

COLUSA COUNTY OFFICE OF EDUCATION

Michael P. West, County Superintendent of Schools
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COLUSA COUNTY BOARD OF EDUCATION REGULAR MEETING

DATE: Wednesday, November 8, 2023

TIME: 4:00 pm Board Business Meeting

PLACE: 345 5th Street, Colusa, Large Conference Room

NOTICES: *The Colusa County Office of Education encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, contact the Superintendent's Office at 530.458.0350 well in advance of the meeting that you wish to attend so that we may make every reasonable effort to accommodate you (Cal. Gov't. Code, § 54954.2, subd. (a)(1)).*

The agenda packet and supporting materials can be viewed at the Colusa County Office of Education located at 345 5th Street, Colusa, CA, or online at ccoe.net. For more information, please call 530.458.0350.

This meeting will be recorded.

AGENDA

DECISION

- 1.0 CALL TO ORDER
 - 1.1 Pledge of Allegiance
- 2.0 ORDERING OF AGENDA
- 3.0 STAFF QUESTIONS AND COMMENTS
- 4.0 LETTERS AND COMMUNICATIONS
 - 4.1 Awarding of Diplomas – Colusa County Adult School information
- 5.0 PUBLIC INPUT – Items not on the agenda
- 6.0 REPORTS FROM SUPERINTENDENT AND STAFF

*Note: **Bold** indicates oral report*

 - 6.1 Superintendent's Reports information
 - 6.1.1 Superintendent's Monthly Report**
 - 6.1.2 Superintendents Council – October Meeting**
 - 6.2 Administrative Services – Aaron Heinz information
 - 6.3 Student Services – Chuck Wayman information
 - 6.4 Technology Services – Alex Evans information
- 7.0 BOARD QUESTIONS AND COMMENTS
 - 7.1 Board President's Report information
- 8.0 PUBLIC INPUT – Items on the agenda

DECISION

9.0 CONSENT AGENDA

(All items are approved by one motion unless pulled by a Board member for separate discussion or action.)

9.1 Approve Minutes of the October 11, 2023, Regular Board Meeting action

10.0 OLD BUSINESS

10.1 Community College District Territory (standing item) information

10.2 Facilities Update (standing item) information

10.3 LCAP Update (standing item) information

10.4 Universal Prekindergarten (standing item) information

11.0 NEW BUSINESS

11.1 Upcoming December Annual Organizational Meeting Considerations

11.1.1 Draft Schedule of 2024 Regular Meetings information

11.1.2 Draft President Rotation Schedule information

11.1.3 Draft Liaison Assignments information

11.2 Approve Setting December 13, 2023, 4:00 pm, as the Date and Time for the Colusa County Board of Education Annual Organizational Meeting as Required by EC 35143 action

11.3 Williams Settlement Act Report to the County Board of Education information

11.4 Public Disclosure of the 2023-24 Negotiated Agreement Between the Colusa County Superintendent of Schools and the Colusa County Educational Support Professionals (CCESP) information

12.0 CLOSED SESSION

12.1 Consideration of Property Purchase

13.0 OPEN SESSION

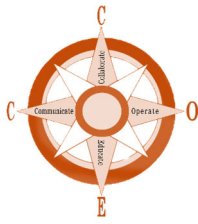
14.0 ADVANCED PLANNING

14.1 Items to be Considered for the Next Board Meeting

14.2 Next Regular Board Meeting information
Annual Organizational Meeting & 1st Interim Report
 December 13, 2023, 4:00 p.m.
 345 5th Street, Colusa, Large Conference Room and via Zoom

14.3 Contingency Meeting information
 December 14, 2023, 4:00 pm
 345 5th Street, Colusa, Large Conference Room and via Zoom
(Note: This meeting is contingent upon the December 13 meeting consisting of a quorum, and Board business being successfully conducted, and if so the December 14 meeting may be cancelled)

15.0 ADJOURNMENT



COLUSA COUNTY OFFICE OF EDUCATION

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ADMINISTRATIVE SERVICES REPORT

