providing a framework, PE teacher training, and a soon to be held two-day, train the trainer, session.

6.5 Human Resources – Serena Morrow

Serena Morrow added to her January and February 2020 Human Resources written report, saying that Human Resources Specialist II, Brenda Ramirez, is now working in HR, and the Board did not have any questions or comments regarding her report.

6.6 Special Education & SELPA – Chuck Wayman

Chuck Wayman orally presented his January and February 2020 Special Education and SELPA report to the Board, leading off with CBA enrollment (only one slot available); with the expectation of transitioning some students back to their home districts next year. Discussion was held on the one student who transitioned out of the program. Chuck said that the student is doing “OK,” but because CBA is such a welcoming environment, students do not want to leave and this student would like to return, and this will continue to be a challenge. Chuck reported that he would be holding training for all districts on manifestations and determination and a CAC meeting to discuss the local plan, and he will participate in the Chico State Career Fair with the goal of recruiting Special Education teachers.

6.7 Technology Services – Alex Evans

The Board did not have any questions or comments about Alex Evans’ January and February 2020 Technology Services written report. Discussion was held on the Sprint T-Mobile merger, which although unlikely, may still be appealed.

7.0 BOARD QUESTIONS AND COMMENTS

Barry Morrell requested to attend the CCBE County Board Governance Workshop on March 15 – 16, 2020, in Sacramento, and Tina Maxwell will make arrangements.

7.1 Board President’s Report

No report.

8.0 CONSENT AGENDA

All items are approved by one motion unless pulled by a Board member for separate discussion or action. Brenda Miller/Moved, Lynn Bowen Burnham/Seconded, and the motion carried four ayes, one absent (Jason McMullan) to approve the following Consent Agenda items:

8.1 Approve Minutes of the January 8, 2020, Regular Board Meeting

8.2 Second Reading: Board Policy Revision BP 5141.51 At-Promise Youth

9.0 PUBLIC INPUT – Items on the agenda

No public input.

10.0 OLD BUSINESS

10.1 Community College District Territory (standing item)

Michael West reported on a meeting he had with Dr. Art Pimentel, regarding WCC's budget and the possibility of reducing Colusa County services. Some cost cutting considerations for the Colusa County Center include online classes, Monday through Thursday classes only, and reduction of the Colusa County Navigator to half time. Michael said in intends to schedule a meeting within the next two to three weeks with YCCD Chancellor Dr. Houston and include Maria Arvizu-Espinoza in the discussion. Maria reported on Community College classes that high school students are currently able to attend on district and COE campuses. Discussion was held on the five-semester sequence to qualify for entrance into a four-year college still being intact in Colusa County, on the previous closure of the Colusa Center in 2003 and countywide advocacy efforts to persuade YCCD to reopen the center, which occurred in 2011.

10.2 Facilities Update (standing item)

Michael West reported on litigation activities and on current settlement and trial timelines.

10.3 LCAP Update (standing item)

Maria Arvizu-Espinosa reported on the new LCAP templates. Maria said that because both CUSD and MUSD will soon have new Superintendents, she would be working with both districts to help write their LCAPs. Maria scheduled planning meetings with district leadership so that they may avoid encumbering new Superintendents with an LCAP, in which they did not have any input. Discussion was held on the new budget and on previously made promises.

11.0 NEW BUSINESS

11.1 Approve School Accountability Report Cards (SARC) for the 2018-19 School Year

11.1.1 Coastal Buttes

Brenda Miller/Moved, Lynn Bowen Burham/Seconded, and the motion carried four ayes, one absent (Jason McMullan) to approve the Coastal Buttes, School Accountability Report Card (SARC) for the 2018-19 School Year.

11.1.2 S. William Abel Community School

Barry Morrell/Moved, Brenda Miller/Seconded, and the motion carried four ayes, one absent (Jason McMullan) to approve the S. William Abel Community School, School Accountability Report Card (SARC) for the 2018-19 School Year.

11.2 Approve Request for Allowance of Attendance Because of Emergency Conditions (Form J-13A) – October 9, 2019

Sheryl Parker reported on the need for the Allowance of Attendance Because of Emergency Conditions (Form J-13A) – October 9, 2019. She said that a PG&E Public Safety Power Shutoff forced the closure of CBA on that day because services to its sensitive population require power.

Brenda Miller/Moved, Lynn Bowen Burnham/Seconded, and the motion carried four ayes, one absent (Jason McMullan) to approve the Allowance of Attendance Because of Emergency Conditions (Form J-13A) – October 9, 2019.

11.3 Vote for CSBA Delegate Assembly Candidate

Ed Conrado reported on the CSBA Delegate Assembly, and discussion was held on the candidates.

Brenda Miller/Moved, Barry Morrell/Seconded, and the motion carried four ayes, one absent (Jason McMullan) to approve voting for David Paterson as the CSBA Delegate Assembly Candidate.

11.4 Acknowledge Receipt of Sunshine Proposal for 2020-21 from Educators of Colusa County Office of Education (ECCOE)

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

11.5 Superintendent's Sunshine Proposal for 2020-21 to the 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.

12.0 ADVANCED PLANNING

12.1 Next Regular Board Meeting

Notable Item: 2nd Interim Report

March 11, 2020, 4:00 p.m.

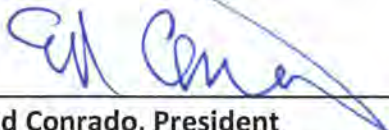
345 5th Street, Colusa, Large Conference Room

Ed Conrado thanked Brenda Miller for her passion regarding education.

13.0 ADJOURNMENT


The meeting adjourned at 5:08 p.m.

Adopted and Entered



Ed Conrado, President
Colusa County Board of Education

Respectfully Submitted



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

ACRONYMS

CAC	Community Advisory Committee
CBA	Coastal Buttes Academy
CCBE	California County Boards of Education
CCOE	Colusa County Office of Education
COLA	Cost of Living Adjustment
CSBA	California School Boards Association
CUSD	Colusa Unified School District
CVT	California's Valued Trust
ECCOE	Educators of Colusa County Office of Education
GDP	Gross Domestic Product
HR	Human Resources
IAL	Innovative Approach to Literacy
LCAP	Local Control and Accountability Plan
MUSD	Maxwell Unified School District
NCC PLN	North Counties Consortium Professional Learning Network
PE	Physical Education
PG&E	Pacific Gas and Electric
SELPA	Special Education Local Plan Area
SSC	School Services of California, Inc.
TCSIG	Tri-County Schools Insurance Group
YCCD	Yuba Community College District

COLUSA COUNTY BOARD OF EDUCATION
 Minutes of Regular Meeting March 11, 2020

Acronyms Used in This Document May Be Found in Attachment A

Board Members Present: Ed Conrado, Jason McMullan, Brenda Miller, and Barry Morrell

Staff/Visitors Present: Maria Arvizu-Espinoza, Alex Evans, Aaron Heinz, Jennifer Jelavich, Alejandra Lopez, Vicki Markss, Tina Maxwell, Alondra Morales Garcia, Serena Morrow, Lorilee Niesen, Sheryl Parker, Cesar Perez, Chuck Wayman, and Michael West

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

President Ed Conrado called the meeting to order at 4:06 p.m. in the 345 5th Street, Colusa, Large Conference Room, and led the Pledge of Allegiance.