November 2023

Business Services

- Continued work with our auditors on the fiscal year 2022-23 audit
- Started work on the 2023-24 First Interim Budget

Human Resources

- Planning 2023-24 Job Fairs
- Launch of the Colusa County Sub Consortium in progress

Communications & Public Relations

- Communications Department has been working hand in hand with Human Resources on hiring, the “Get to Know” video series, and advertising materials for the Colusa County Substitute Consortium (CCSC)
- Provided outreach with Sabrina Myers at the Arbuckle Car Show on October 29, where “And Literacy For All” books and hiring materials were passed out to families
- Assisted Human Resources in the planning and implementation of an Active Shooter Training in partnership with the Colusa County Sheriff’s Department, and upon receiving feedback will plan another lengthier training in the Spring
- Coordinated CCOE Staff Picture Day on October 3. Finalizing “Annual Meet & Greet” event details and in the midst of planning 2024 Colusa County Elementary Spelling Competition
- Distributing informational flyers for Educational Services, Children’s Services, “And Literacy For All” and Special Education as warranted
- Alissa Maas has begun creating the “CCOE Annual Report for 2023” and will hopefully have that out by January 2024 if not sooner

And Literacy For All

- Game planning to expand services in 2023-24
- Started Early Literacy Certification Cohort 5

STUDENT SERVICES REPORT

November 2023

Educational Services

- LCAP
 - I am waiting for the 2023-24 template that is due out in November.

Department Updates

S. William Abel Academy (SWAA)

- Two new students have enrolled, and we are working on a third. Our numbers have fluctuated because of students finishing. We have 24 students enrolled. Doug has started NWEA testing to get a base line of our student levels.

Colusa County Adult School

- Colusa County Office of Education Fire Academy has 16 students so far and we are still advertising. The program will be longer so the students will be firefighter 1 certified. We hired Debra Brayfindley (JB) who is teaching our Citizenship class and will enable us to start to grow our program to support our EL students.
- We are also accepting applications for the Certified Nursing Assistant program which will start in Feb. 2024. The goal is to include ESL students in the course while concurrently providing language support to help students successfully complete the program.
- Beatriz Adame, the AE Navigator, planned a Community Event for students in which she presented information about the training programs offered through CCOE as well as other training programs available in neighboring counties. Two former adult school grads were invited to speak at the event and share their experiences with participating in the CNA course and the ECE program at Woodland Community College.

Farm to School

- Liz has been working with the schools and their ELOP programs. The ELOP programs have been giving us a lot of positive feedback because of the gardens and Liz's work.

Comprehensive Support and Improvement (CSI)

Curriculum, Instruction, and Accountability (CIA)

- Worthy and I visited each district's ELOP program and did a presentation with the students. We had participation from district staff for the Math Network hour discussing the new Math Framework. I have partnered with the Diagnostic Center North and Special Education to provide special and general education paras at Burchfield Primary School with training and in-class coaching support. This project will be taking place for the remainder of the year. Special education and Ed services partnered to provide training for best practices with student behaviors

for the Egling Middle School paraprofessionals. We had a great turn out at that training since it was scheduled during school hours. We currently have 22 staff members signed up from the districts for the behavior lab training. The Universal Design for Learning project at Arbuckle Elementary is in full implementation with the 5th-grade teacher.

School Attendance Review Board (SARB)

- The second SARB Hearing was held on October 16, 2023, at the Colusa County Courthouse in the Board of Supervisors chambers. Board members from Probation, Behavioral Health, CPS, Colusa PD, Williams PD, Colusa County Sheriff's Dept, District Attorney, CAP-C, Community Member, and CCOE were all present.
- SARB hearings took place for two students. One student was placed on a 30-day Review and the new referral started a SARB contract. Continued multi-agency outreach is occurring to these students.
- Both students will be reviewed in November.
- The next SARB hearing is November 13, 2023.