2.0 ORDERING OF AGENDA

No changes.

3.0 STAFF QUESTIONS AND COMMENTS

Sheryl Parker introduced Accounting Specialist II Alondra Morales Garcia, who began working with CCOE's Business Services on March 9, 2020.

4.0 LETTERS AND COMMUNICATIONS

4.1 Awarding of Diplomas

Lorilee Niesen reported on three recent graduates from the Adult Education program and Community School. Lorilee introduced an Adult Education graduate and presented her with a diploma and a portfolio to organize her professional papers. Lorilee introduced the father of a Community School graduate, who explained that the graduate was unable to attend, and accepted a diploma on his behalf. Lorilee explained that a third graduate might arrive later in the meeting.

4.2 CASBO Economic Summit Invitation

Michael West reported that the CASBO Economic Summit might be cancelled because of COVID 19 social distancing restrictions.

5.0 REPORTS FROM SUPERINTENDENT AND STAFF

No public input.

6.0 REPORTS FROM SUPERINTENDENT AND STAFF

6.1 Superintendent's Monthly Reports

6.1.1 Superintendent's Monthly Report

Michael West reported on his participation and attendance in activities, such as the K12HSN Board Meeting, and the NCC PLN at Yolo COE. Michael asked IAL Digital Literacy Specialist Jennifer Jelavich to provide an IAL Grant update. Jennifer reported on IAL Grant and F2B activities,

including the CleverKids University Pre-reader program. Discussion was held on the grant putting books into children's hands, and on to specific populations of students (e.g., children in ESL and family run day care centers). Jennifer encouraged the Board to ask groups to contact her if they would like to benefit from the program. Jennifer announced that IAL would be piloting a Lending Learning Device program next month. The program is designed to lend iPads loaded with F2B and CleverKids books and learning activities to parents in CCOE childcare programs. Discussion was also held on involving home schools and private schools in F2B and publishing names of businesses that support the IAL lending library program.

*The Adult Education graduate arrived at 4:26 pm, and she was presented her diploma.
Michael West returned to his report at 4:28 pm.*

Michael demonstrated the Verkada Video Surveillance System that was recently installed at the Village. The system leverages cloud storage to provide motion triggered video footage, which may be shared with local emergency services agencies. Michael said that he is also exploring the concept of a radio-frequency identification (RFID) security badge system for staff at the Village. The system is being offered to CCOE by a company called Wade/Garcia, and as a part of a beta test the installation would be free of cost. These badges include a panic button, which when pressed could alert emergency services with the nature and the precise location of the problem. Discussion was held on facial recognition, on the site being secure, on cost, and on the need for such security measures. Michael reported that he chaired the first SARB Meeting on March 10 at CCOE, which was well represented by the County's Sheriff's Office, Probation, District Attorney, and Behavioral Health. During the meeting, the group examined truancy and tardiness issues for seven students. Discussion was held on the SARB process and judicial involvement. Michael reported on the CCSESA Board of Directors meeting in Sacramento, during which the group discussed communication and collaboration, the optics of CCSESA, and restructuring for the upcoming decade. Michael also reported on a meeting that he attended hosted by Governor Gavin Newsom and State Superintendent of Public Instruction Tony Thurman for all California County Superintendents of Schools, concerning the health and safety of our schools and staff. He described what he said was a very valuable meeting for statewide educators and provided meeting specifics. Michael reported on his position and communication regarding attending conferences and professional development events during the outbreak. He also spoke about geographic areas (e.g., the State and Counties) declaring state of emergency to free up funding and relax laws. If the County of Colusa declares a state of emergency, then CCOE will need to change their position. Discussion was held on international situations.

6.1.2 Superintendents Council – No February Meeting

6.2 Administrative Services – Aaron Heinz

Aaron Heinz presented his March 2020 Business Services report to the Board, saying Business staff have been working on preparing the Second Interim Report and training a new employee, and HR staff have been involved in recruitment activities and updating policies. Aaron reported on the previous audit, which included a finding because CCOE's safety plan did not meet the State's criteria. To fix the finding, he said that the Safety Plan Committee pulled together, and revised the plan before the March 1, 2020 deadline. Aaron spoke about Business staff's involvement in the IAL Reading in the Classroom program. Discussion was held on the new Accounting Specialist II position. Michael West asked Aaron to report on the CASBO Economic Summit invitation, and Aaron said the goal was to get more school Superintendents and Board of Education members involved in CASBO.

6.3 Children's Services – Vicki Markss

Vicki Markss answered the Board's questions regarding her March 2020 Children's Services written report, regarding the CDE CCTR (0-3 years) Expansion Grant, which would allow CCOE to provide services for more 0 to 3 year-old children without requiring additional staff; and about CCOE's promotion of Transitional Kindergarten through a recommendation process. Discussion was held on school activity nights being an opportunity to promote the Census. Michael West said that California Counts representatives are attending many events.

6.4 Educational Services – Maria Arvizu-Espinoza

Maria Arvizu-Espinoza led introductions of Homeless/Foster Youth Services Coordinator Alejandra Lopez and AmeriCorps Foster Youth Mentor Cesar Perez. Alejandra began her presentation on the McKinney-Vento Act (MVA) by identifying youth served by the MVA, specifically children who lack a fixed, regular, and adequate nighttime residence, and are most commonly homeless and foster youth. She reported on homeless student barriers, student rights, and academic access. Discussion was held on parental rights in students' decisions, on academic access being a pathway to an AA Degree, but not to a UC school. Alejandra spoke about CCOE services, local liaisons (district and CCOE), equal access to other programs (e.g. Head Start, Migrant Ed, and after school programs), and needs assessments for local liaisons and administrators. Discussion was held on the term "highly mobile" for homeless and foster youth, on funding (through grants), and on districts who choose not to apply for the homeless grant. Alejandra spoke about partnerships with faith-based groups, Supply Bank, Colusa County Probation, and others, and she provided an overview of the number of homeless youths in the County by District. Discussion was held on the number of liaisons for each district, which Alejandra said is a district decision. Alejandra also spoke about AB 1806 allowing agencies to retroactively provide services to qualified students, the education of stakeholders, and encouraging students to take core courses instead of electives

so that they may meet the MVA graduation requirements. Discussion was held identification and follow up of MVA students and on the growing numbers of homeless students.

6.1 Human Resources – Serena Morrow

The Board did not have any questions or comments about Serena Morrow's March 2020 Human Resources written report.

6.2 Special Education & SELPA – Chuck Wayman

Chuck Wayman presented his March 2020 written Special Education and SELPA report to the Board and answered their questions regarding the success of the career fair at CSU Chico, and on a student, who transitioned out of CBA back into his home district. Chuck reported that next year CBA would expand services to moderate to severe students.

6.3 Technology Services – Alex Evans

The Board did not have any questions or comments about Alex Evans' March 2020 Technology Services written report.

7.0 BOARD QUESTIONS AND COMMENTS

No questions or comments.

7.1 Board President's Report

No report.

8.0 CONSENT AGENDA

All items are approved by one motion unless pulled by a Board member for separate discussion or action. Brenda Miller/Moved, Barry Morrell/Seconded, and the motion carried three ayes, one absent (Lynn Bowen Burnham) one abstain (Jason McMullen) to approve the following Consent Agenda item:

8.1 Approve Minutes of the February 12, 2020, Regular Board Meeting

9.0 PUBLIC INPUT – Items on the agenda

No public input.

10.0 OLD BUSINESS

10.1 Community College District Territory (standing item)

Michael West said that he scheduled and held a meeting with Dr. Houston, Chancellor YCCD, and Dr. Pimentel, President, WCC and the Colusa County Campus. During the meeting, the group discussed the reduction of the Navigator position to half time, due to the loss of funding; course offerings at the CCC including Culinary, WFA, Vet Tech, and EMT; and the reduction of CCC school days to Monday through Thursday. Discussion was held on maintaining the two-year pathway to an AA degree, and the number of students attending classes at the CCC.

10.2 Facilities Update (standing item)

No update.

10.3 LCAP Update (standing item)

Maria Arvizu Espinoza reported that she is working with districts and will help the new CUSD Superintendent write that district's LCAP.

10.4 Innovative Approaches to Literacy Grant (standing item)

Michael West said that Jennifer Jelavich reported on the IAL grant under 6.1.1.

5:58 pm – Jason McMullan left the meeting.

11.0 NEW BUSINESS

11.1 Approve Second Interim Report

Aaron Heinz began his presentation of the Second Interim Report by speaking about his goal to balance the budget. He highlighted the budget narrative and assumptions, changes in revenue and expenditures, which totaled \$200,000 each and were previously brought to the Board during monthly updates. Aaron drew the Board's attention to the summary of unrestricted/restricted revenues, expenditures, and changes in fund balance that indicates CCOE is approximately \$9,000 closer to that goal, and the multiyear projections indicate a continued deficit reduction in the next few years. Discussion was held on concern about the percentage of salaries and benefits (87%). Aaron explained that short-term expenses skew this percentage, and that the CDE gave the budget a positive certification. Discussion was also held on coming closer to a balanced budget by 2021. Michael West reported on the importance of running viable programs only.

Barry Morrell/Moved, Brenda Miller/Seconded, and the motion carried three ayes, two absent (Lynn Bowen Burnham and Jason McMullan) to approve the Second Interim Report.

11.2 Approve 2020-21 Year Two Funding Application for Federal Assistance

Vicki Markss explained the need for re-applying for this non-competitive grant.

Brenda Miller/Moved, Barry Morrell/Seconded, and the motion carried three ayes, two absent (Lynn Bowen Burnham and Jason McMullan) to approve the 2020-21 Year Two Funding Application for Federal Assistance.

11.3 Approve Certifying Candidate for Supervisor of Attendance for SWA Community School

Lorilee Niesen reported on the candidate's certification qualifications.

Barry Morrell/Moved, Brenda Miller/Seconded, and the motion carried three ayes, two absent (Lynn Bowen Burnham and Jason McMullan) to approve Certifying the Candidate for Supervisor of Attendance for SWA Community School.

11.4 First Reading: Board Policy Revision

BP 9270.00 Conflict of Interest

Tina Maxwell explained that the suggested changes made to BP 9270.00 Conflict of Interest, were based upon FPPC recommendations. In addition, she said the Board is legally mandated to review and/or revise the policy in even number years. The policy will be brought forward to the March 2020 Board meeting for a second reading

12.0 ADVANCED PLANNING

12.1 Next Regular Board Meeting

April 8, 2020, 4:00 p.m.

345 5th Street, Colusa, Large Conference Room

Michael West said that future agendas would include an item under Advanced Planning for items to be considered during the next Board Meeting.

Discussion was held on the Farm to School program, including an upcoming plant sale, and the community garden.

13.0 ADJOURNMENT

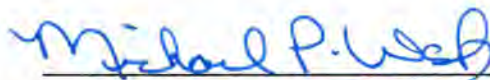
The meeting adjourned at 6:13 p.m.

Adopted and Entered



Ed Conrado, President
Colusa County Board of Education

Respectfully Submitted



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

ACRONYMS

AA	Associate of Arts
AB	Assembly Bill
BP	Board Policy
CASBO	California Association of School Business Officials
CBA	Coastal Buttes Academy
CCOE	Colusa County Office of Education
CCSESA	California County Superintendents Educational Services Association
CCTR	General Child Care and Development
CDE	California Department of Education
COE	County Office of Education
COVID 19	Corona Virus
CSU	California State University
EMT	Emergency Medical Technicians
ESL	English as a Second Language
FPPC	Fair Political Practices Commission
HR	Human Resources
IAL	Innovative Approach to Literacy
K12HSN	K-12 High Speed Network
LCAP	Local Control and Accountability Plan
MVA	McKinney-Vento Act
NCC PLN	North Counties Consortium Professional Learning Network
RFID	Radio-Frequency Identification
SARB	School Attendance Review Board
SELPA	Special Education Local Plan Area
SWA	S. William Abel
UC	University of California
WCC	Woodland Community College
WFA	Wildland Firefighter Academy
YCCD	Yuba Community College District

COLUSA COUNTY BOARD OF EDUCATION

Minutes of Regular Meeting April 8, 2020

Acronyms Used in This Document May Be Found on Page 5

Board Members Present: Lynn Bowen Burnham, Ed Conrado, Jason McMullan, Brenda Miller, and Barry Morrell

Staff/Visitors Present: Maria Arvizu-Espinoza, Alex Evans, Aaron Heinz, Jennifer Jelavich, Vicki Markss, Tina Maxwell, Serena Morrow, Lorilee Niesen, Sheryl Parker, Chuck Wayman, and Michael West

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

President Ed Conrado called the meeting to order at 4:00 p.m. via Zoom 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

No letters or communications.

5.0 PUBLIC INPUT – Items not on the agenda

No public input, neither on Zoom nor via text.

6.0 REPORTS FROM SUPERINTENDENT AND STAFF

6.1 Superintendent's Monthly Reports

6.1.1 Superintendent's Monthly Report

6.1.2 Superintendent's Health and Safety Update

Michael West reported on activities during this difficult time, saying that as of this date three people within Colusa County have tested positive for the COVID-19 virus. He encouraged students, staff, and families to follow the health and safety protocols recommended by the Governor and the President. Michael reported that Colusa and Maxwell District School Boards closed schools until the end of the school year, and he expects that the other two districts may follow suit during their board meetings in the coming days. He said that district superintendents are following Governor Newsom's Executive Order and all protocols related to preventing the spread of the COVID-19 virus, and there is a concerted effort to maintain and expand distance learning throughout the entire county. Michael reported that the outbreak peak is expected to hit California within the next few weeks and that the Governor has indicated the curve is beginning to flatten and will be extending longer into the year. He expressed hope that the guidelines will be the focus of all

county residents. Michael took the opportunity to thank CCOE staff for their heroic efforts in fulfilling their duties as essential personnel; including Food Service staff and their efforts to keep students and families fed with two nutritious meal every day, Facilities staff and their continuing effort to clean and disinfect all facilities and prepare for staff and students' return, Administrative Services staff particularly Accounts Payable and Payroll departments for their efforts to pay vendors and employees, and Teaching and Support staff for their efforts to provide distance learning packets to our students so that they may continue their education. He reported that the State has cancelled all types of testing, and that grades will be recorded on a "do no harm" basis, which will allow students to maintain or improve their grades during the Shelter in Place. Michael gave special "Thanks" to his Cabinet members who continue to amaze him with their dedication and desire to make our job of education as functional as possible. Adding that they all have, and continue to be, an inspiration on how the business of education can be accomplished even under the most difficult circumstances. Finally, he thanked Jennifer Jelavich and her efforts to keep us all looking toward the positive through her communications work, which includes maintaining a weekly newsletter and social media presence, assembling preschool learning packets and a book to be placed into students' lunch bags, and crafting a collage of CCOE staff pictures with words of hope and inspiration. Michael emphasized that staff are heroes one and all, thanked them all.