Prevention Services

- TUPE – New staff to start 11/20/23. Tobacco prevention will expand to after school programs. The model is to support interested programs once a week.
- Homeless Foster – Attended the statewide meeting. CCOE will be reaching out to districts to encourage them to spend all American Rescue Plan Grant funds by 9/30/2024. Additional school supplies were secured through CCOE's partnership with Supply Bank that will be distributed to our districts. Second McKinney Vento training for staff was held on 10/23/23.
- CalHOPE – Meeting with Kooth to explore additional SEL curriculum and coaching options for families and students. Kooth is a partner with CalHOPE. These services would be at no cost and will be funded by DHCS. KELVIN SEL surveys have been administered or are in the process.
- Early Mental Health Initiative – A new staff member started last month. Once she is trained, CCOE will support additional classrooms.
- BEST – Best staff along with Behavioral Health staff were available to support staff and students affected crisis in Arbuckle last week. Support was available in all districts and is still available if needed.

Children's Services

- Attended ALICE Active Shooter Preparedness training.
- Onboarding process for new employees – revising procedure and checklist to increase training provided to new employees.
- Continue to meet with community agencies to increase collaboration and to increase a referral system for early education services.
- New Colusa Early Learning Center closer to opening. Two teacher positions filled and pending start dates.
- Participated in Forces of Change assessment meeting in partnership with Tri Counties Community Action Partnership Colusa-Glenn-Trinity and county agencies.
- Migrant Season ending October 31st. Met with City of Colusa Department of Agriculture to begin planning enrollment of migrant children/families for next program year.

Staffing Updates:

- Number of current staff: 74
- Current vacancies:
 - 16 - Associate Teacher positions
 - 1 - Local Childcare Planning Coordinator
 - 2 - Early Head Start Home-Based Educators

Family and Community Services

- Attended California Alternative Payment Program (CAPP) statewide conference.
- Attended Child and Adult Care Food Program (CACFP) annual Conference. Included invitation and participation of two in-home family childcare providers from Colusa County to participate in the Family Child Care Summit Communities of Practice initiative.
- First Family Activity Night with an emphasis on building mathematical knowledge. were well attended in each community.
- Parent Trainings: Teaching Pyramid Framework model for promoting Social Emotional Competence training for parents.
- Parent Café series. Scheduled and observed a presentation and approach at another agency.
- Learning Genie Family Engagement two-way communication system is currently at 80% for parent registration rate.
- Resource & Referral: Currently we have 40 in-home licensed childcare providers in Colusa County.
- Recruiting parents from each classroom to participate on Policy Council. Beginning to seat new parents and expand council.

Education Services

- Class Assessment Scoring System (CLASS) assessments and coaching conducted by consultant are in process.
- Preschool classrooms begin theme study on Buildings.
- First developmental assessments (DRDP) and Ages and States Questionnaires (ASQ/ASQ-SE) social – emotional assessments in process.
- Hearing and Vision screenings in process.
- Dental screenings conducted in classrooms by Northern Valley Indian Health in Willows in process.
- Footsteps2Brilliance ipads delivered to children to support learning in their homes.
- Professional development trainings included measuring high quality in classroom environments and factors of sudden infant death syndrome.
-

Universal Prekindergarten

- Universal Prekindergarten Planning and Implementation program reports for LEASs in Colusa County complete. Expenditure reports due November 2nd.
- Early Educator Teacher Development Grant (EETDG). Received four new applications.
- Attend UPK Task Force Advisory Group, UPK Coordinators Community of Circle meetings and UPK webinars.

- Collaboration in process with Yuba County Office of Education to support coordinated services in Colusa County.
- Universal Prekindergarten Mixed Delivery Planning Grant reports in progress.