6.1.3 Superintendents Council – March Meeting

No March meeting was held.

6.2 Administrative Services – Aaron Heinz

Aaron Heinz said he wanted to echo Michael West's statement about staff's effort during this pandemic, and he said that they are truly unsung heroes among us by doing essential work for the students, and they are truly in his heart.

6.3 Children's Services – Vicki Markss

Vicki Markss added to her March 2020 Children's Services written report, including information on the Office of Head Start's proactive work on distributing information, and developing a summer school program to prepare preschoolers' transition into kindergarten. Vicki reported that the Migrant Camp program families will move into the camp housing on April 21, 2020, and Children's Services is planning options for those children. Michael West provided an update about the camp saying that when workers arrive, they will not be quarantined, they will be monitored daily, and if anyone shows symptoms, they will be placed in one of two units allocated for shelter in place. Discussion was held on resources that CCOE can provide to these services.

6.4 Educational Services – Maria Arvizu-Espinoza

Maria Arvizu-Espinoza added to her March 2020 Educational Services written report, saying that she has been averaging three to four Zoom meetings per day for topics such as Social Emotional Support, ASES, Migrant Labor Camp, and she has been working on trying to secure funding for distance learning for students who do not have access to internet services. Lorilee Niesen reported that the Farm to School program earned over \$500 in plant sales, and that Adult Education and Inmate Education students are continuing to do their schoolwork. Discussion was held on trying to provide internet service to students.

6.5 Human Resources – Serena Morrow

Serena Morrow added to her March 2020 Human Resources written report, saying that many items on her written report were eliminated because of the executive order, that social distancing is impacting face to face activities such as recruitment and interviews, and that plans are underway to change those processes.

6.6 Special Education & SELPA – Chuck Wayman

Chuck Wayman said that it was amazing to watch staff rise to the challenge of educating special needs students in a virtual world and providing support to their families. Discussion was held on the IEP process and holding off annual evaluations until a determination of whether there will be the leniency in the IDEA timeline.

6.7 Technology Services – Alex Evans

Alex Evans added to his March 2020 Technology Services written report, saying that he and Kyle have been working to connect students to internet services and they have been working with WUSD to identify students who do not have internet access. Alex said that WUSD Superintendent Dr. Lampkin is a great advocate of the EduNet, and that the district will be the beta test site when it comes on board in an estimated six weeks. Alex reported that he has been working with Frontier to secure low cost, district-paid, internet services for students. Alex said that there is a nationwide shortage of hot spots and any other device associated with telecommuting, and that the situation has created a logistics issue, which will require reassigning, reprioritizing, and leveraging resources. Discussion was held on the lack of access along the Sacramento River in the southern part of the county. Alex said that it is important for board members to encourage community members to identify their internet connectivity problem to their district superintendents. He added that he is working to map coverage areas, but families without service need to be identified. Discussion was held on highlighting the problem to community members via other meetings.

7.0 BOARD QUESTIONS AND COMMENTS

Discussion was held on the authority for CCOE program closures lying with the County Superintendent and not the CBOE (as opposed to district authority structures), and on navigating this difficult time.

7.1 Board President's Report

No report.

8.0 CONSENT AGENDA

All items are approved by one motion unless pulled by a Board member for separate discussion or action. Barry Morrell/moved, Jason McMullan/Seconded, and the motion carried with three yesses (Lynn Bowen Burnham, Brenda Miller, and Barry Morrell) to approve the following Consent Agenda items:

8.1 Approve Minutes of the March 11, 2020, Regular Board Meeting

8.2 Second Reading: Board Policy Revision – BP 9270.00 Conflict of Interest

9.0 PUBLIC INPUT – Items on the agenda

No public input, neither on Zoom nor via text.

10.0 OLD BUSINESS

10.1 Community College District Territory (standing item)

No report.

10.2 Facilities Update (standing item)

Michael West reported on litigation activities.

10.3 LCAP Update (standing item)

Maria Arvizu-Espinoza reported that the LCAP is on hold and will probably be rolled into next year. Michael West said that staff is studying to determine which reports will need to be submitted and they are working on the budget. Maria said that CUSD is moving forward on their LCAP with their new administrative leadership.

10.4 Innovative Approaches to Literacy Grant (standing item)

Jennifer Jelavich reported the IAL team has been communicating with teachers to provide literacy distance learning options. She reported that the County Library provided 400 books to be given to students during meal distributions. Michael West added that he would like to spread the word that F2B is free for 90 days.

11.0 NEW BUSINESS

11.1 Acknowledge Receipt of Sunshine Proposal for 2020-21 from Colusa County Educational Support Professionals (CCESP)

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

11.2 Acknowledge Receipt of Sunshine Proposal for 2020-21 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.

11.3 County Superintendent Annual Salary Review Process to Begin in May Board Meeting

Michael West asked the Board to delay this discussion due to uncertain budget conditions, and Ed Conrado tabled the item. Discussion was held on CCOE staff continuing to be paid during this closure.

12.0 ADVANCED PLANNING

12.1 Items to be Considered for the Next Board Meeting

Alex Evans' Report on Internet Coverage – Brenda Miller.

12.2 Next Regular Board Meeting

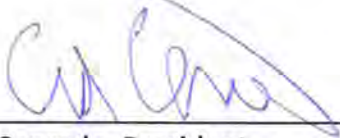
May 13, 2020, 4:00 p.m.

345 5th Street, Colusa, Large Conference Room or via teleconference

13.0 ADJOURNMENT


The meeting adjourned at 4:48 p.m.

Adopted and Entered



Ed Conrado, President
Colusa County Board of Education

Respectfully Submitted



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

ACRONYMS

ASES	After School Education and Safety
CBOE	Colusa County Board of Education
CCESP	Colusa County Educational Support Professional
CCOE	Colusa County Office of Education
COVID 19	Corona Virus
CUSD	Colusa Unified School District
F2B	Footsteps to Brilliance
IAL	Innovative Approach to Literacy
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Program
LCAP	Local Control and Accountability Plan
WUSD	Williams Unified School District

COLUSA COUNTY BOARD OF EDUCATION
Minutes of Regular Meeting May 13, 2020

Acronyms Used in This Document May Be Found in Attachment A

Board Members Present: Lynn Bowen Burnham, Ed Conrado, Jason McMullan, Brenda Miller, and Barry Morrell

Staff/Visitors Present: Maria Arvizu-Espinoza, Alex Evans, Aaron Heinz, Jennifer Jelavich, Vicki Markss, Tina Maxwell, Serena Morrow, Lorilee Niesen, Sheryl Parker, Chuck Wayman, and Michael West

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

President Ed Conrado called the meeting via Zoom to order at 4:01 p.m., led the Pledge of Allegiance, and made the following announcements:

1.2 Announcements Specific to Teleconference via Zoom

1.2.1 This Meeting Will Be Recorded

1.2.2 This Zoom Meeting Will Close Immediately If Malicious Interruption Occurs

1.2.3 All Votes Will Be Taken by Rollcall

2.0 ORDERING OF AGENDA

No changes.

3.0 STAFF QUESTIONS AND COMMENTS

No questions or comments.

4.0 LETTERS AND COMMUNICATIONS

Ed Conrado spoke about a letter sent to Board Members by CCBE Region 4 County Delegate Representative David Patterson, encouraging them to share any concerns or suggestions that they would like taken to the CCBE Board.

5.0 PUBLIC INPUT – Items not on the agenda

No public input, neither on Zoom nor via text.

6.0 REPORTS FROM SUPERINTENDENT AND STAFF

6.1 Superintendent's Monthly Reports

6.1.1 Superintendent's Monthly Report

Michael West highlighted Colusa Sun Herald and Williams Pioneer Review articles about Farm to School activities. Michael provided an update on COVID -19 saying that to date the County has had three positive cases with all recovered, one person under investigation, and zero deaths; and on Colusa County Board of Supervisors' plan for an amended countywide opening that the Governor approved. Michael reported on fall school openings, the County's plan to authorize school graduations with social distancing measures vs. the Governor's prohibition of face to face graduations in 2020, on districts' plans for virtual graduation ceremonies,

on County plans to open its offices to the public on May 18, 2020, and CCOE doing the same, and on CSU's plans to hold virtual classes in the fall. Michael also reported on funding saying that the budget surplus that existed in January is gone, and on the Governor's efforts to cut back, which may include a negative 22% COLA and a reduction of the ADA per student, while holding education harmless for ADA. Michael took the opportunity to highlight staff including Food Services who, in addition to their current duties, are planning a summer feeding program in partnership with Butte County and the Colusa County Library; Facilities who are continuing their efforts to clean and disinfect all areas of our facilities and prepare for our staff and students' return in the fall, and in light of social distancing looking at all facets of cleaning to meet those needs; Business and Administrative Services departments working with varied schedules in their offices and in home; Teachers and support staff providing remote and distance learning packets to allow our students to continue to be educated; Children's Services who are aggressively and positively dealing with challenges of distance learning for our little ones; Cabinet members, who are acting more like a war counsel and thinking of new and innovative ways to get their jobs done while continually challenging themselves; and Jennifer Jelavich who is continuously keeping us looking toward the positive through newsletters, social media, and packets for preschoolers' lunch bags. Michael added that CCOE would participate in the City of Colusa's webinar and town hall meeting on May 14, 2020, which will be live and include panelists from CCOE to discuss CCOE departments and projects

6.1.2 Superintendents Council – April Meeting

Michael West reported that he met with the district Superintendents in April and discussed grades, distance learning and its challenges, safety protocols, and graduation alternatives. The group agreed to meet again the following week to continue discussions on fall school re-openings. Some of the factors to be addressed will be plans for dealing with symptomatic and asymptomatic spread, safety and sanitation of school facilities, scheduling to accommodate social distancing, general instruction including on campus, blended, and distance learning options, possibly redefining independent study, monitoring health and safe social distancing, limitations on play grounds, staggered class schedules, and extra-curricular activities.

Discussion was held on ADA funding including distance learning, currently ADA is calculated for students in seats, but a consideration may be made for holding schools harmless at their enrollment rate and not attendance. Discussion was also held on bussing, which would need to consider flexible scheduling and maintaining cleanliness between rides; and the State agency responsible for distance learning, which would fall under the purview of the K12HSN.

6.2 Administrative Services – Aaron Heinz

6.2.1 Summary Comparative Object Summary: Report of Revenues, Expenditures and Changes in Fund Balance

Aaron Heinz reviewed 2019-20 budget revisions since the Second Interim report, saying that changes to Special Education and Educational Services budgets almost balanced each other out (\$110,000 revenue vs. \$115,000 expenditures). Aaron reported that he would be meeting with leaders from the State to look at budget scenarios for possible solutions. He explained that tax revenues are uncertain because of the extension of the April 15 deadline to file. Discussion was held on the Food category not being included in the original budget, and Aaron explained that prior to January Food Services was under Educational Services and it is now under Administrative Services. Discussion was also held on the reason for the increase in the Travel and Conference category, and Aaron explained that he is anticipating refunds lowering that number significantly and he will look into it further. Aaron also reported that the State notified him that CCOE's 2018-19 Audit Report was accepted, and that he sent an attestation to the State that CCOE's and all districts' audit findings were corrected. Clarification was requested on page 1, revenue changes, and Aaron explained that those are changes to Special Education and Educational Services mentioned earlier in his report.

6.3 Children's Services – Vicki Markss

The Board did not have any questions or comments about Vicki Markss' May 2020 Children's Services written report. Vicki added to her report saying that seasonal workers will begin tomorrow with a training for teaching migrant farm labor workers' children at Williams Children's Center during COVID 19. Discussion was held on the student selection process, which is through a qualification process for families residing in the Migrant Farm Camp. Vicki reported that Children's Services is working on providing more childcare services for essential workers' children, and currently the department is placing children into in-home childcare programs. Discussion was held on the locations those children are served, and Vicki explained that it depends upon funding, and staff must follow very strict post COVID 19 guidelines regarding social distancing and capacity and keeping families together so they have less contact with varying adults.

6.4 Educational Services – Maria Arvizu-Espinoza

The Board did not have any questions or comments about Maria Arvizu-Espinoza's May 2020 Educational Services written report. Maria added to her report saying that the department is developing a distance learning plan for the 2020-21 school year, which will be a hybrid program. She said that currently, Lorilee Niesen has been delivering curriculum packets and food to students once a week. Lorilee added that the Farm to School program received five applicants to farm the five, .3-acre community gardening plots. Discussion was held on the selection process in the event of receiving additional applicants, and Lorilee

explained that depending upon the number, she will look into splitting plots while giving preference to not-for-profit groups. Clarification was requested on differentiated assistance, and Maria explained that it is a program for districts who are not meeting certain standards (e.g., a high suspension rate). COEs are responsible to provide support and technical assistance to those districts so that they will be eligible leave differentiated assistance, but she added that this program is on hold for COVID 19.

6.1 Human Resources – Serena Morrow

Serena reported that Human Resources is not currently hiring many people, but they are on-boarding staff that Special Education previously hired, and taking care of the current year and preparing for the upcoming year. Serena added that the HDV and voluntary life insurance open enrollment period is through May 31, 2020.

Aaron Heinz circled back to his Comparative Summary regarding the Travel and Conference budget. After reviewing reports, he said that spending is currently at \$149,500 and that the budget developed in January was prior to all travel shut downs. He said that with the exception of mileage expenditures, he does not expect the fund balance to increase to the budgeted amount.