Special Education/SELPA

- Special Education Staffing Updates
- 2 open teaching positions, 1 School Psychologist, 1 Speech Therapist (currently utilizing online therapy), 1 Occupational Therapist (going to utilize online therapy)
- Special Education Updates
 - Special Education Para Educator Hiring Fair October 30th. There are 21 open Para Educator positions.
 - Fall 1 and Fall 2 CALPADS reporting opens October 4th (CBEDS Date). Many updates to special education redesign, which is not yet fully operational.
 - DRDP Access window open now, closed in February
- SELPA
 - CCOE SELPA (meeting updates)
 - Local Plan submitted to the CDE. The CDE has accepted the Local Plan, pending review.
 - SELPA Council Meeting October 31. SELPA Executive Committee meeting end of November.
 - Next CAC meeting is 11/8/2023
 - Alternative Dispute Resolution Final Grant Report submitted to CDE.
 - Learning Recovery Plan Final Grant Report Submitted to the CDE
 - State SELPA
 - Next meetings are the first week in November

Colusa County Office of Education**Technology Services****Board Report November 8, 2023**

We have been preparing Erate category 1 and 2 requests for CCOE.

We upgraded both the CCOE /firewall and Rucks Smartzone firmware to the latest versions.

We identified a DHCP replication issue on our Admin network and resolved it.

We have been assisting WUSD with wireless network troubleshooting issues.

We are continuing to work with PJUSD to relocate their datacenter PJUSD District Office to the PJUSD Technology Center. Frontier has been unable to keep its deadline commitments and we have had to push this project further into the future to create a maintenance window where school is out of session and Frontier is working. We are estimated to push this out until December.

We are continuing to plan for the eventual move of the CCOE datacenter from the library building to the Education Village. This will allow for a more centralized network, the potential to create our own standalone network that would be isolated from Frontier, as well as generator options. We are coordinating around the existing Frontier contracts for each district with any erate limitations. We plan for a master cutover sometime in July of 2024. We are working with CENIC and the K12 High Speed Network to coordinate their installation at the CCOE Education Village. We are also working with the County of Colusa to transition the connection that we currently supply to the library over to the County as part of that project. The Education Village Fiber network will be upgraded from 1G to 10G as part of the project. The construction of our portables is continuing at present, and we are ordering equipment to have on hand for the eventual installation.

We have purchased CAMSA Microsoft Licensing that will allow us a path to keep our automation software. These licenses will provide us with new features. We have started the process of setting up new Office 365 mail features from these licenses. We are also working setting up Microsoft InTune which will replace the current SCCM software for automation. InTune setup close to complete. Autopilot is complete. A mass migration from SCCM to InTune will be scheduled soon.

We are working Business Services on a plan to completely migrate legacy QCC data away from their server. We have received a quote for database creation and auditing.

We have selected vendors for the Village's paging system upgrade as well as modernization for the Village Extron system in the classrooms to hook up the projectors.

COLUSA COUNTY BOARD OF EDUCATION
Minutes of Regular Meeting October 11, 2023

Acronyms Used in This Document May Be Found in Attachment A

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

Staff/Visitors Present: Michelle Bingham, Keri Cunha, Alex Evans, Angelina Guizar, Aaron Heinz, John Ithurnburn, Daniel (Yulianna) Jaime, Alissa Maas, Vicki Markss, Tina Maxwell, Sabrina Myers, Chuck Wayman, and Michael West

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

President Madison Martin called the meeting to order at 4:00 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

3.1 Report on Hiring Events

CCOE Director of Human Resources Sabrina Myers presented her report on the recent on-the-spot hiring event including an accounting of all positions, and she reported on upcoming hiring event opportunities. Discussion was held on recruitment and marketing.

Tina Maxwell drew the Board's attention to a non-substantive edit on the September 13, 2023, Regular Board Meeting Minutes, changing 9.1 to Approve Minutes of the August 9, 2023, Regular Board Meeting, which is on the Consent Agenda for approval.

4.0 LETTERS AND COMMUNICATIONS

4.1 Awarding of Diplomas – Colusa County Adult School

Michelle Bingham reported on a recent graduate from the Colusa County Adult School. Michelle introduced the graduate, presented her with a diploma, and asked her to share with the Board her future plans.

5.0 PUBLIC INPUT – Items not on the agenda

No public input.