6.2 Special Education & SELPA – Chuck Wayman

Chuck Wayman presented his May 2020 written Special Education and SELPA report to the Board by sharing CCOE's Distance Learning Plan (DLP) template and Guiding Questions When Contacting Families document. Chuck said the DLPs were developed individually for each child and family. He said that making contact with families has been challenging, but staff was persistent and now only one or two families have not yet been contacted. The Summer School Program will be through a distance learning format, and an extension of those DLPs. To reduce backlog when school begins, staff held IEPs via phone. Regarding SELPA Chuck reported on negotiations, which he said have stalled due to budget uncertainties. Regarding the budget for the upcoming year, Chuck said that the SELPA has 52 additional students, and when student count increases, costs increase, and that he has been working with the Sheryl Parker and Aaron Heinz to develop a number for the group that will be acceptable. Discussion was held on those in charge of DLPs for each student, and Chuck said that Case Managers develop the DLP and are the points of contact for the families, and the plans are placed on a shared drive for service providers to supply their input. Discussion was held on the high quality of the DLP and sharing it with the districts, which Chuck said was already done. Chuck cautioned the group that the fall is going to be very tough for Special Education, and he hopes that the DLPs will provide a baseline that will aid in determining compensatory education for the next year. Discussion was held on the number of students processed so far, and Chuck said that 670 students received DLPs to date.

6.3 Technology Services – Alex Evans

Alex reported on the status of the EduNet, connecting students to Frontier internet, and WUSD's 150 students without access. He said equipment was ordered for the EduNet test pilot in Williams and the contractor has been assessing the water tower for an equipment installation quote. Alex also reported that he has been working with T-Mobile on CCOE's use of the spectrum, and with Maria Arvizu-Espinoza to get grant funding applied to spectrum. However, he said that the merger between Sprint and T-Mobile is still complicating the process. Michael West said that CCOE received nine different surveys from various State of California departments to study internet connectivity progress. Discussion was held on USDA grant funding for rural internet connectivity, and Alex said that he has been working with UCCC for a distance learning grant, and the USDA representative who worked with CCOE on the RUS grant will be his contact. Discussion was held on the poor connectivity at a mobile home neighborhood in Dunnigan and Alex said that since hot spots are in such short supply an effort is underway to try to procure inexpensive phones to act as hot spots. Michael said that funds are currently available to purchase hot spots, but sadly no inventory to buy.

7.0 BOARD QUESTIONS AND COMMENTS

Ed Conrado commended Jason McMullen for his community-based activism.

7.1 Board President's Report

No report.

8.0 CONSENT AGENDA

All items are approved by one motion unless pulled by a Board member for separate discussion or action. Brenda Miller/Moved, Barry Morrell/Seconded, and the motion carried by three ayes (Lynn Bowen Burnham, Ed Conrado, Jason McMullen) and zero noes to approve the following Consent Agenda items:

8.1 Approve Minutes of the April 8, 2020, Regular Board Meeting

9.0 PUBLIC INPUT – Items on the agenda

No public input, neither on Zoom nor via text.

10.0 OLD BUSINESS

10.1 Community College District Territory (standing item)

Michael West will hold a Zoom meeting with WCC regarding offering an EMT class. Discussion was held on the ability of the class to be held with social distancing, and Michael said the curriculum portion will be, but the in-contact portion will require the wearing of PPE. Discussion was also held on the length of the class and Michael said the one-semester class would begin in January, and on the problem of potential firefighters not able to work until they take the EMT class. Michael advised the Board that if anyone expresses interest in the course to ask them to contact Lorilee Niesen or Maria Arvizu Espinoza.

10.2 Facilities Update (standing item)

Michael West reported on litigation activities.

10.3 LCAP Update (standing item)

Maria Arvizu-Espinoza reported the three-year LCAP template was suspended until next year, and instead she must write a COVID 19 Operations Written Report. The report will be a summary of an LEA's performance after COVID 19, which will include an overview of how the community was served after school closures. It will also be a description of how English learners, foster youth, and low income students were served, steps taken to deliver high quality distance learning and to deliver meals, and a description of student supervision during school hours. The summary must be approved by the Board. Next year the LCAP will move to a one-year template, and the following year it will return to a three-year template. The challenge for LEAs will be reporting on how childcare for essential workers was addressed. COEs do not need to approve districts' summaries, nor do they need to review districts' LCAPs this year.

10.4 Innovative Approaches to Literacy Grant (standing item)

Jennifer Jelavich reported that hundreds of literacy kits, which included books offered in the F2B and Clever Kids University programs, were distributed during the Colusa and Williams meal pick-ups and will be distributed to the Arbuckle Children's Center on Monday. She also said that free books were distributed to restaurants in those towns to be given to children. Jennifer said that the IAL team will be holding parent trainings via Zoom for Clever Kids University, they have been recording video reading times for Pre-K through second grade, and they are developing a weeklong summer school program in July using F2B. Discussion was held on whether F2B's program would be a specific summer school or an extension of their regular program, and Jennifer said it would be a specific summer school program.

11.0 NEW BUSINESS

11.1 Approve Combined Resolution 19/20-06 of the Governing Board of the Colusa County Office of Education Ordering Biennial Election, Specifying the Number of Words for Candidate's Statements, Requesting Consolidation of the Election, and Determining the Method of Resolving Tie Votes

Michael West explained that Education and Election Codes require that the Board place in resolution their election requirements (based upon their Board Policies) and submit the approved resolution to the County Clerk's office by July 1 each election year.

Barry Morrell/Moved, Brenda Miller/Seconded, and the motion carried by three ayes (Lynn Bowen Burnham, Ed Conrado, Jason McMullen) and zero noes to approve the Combined Resolution 19/20-06 of the Governing Board of the Colusa County Office of Education Ordering Biennial Election, Specifying the Number of Words for Candidate's Statements, Requesting Consolidation of the Election, and Determining the Method of Resolving Tie Votes.

12.0 ADVANCED PLANNING

12.1 Items to be Considered for the Next Board Meeting

None.

12.2 Next Public Hearing

Budget

June 9, 2020, 4:00 p.m.

345 5th Street, Colusa, Large Conference Room

12.3 Next Regular Board Meeting

Budget Approval

June 10, 2020, 4:00 p.m.

345 5th Street, Colusa, Large Conference Room and via Zoom

Michael West said that the meeting will be held in the large conference room while keeping a Zoom option as a backup venue.

13.0 ADJOURNMENT

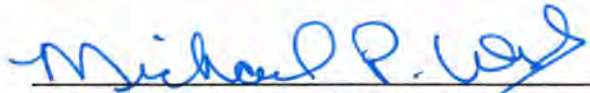
The meeting adjourned at 5:13 p.m.

Adopted and Entered



Ed Conrado, President
Colusa County Board of Education

Respectfully Submitted



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

ACRONYMS

ADA	Average Daily Attendance
CCBE	California County Boards of Education
CCOE	Colusa County Office of Education
COLA	Cost of Living Adjustment
COVID 19	Corona Virus
DLP	Distance Learning Plan
EMT	Emergency Medical Technician
F2B	Footsteps to Brilliance
HDV	Health, Dental, & Vision (in terms of insurance)
IAL	Innovative Approach to Literacy
K12HSN	K-12 High Speed Network
LCAP	Local Control and Accountability Plan
LEA	Local Educational Agency
Pre-K	Pre-Kindergarten
RUS	Rural Utilities Service
SELPA	Special Education Local Plan Area
UCCC	Upstate California Connect Consortia
USDA	United States Department of Agriculture
WCC	Woodland Community College

COLUSA COUNTY BOARD OF EDUCATION
Minutes of Public Hearing – June 9, 2020

Board Members Present: Lynn Bowen Burnham, Ed Conrado, and Brenda Miller


Staff/Visitors Present: Alex Evans, Aaron Heinz, Tina Maxwell, Serena Morrow, Lorilee Niesen, Sheryl Parker, and Michael West

President Ed Conrado called the Public Hearing on the Colusa County Office of Education (CCOE) 2020-21 Budget, including Education Protection Account, to order at 4:00 p.m., in the 345 5th Street, Colusa, Large Conference Room and led the Pledge of Allegiance.

Discussion was held on waiting until the June 10, 2020, Board meeting for Aaron Heinz to make his budget presentation to the entire Board.

No public was present to comment on or ask questions about CCOE's proposed 2020-21 Budget, including Education Protection Account, and the Public Hearing closed at 4:03 p.m.

Adopted and Entered



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

COLUSA COUNTY BOARD OF EDUCATION
Minutes of Regular Meeting June 10, 2020

Acronyms Used in This Document May Be Found in Attachment A

Board Members Present: Lynn Bowen Burnham, Ed Conrado, Jason McMullan, Brenda Miller, and Barry Morrell

Staff/Visitors Present: Maria Arvizu-Espinoza, Alex Evans, Aaron Heinz, Jennifer Jelavich Vicki Markss, Tina Maxwell, Serena Morrow, Lorilee Niesen, Sheryl Parker, Chuck Wayman, and Michael West

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

President Ed Conrado called the meeting to order at 4:01 p.m. in the 345 5th Street, Colusa, Large Conference Room and via Zoom, led the Pledge of Allegiance, and made the following announcements:

1.2 Announcements Specific to Teleconference via Zoom

1.2.1 This Meeting Will Be Recorded

1.2.2 This Zoom Meeting Will Close Immediately If Malicious Interruption Occurs

1.2.3 All Votes Will Be Taken by Rollcall

2.0 ORDERING OF AGENDA

No changes.

3.0 STAFF QUESTIONS AND COMMENTS

No questions or comments.

4.0 LETTERS AND COMMUNICATIONS

4.1 Graduation Ceremonies at the Education Village – information

Wildland Fire Academy, Sunday, June 7, 2020, 4:00 PM

Colusa County Adult School, Tuesday, June 9, 2020, 6:00 PM

S. William Abel Community School, Wednesday, June 10, 2020, 6:00 PM

Lorilee Niesen thanked Ed Conrado for his attendance in the Adult Education graduation ceremony, and she reported on all of the graduation ceremonies.

5.0 PUBLIC INPUT – Items not on the agenda

No public input, neither in person, on Zoom, nor via text.

6.0 REPORTS FROM SUPERINTENDENT AND STAFF

6.1 Superintendent's Monthly Reports

6.1.1 Superintendent's Monthly Report

Michael West provided a countywide COVID -19 update (seven positive cases with all recovered, no persons currently under investigation, 415 Negative Tests, and no deaths). Michael reported on many Zoom meetings on topics such as health and safety, planning and protocols of reopening schools in August, and on the

budget impact (a possible 10% reduction). He announced that all COE's throughout the state would be distribution points for a 60-days' supply of PPEs provided by the State OES. At CCOE, the PPEs will be stored in the Village multipurpose room. Michael also reported that CCOE and the school districts received many documents from the CDC, SCOE, CASBO, CCSESA, CDE, and the State of Georgia, which offer guidelines and protocols regarding school openings that if all were followed, would make the delivery of education very difficult. Discussion was held on the determining factor being whether parents believe it is safe to send their children back to school, and Michael said that current statistics indicate that 85-95% parents want their children back in school. Michael said that district superintendents are communicating closely as issues arise, saying we will see distance learning, blended learning, and face to face instruction at differing levels throughout the County and the State, and that evaluations will take place weekly regarding levels of safety, monitoring of students and staff, overall activity, and protocols. He said that Colusa County Department of Health has been supportive of the schools' in this process. Michael reported that safety is a concern for all area schools, and he spoke about safety protocols at the Village, including video surveillance, securing all exterior gates and doors, contracting a short-term security guard, installation of an RFID monitoring system for staff, and exploring facial recognition software and real time monitoring of individuals via thermal scan. Discussion was held on developing protocols for schools when the first child ends up with COVID 19, and Michael said that Colusa County DHHS has been advising schools for the event of a child coming to school ill or becoming sick at school. Discussion was also held on social distancing and split schedules, the problematic internet access in the southern part of the county, sports and playground activities, and pushing out school start dates, which Michael said surveys indicate parents do not want.

6.1.2 Superintendents Council –May Meetings

Michael West reported that he met with the district Superintendents several times in May and discussed distance learning exploration, safety protocols updates, proactive meetings about school reopening, and estimated percentages of attendance (85%-95%). Also discussed were concerns about academic testing protocols, attendance tracking, instructional minutes, required days of attendance, allowance for flexibility, and the budget (SB 808 vs. the Governor's proposed budget). Michael said that Chuck Wayman also updated the group on Special Education's distance learning in the fall. Discussion was also held on teaching young children to read via online reading programs, and books distributed during meal delivery.

6.2 Administrative Services – Aaron Heinz

Aaron Heinz presented his May 2020 Business Services report to the Board including departmental updates on Facilities, Food Services, IAL Grant, Business Services, and Human Resources.

6.3 Children's Services – Vicki Markss

The Board did not have any questions or comments about Vicki Markss' May 2020 Children's Services written report. Vicki added to her report saying that Children's Services opened some full day programs (WCC and ACC), and others will open soon. She said that some parents are apprehensive about sending their children to the centers, so staff have been making extra efforts to explain safety protocols to parents. Vicki reported that the programs are not at full capacity, and that by the end of month all CCOE's preschools will be up and running.

6.4 Educational Services – Maria Arvizu-Espinoza

The Board did not have any questions or comments about Maria Arvizu-Espinoza's May 2020 Educational Services written report. Maria added to her report by announcing Educational Services relocated their offices to Building A at the Village.

6.5 Human Resources – Serena Morrow

The Board did not have any questions or comments about Serena Morrow's May 2020 Human Resources written report.

6.6 Special Education & SELPA – Chuck Wayman

Chuck Wayman reported on waiting for districts to determine their fall instructional delivery before Special Education can develop a course of action, and he announced that Special Education's ESY is currently online.

6.6.1 SELPA - May Meeting

Chuck Wayman reported that SELPA Council is currently in negotiations over the budget, but he was confident that it would be passed next week. Discussion was held on staffing, and Chuck said that all positions are filled.

6.7 Technology Services – Alex Evans

Alex Evans presented his May 2020 Technology Services report to the Board. Discussion was held on USDA grants, and Alex said that CCOE is considering submitting an application for the Distance Learning and Telemedicine grant that, if awarded, would recover significant costs for LTE equipment. Alex provided a presentation on the EduNet WUSD Test Pilot to provide student Wi-Fi access in students' homes. In his report, Alex identified the locations of students without internet access, infrastructure and antenna placements, LTE routers that convert to Wi-Fi for students, and community partnerships. Alex said that his intention is to distribute the LTE routers to students during the district's Chromebook distribution event. Discussion was held on the next district to access the EduNet, which has not yet been identified, on lack of access in the south part of the county, on WUSD being up and running by the start of the new school year, and the timeline for next steps. Michael spoke enthusiastically about Alex's work with the project, and encouraged Board members to ask their constituents to communicate their internet needs to districts.