6.0 REPORTS FROM SUPERINTENDENT AND STAFF

6.1 Superintendent's Reports

6.1.1 Superintendent's Monthly Report

Michael West reported on his participation and attendance in activities, such as a SARB Hearing held in the Board of Supervisors Chambers; a meeting with Glenn COE Superintendent Ryan Bentz and External Affairs Manager at Sites Project Authority Kevin Spesert to discuss training of

trades relating to the Sites Reservoir; a Sites Reservoir community meeting in Maxwell; Williams Settlement Act facilities inspection visits of districts and COE sites that will result in annual reports presented to all districts, the Board of Supervisors, and CBOE; CCOE Staff Photo sessions; a meeting of the Adult Education Consortium Executive Committee; and beginning negotiations with ECCOE and completed terms with the CCESP group saying that any agreements will be shared with the Board during the November meeting. Michael provided a legislative update on the following:

- Veto of AB 1699, K–14 classified employees: part-time or full-time vacancies and public postings
- Passage of AB 579, zero-emission school buses by 2035
- Passage of SB 274, prohibition of suspension/expulsion in grades 6-12 for willful defiance

6.1.2 Superintendents Council – September Meeting

Michael West reported that the Superintendents Council September meeting began with a presentation by John Ithurburn on LCAP changes and a legislative update on AB 1078 designed to counteract book banning in California schools. Michael said that during the meeting the Superintendents heard a report on the Alternative Pathways Diploma that will be based upon an assessment for qualified students. Discussion was held on the intent of the diploma, classes leading up to the diploma, and FAPE. Michael said that the Superintendents also discussed behavioral and mental health, the Golden Handshake option that during the current staffing climate was deemed not to be a benefit to districts, and a presentation by Lorilee Niesen, Assistant Superintendent of Adult and Career Education at Sutter County Superintendent of Schools on a grant for a medical services pathway for adults in Colusa County. The grant will provide college classes offered to high school seniors, held at the Education Village, with three districts committed to make room in their schedule for these courses, and will offer a CNA certification upon completion. Michael added that the Thanksgiving Basket Brigade event will provide dinners to qualified families the week before Thanksgiving, and he spoke about the great job of Sabrina Myers' coordination of the beginning of CCOE's Colusa County Substitute Consortium (CCSC).

6.2 Administrative Services – Aaron Heinz

The Board did not have any questions or comments about Aaron Heinz's October 2023 Administrative Services written report.

6.3 Student Services – Chuck Wayman

The Board did not have any questions or comments about Chuck Wayman's October 2023 Student Services written report.

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6.4 Technology Services – Alex Evans

Alex Evans answered the Board’s questions regarding his October 2023 Technology Services written report, about whether CCOE is hooked into the emergency broadcast system, saying that system only broadcasts to cell phones and that the alert was heard on CCOE cell phones.

7.0 BOARD QUESTIONS AND COMMENTS

No questions or comments.

7.1 Board President’s Report

Madison Martin reported that she received Michael West’s response to the Colusa County Grand Jury Report.

8.0 PUBLIC INPUT – Items on the agenda

No public input.

9.0 CONSENT AGENDA

All items are approved by one motion unless pulled by a Board member for separate discussion or action. Serena Morrow/Moved, Brenda Miller/Seconded, to approve with the correction noted under agenda item 3.0, the following Consent Agenda items and the motion carried four ayes, one abstain (Cristy Edwards):

9.1 Approve Minutes of the September 6, 2023, Special Board Meeting

9.2 Approve Minutes of the September 13, 2023, Public Hearing

9.3 Approve Minutes of the September 13, 2023, Regular Board Meeting

10.0 OLD BUSINESS

10.1 Community College District Territory (standing item)

No report.

10.2 Facilities Update (standing item)

Michael West encouraged the Board to visit the Village and see the inviting landscape, and he thanked John Ithurnburn and Farm to School Lab Coordinator Elizabeth Herzog for their fine work and for Elizabeth’s cooperative efforts to involve students at the Education Village with the raised beds, green house, and California trees and shrubs. Discussion was held on the improvements and the need for signage.

10.3 LCAP Update (standing item)

Educational Services Assistant Superintendent John Ithurnburn reported that CCOE and all districts’ LCAPs are in, and all are good.

10.4 Universal Prekindergarten (standing item)

Children’s Services Director Vicki Markss reported that she had nothing new to report on UPK activities. Discussion was held on enrollment (low, due to lack of staffing, but steady), and on alternative payment programs (a state program that places children in centers and in private pay homes).

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

Serena Morrow reported that at the CCBE Annual Conference she and Madison Martin participated in an activity, during which they developed a list of liaisons assignments revision ideas that Serena shared with the Board. She added that this item was originally brought to the October Board meeting, but that the item was tabled to the September meeting so that all Trustees could participate in the discussion.

Brenda Miller/Moved, Ed Conrado/Seconded, and the motion carried unanimously to accept the Board Liaison Assignments template with Serena Morrow and Madison Martin's recommended revisions (including the addition of a CCBE Voting Representative as a Board President or Designee). Discussion was held on Representatives to District Boards of Trustees.

11.0 NEW BUSINESS.

11.1 Approve 2022-23 Unaudited Actuals

Angelina Guizar presented the 2022-23 Unaudited Actuals Report and provided a review of Form 01 Unrestricted and Restricted Expenditures. Angelina drew the Board's attention to the Net Increase (Decrease) in Fund Balance that indicated a surplus greater than \$135,000 from the estimated actuals that had projected a \$12,000 deficit. The increase changes the 2023-24 beginning balance from the projected \$5.3 million to over \$5.4 million. Aaron Heinz commented on the less than 1% difference from the estimated \$17 million budget, which he said was because of the Business Office staff, and especially Angelina's, work on the budget. Discussion was held on the conservative nature of CCOE's budget, and the difference between the estimated deficit and the actual surplus, which Aaron said was because CCOE did not purchase the building that was included in the estimated actuals.

Cristy Edwards/Moved, Serena Morrow/Seconded, and the motion carried unanimously to approve the 2022-23 Unaudited Actuals.

11.2 Approve Board Resolution No. 23/24-02 Gann Limits

Aaron Heinz reported on the history of the annual Gann Limits Resolution.

Serena Morrow/Moved, Ed Conrado/Seconded, and the motion carried unanimously to approve Board Resolution No. 23/24-02 Gann Limits.

11.3 CCOE Response to the 2022-23 Colusa County Grand Jury Report

Michael West presented CCOE's response to the 2022-23 Colusa County Grand Jury Report and spoke to the Grand Jury's fact-finding process. Discussion was held on the response being a succinct and factual document, on the perception of our staff because of the report, and condensing the response for a press release.

Draft

12.0 CLOSED SESSION

12.1 Consideration of Property Purchase

13.0 ADVANCED PLANNING

13.1 Items to be Considered for the Next Board Meeting

No items added.

13.2 Next Regular Board Meeting

November 8, 2023, 4:00 p.m.

345 5th Street, Colusa, Large Conference Room

14.0 ADJOURNMENT

The meeting adjourned at 5:36 p.m.

Adopted and Entered

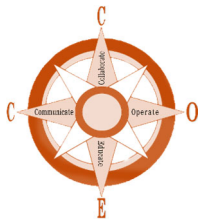
Respectfully Submitted

Madison Martin, President
Colusa County Board of Education

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

ACRONYMS

AB	Assembly Bill
CBOE	Colusa County Board of Education
CCBE	California County Boards of Education
CCESP	Colusa County Educational Support Professionals
CCOE	Colusa County Office of Education
CCSC	CCOE's Colusa County Substitute Consortium
CNA	Certified Nursing Assistant
COE	County Office of Education
ECCOE	Educators of Colusa County Office of Education
FAPE	A Free Appropriate Public Education, rights that are given in the Federal Individuals with Disabilities Education Act (IDEA)
LCAP	Local Control and Accountability Plan
SARB	School Attendance Review Board
SB	Senate Bill
UPK	Universal Prekindergarten

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Draft**BOARD OF EDUCATION****2024****SCHEDULE OF MEETINGS**