7.0 BOARD QUESTIONS AND COMMENTS

Jason McMullan asked if the Board meeting could be live next month, and Michael said that it would be held in person and via Zoom. Jason suggested using a better microphone.

7.1 Board President's Report

No report.

8.0 CONSENT AGENDA

All items are approved by one motion unless pulled by a Board member for separate discussion or action. Brenda Miller/Moved, Jason McMullan/Seconded and the motion carried by three ayes (Lynn Bowen Burnham, Ed Conrado, Barry Morrell) and zero noes to approve the following Consent Agenda items:

8.1 Approve Minutes of the May 13, 2020, Regular Board Meeting

8.2 Approve Declaration of Need for Fully Qualified Educators

9.0 PUBLIC INPUT – Items on the agenda

No public input, neither in person, on Zoom, nor via text.

10.0 OLD BUSINESS

10.1 Community College District Territory (standing item)

Michael West reported that Dr. Pimentel is considering temporarily closing both the Colusa and Woodland campuses in the fall, and holding classes via Zoom. He said that the EMT Class is still moving forward with ongoing discussions about whether weeknights or weekend delivery of education will occur, a hopeful fall start date, and aligning the class with the Wildland Fire Academy. Discussion was held on keeping WCC committed to the facility closure being only temporary, and Michael said he would discuss it with Dr. Houston.

10.2 Facilities Update (standing item)

Michael reported on security and health and safety measures that are being taken at the village, and he said that a Special Board meeting would be held at the Village to demonstrate the new systems to the Board. Michael also reported on litigation activities.

10.3 LCAP Update (standing item)

Maria Arvizu-Espinoza reported that once it is reinstated, the LCAP will be a one-year document, and that the three-year document is on hold by statute. Maria said she intends to work with new superintendents at MUSD and CUSD to develop those districts' LCAPs.

10.4 Innovative Approaches to Literacy Grant (standing item)

Michael West announced that Jennifer Jelavich would leave the IAL Grant program to become CCOE's full time Communications and Public Relations Director. Alissa Maas, formerly the Colusa County Library Literacy Coordinator, will take her place. Jennifer reported on book distributions, and on literacy kits that were given to businesses and distributed during meal distributions. She announced that a second grade student at Burchfield Elementary School wrote an award-winning book using F2B.

11.0 NEW BUSINESS

11.1 2020-21 Colusa County Office of Education Budget (Including Education Protection Account)

Aaron Heinz presented the 2020-21 CCOE Budget (including the Education Protection Account). He then went on to provide a summary of the Superintendent's letter; the general fund (form 01), which shows that in 2020-21 CCOE will have deficit spending, but will leave the year with a healthy reserve; the multi-year projections, which also predict deficit spending with a healthy reserve for the subsequent two years; the unknown factors (State budget, tax revenues, national economic recovery); CCOE's plan to reduce spending for object codes 4000 and 5000 (books and supplies and services, and other operating expenditures) and to examine salaries and benefits; and the role of CCOE's currently healthy reserves (34-35%) in buying CCOE time. Discussion was held on cuts already made to object codes 4000 and 5000; CalSTRS and CalPERS employer costs, which Aaron said may go down based upon the State Budget; the State's budget deadline of July 1; CCOE upcoming bargaining unit negotiations in early July; hiring freezes and attrition; the stock market; increases in COVID 19 in the fall; and no expected salary and benefit increases.

Barry Morrell/Moved, Brenda Miller/Seconded, and the motion carried by three ayes (Lynn Bowen Burnham, Ed Conrado, Jason McMullan) and zero noes to approve the 2020-21 Colusa County Office of Education Budget (Including Education Protection Account).

11.2 Approve Board Resolution No. 19/20-07 Colusa County Superintendent of Schools and the Colusa County Board of Education Regarding the 2020-21 Education Protection Account

Aaron Heinz explained that Education Protection Account (EPA) funds can only be used on instruction. Discussion was held on and whether funds can be expected to be stable, which Aaron said the EPA was not currently being affected by the 10% budget cut; and where the fund can be located in the budget, and Aaron said that it is found on the restricted side.

Brenda Miller/Moved, Barry Morrell/Seconded, and the motion carried by three ayes (Lynn Bowen Burnham, Ed Conrado, Jason McMullan) and zero noes to approve Board Resolution No. 19/20-07 Colusa County Superintendent of Schools and the Colusa County Board of Education Regarding the 2020-21 Education Protection Account.

11.3 Adopt the 2020 COVID 19 Operations Written Report

Maria Arvizu-Espinoza reported that the 2020 COVID 19 Operations Written Report replaced annual update, and addresses the impact on serving students during school closures due to COVID 19.

Brenda Miller/Moved, Ed Conrado/Seconded, and the motion carried by three ayes (Lynn Bowen Burnham, Jason McMullan, Barry Morrell) and zero noes to adopt the 2020 COVID 19 Operations Written Report.

11.4 Approve CSBA Dues

Discussion was held on the ELA membership, continuing memberships from last year, the value of the memberships, and on the Board's history with the memberships.

Barry Morrell/Moved, Jason McMullan/Seconded, and the motion carried by three ayes (Lynn Bowen Burnham, Ed Conrado, Brenda Miller) and zero noes to approve paying CSBA and CCBE membership dues, but not ELA membership.

11.5 Annual Salary Review - County Superintendent – Board Discussion

Michael West presented his letter to the Board, in which he requested that the discussion of the Superintendent's salary be put off until late 2020, due to State budget delays.

11.6 AB 1234 Ethics Training

Michael West reported that AB 1234 Ethics Training is not mandatory for school board members, but if they would like to take the biennial training, CBOE members should do so in a fiscal year beginning with an odd-numbered year (e.g., 2019-20).

12.0 ADVANCED PLANNING

12.1 Items to be Considered for the Next Board Meeting

None.

12.2 Next Regular Board Meeting

July 8 2020, 4:00 p.m.

345 5th Street, Colusa, Large Conference Room

13.0 ADJOURNMENT


The meeting adjourned at 5:46 p.m.

Adopted and Entered

Respectfully Submitted



Ed Conrado, President
Colusa County Board of Education



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

ACRONYMS

AB	Assembly Bill
ACC	Arbuckle Children's Center
CASBO	California Association of School Business Officials
CBOE	Colusa County Board of Education
CCBE	California County Boards of Education
CCEE	California Collaborative for Educational Excellence
CCOE	Colusa County Office of Education
CCSESA	California County Superintendents Educational Services Association
CDC	Centers for Disease Control and Prevention
CDE	California Department of Education
COE	County Office of Education
COVID 19	Corona Virus
CSBA	California School Boards Association
CUSD	Colusa Unified School District
DHHS	Colusa County Department of Health & Human Services
ELA	Education Legal Alliance
EMT	Emergency Medical Technician
EPA	Education Protection Account
ESY	Extended School Year
F2B	Footsteps to Brilliance
IAL	Innovative Approach to Literacy
LCAP	Local Control and Accountability Plan
LTE	Long Term Evolution
MUSD	Maxwell Unified School District
OES	Office of Emergency Services
RFID	Radio-Frequency Identification
SCOE	Sacramento County Office of Education
SELPA	Special Education Local Plan Area
USDA	United States Department of Agriculture
WCC	Williams Children's Center
WCC	Woodland Community College
WUSD	Williams Unified School District