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

CCOE Large Conference Room

345 5th Street

Colusa, CA 95932

Please call to verify time and location

Date

January 10 – Regular Meeting

February 14 – Regular Meeting

March 13 – Regular Meeting, 2nd Interim Report

April 10 – Regular Meeting

May 8 – Regular Meeting

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

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

July 10 – Regular Meeting

August 14 – Regular Meeting

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

October 9 – Regular Meeting, Gann Limits & Unaudited Actuals

November 13 – Regular Meeting

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

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

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

COLUSA COUNTY BOARD OF EDUCATION

Board President Rotation

Accepted December 13, 2023

Draft

11.1.2

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

COLUSA COUNTY BOARD OF EDUCATION
LIAISON ASSIGNMENTS 2024
 Accepted December 13, 2023

Draft

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

COLUSA COUNTY BOARD OF EDUCATION

LIAISON ASSIGNMENTS REVISION IDEAS

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

BOARD	REPRESENTATIVE(S)
Colusa Unified School District	Ed Conrado & Madison Martin
Maxwell Unified School District	Cristy Edwards
Pierce Joint Unified School District	Brenda Miller
Williams Unified School District	Serena Morrow



COLUSA COUNTY OFFICE OF EDUCATION

Michael P. West, County Superintendent of Schools
345 5th Street, Suite A, Colusa CA 95932
mwest@ccoe.net p 530.458.0350 f 530.458.0350

11.3

October 31, 2023

Madison Martin, Board President
Colusa County Board of Education
345 5th Street
Colusa, CA 95932

Subject: *Williams* Settlement Findings for 2023-2024 Site Visits

Dear Board President Martin:

I am writing to apprise you of the upcoming presentation of our report, generated from the recent school visits conducted by the Colusa County Office of Education (CCOE). These visits, an obligation under the Williams Settlement Legislation, are instrumental in assessing the standards and conditions of educational provisions within our county schools. As stipulated by California Education Code (EC) Section 1240 and Assembly Bill 599, the focus of our examination extended to schools earmarked for Comprehensive Support and Improvement (CSI), Additional Targeted Support and Improvement (ATSI), or those with 15% or more of the teaching staff possessing certifications less than a preliminary or clear California teaching credential.

The primary objectives of our visits were as follows:

Verification of adequate availability of instructional materials in core subjects like English/language arts, ELD, mathematics, history/social science, and science, along with additional resources such as science laboratory equipment, world languages, and health education as outlined in EC Section 60119.

Examination of the maintenance standards of school facilities utilizing the Facilities Inspection Tool (FIT), to identify any circumstances posing immediate or emergent threats to the health or safety of the school community as denoted in EC Section 17592.72; and evaluation of the overall safety, cleanliness, and adequacy of the school infrastructure in accordance with EC Sections 17014, 17032.5, 17070.75, and 17089.

Confirmation of the prominent display of the Williams Uniform Complaint Procedures in all classrooms, and availability of Williams Complaint forms in both English and other requisite languages as directed by the California Department of Education.

Verification of accurate data provision for the annual School Accountability Report Card (SARC) concerning instructional materials and facilities maintenance.

The consolidated findings from our 2023-2024 school visits will be shared in a public meeting as mandated. Additionally, CCOE will monitor quarterly reports concerning complaints received from all school districts about inadequate instructional materials, teacher vacancies and misassignments, and urgent facilities issues.

While the Williams Case visitation was not obligatory for CCOE Education sites, the initiative aimed to commend the diligent efforts of our custodial and educational staff, affirming our robust compliance with the legislative mandate.

Rest assured, CCOE remains steadfast in supporting you in fulfilling the legislative requirements. For further elucidation, feel free to reach out to me at mwest@ccoe.net or (530) 458-0350.

Sincerely,



Michael P. West
Colusa County Superintendent of Schools

Enclosure: CCOE Facilities Inspection Tool Summary 2023

cc: Jared Robinett, MOT Director

SCHOOL DISTRICT/COUNTY OFFICE OF EDUCATION Colusa County Office Of Education		COUNTY Colusa	
SCHOOL SITE Education Village	SCHOOL TYPE (GRADE LEVELS) Self Contained	NUMBER OF CLASSROOMS ON SITE 10	NUMBER OF RESTROOMS ON SITE: 15
INSPECTOR'S NAME Jared Robinett	INSPECTOR'S TITLE	NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE) Victor Silvas	
TIME OF INSPECTION 10am	WEATHER CONDITION AT TIME OF INSPECTION Clear		
TOTAL ESTIMATED BUILDING VOLUME (CUBIC FEET): 414,119	TOTAL ESTIMATED SITE SQUARE FOOTAGE / ACREAGE: 14	TOTAL ESTIMATED BUILDING SQUARE FOOTAGE: 34,510	

PART III: CATEGORY TOTALS AND RANKING (round all calculations to two decimal places)

TOTAL NUMBER OF AREAS EVALUATED ↓	CATEGORY TOTALS	A. SYSTEMS			B. INTERIOR	C. CLEANLINESS		D. ELECTRICAL	E. RESTROOMS/FOUNTAINS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL	
		GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOMS	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/DOORS/ GATES/FENCES
	Number of "OK"s:	6	6	6	6	6	6	6	6	6	6	6	6	6	4	6
	Number of "D"s:	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
90	Number of "X"s:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Number of N/As:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Percent of System in Good Repair Number of "OK"s divided by (Total Areas - "NA"s)*		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	66.67%	100.00%
Total Percent per Category (average of above)*		100.00%			100.00%	100.00%		100.00%	100.00%		100.00%		100.00%		83.33%	
Rank (Circle one) GOOD = 90%-100% FAIR = 75%-89.99% POOR = 0%-74.99%		GOOD			GOOD	GOOD		GOOD	GOOD		GOOD		GOOD		FAIR	

*Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

OVERALL RATING:

DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE

97.92%

SCHOOL RATING**

GOOD

**For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

INSPECTOR'S COMMENTS AND RATING EXPLANATION:

Some areas where the sheetrock joints have cracks are in the process of being repaired. There were a few areas found where the sidewalk will need to be grinded down to correct possible trip hazard. Theses areas were marked with paint for safety. Overall site appeared clean.

DISTRICT'S RESPONSES TO REPORT (Attach additional pages if necessary):

**PUBLIC DISCLOSURE OF NEGOTIATED AGREEMENT BETWEEN
THE
COLUSA COUNTY SUPERINTENDENT OF SCHOOLS AND THE
COLUSA COUNTY EDUCATIONAL SERVICES PROFESSIONALS (CCESP)**

Background: Part of AB1200 requires school districts and county offices of education to publicly disclose the major provisions of all collective bargaining agreements.

The Superintendent of Public Instruction has not required a particular set of procedures or formats, but has made recommendations that we have implemented with the following:

- A. Period of agreement - July 1, 2023 - June 30, 2024
- B. Adjustments to salaries, effective July 1, 2023:
 - Article XVIII Salaries, 1. Unit Member: 8.5% increase on 2023-2024 salary schedules 150, 151
 - Salary Schedule 140, increase Step 1 to \$20.26 with an 8.5% increase
 - Creation of Salary Schedule 157-Summer Classified CCESP Step 1-\$22.00, r at hourly rate if higher.
- C. Adjustments to other compensation issues, effective October 1, 2023:
 - Article XIX Health and Fringe Benefits, 5. Cap: The Superintendent's yearly contribution for dental, vision, and health benefits shall be increased by \$500.00 to eleven thousand two hundred fifty dollars (\$11,250) annually.
- D. Adjustments to non-compensation issues:
 - Appendix B-1 Salary Schedule 140
 - Step Placement
 - Complete removal of a maximum of six (6) years experience is given to a new employee verbiage due to placement on salary schedule will be based on years of experience as an Instructional Assistant, Substitute Teacher and/or Teacher.
- E. Current and subsequent sources of funding:
 - The source of funding is provided by the State of California, the Special Education Local Plan Area (SELPA), and the Districts that participate in the SELPA

Disclosed at a regular meeting of the Board of Education of the Colusa County Office of Education on the 8th day of November 2023.

(Clerk's Signature)

(Date)