

NAPA COUNTY OFFICE OF EDUCATION
Barbara Nemko, Ph.D., Superintendent

The Napa County Board of Education will hold a regular meeting on Tuesday, August 2, 2022, at 3:30 p.m., at the Napa County Office of Education, 2121 Imola Avenue, Napa, CA. **Members of the public may attend the meeting in-person or virtually. Please view Public Participation information below.**

This hybrid meeting will be conducted with a mixture of in-person and remote attendance.

<https://napacoe.zoom.us/j/88560524504>

1. ORGANIZATION

- A. Call to Order
- B. Flag Salute
- C. Public Participation

Members of the public are invited to participate in person or can join by computer, tablet, smartphone, or telephone. Remote access can be achieved by following the instructions below:

Join from PC, Mac, Linux, iOS or Android:

You are invited to a Zoom webinar.

When: August 2, 2022 03:30 PM Pacific Time (US and Canada)

Topic: NCOE August 2 Board Meeting

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://napacoe.zoom.us/j/88560524504>

Or One tap mobile:

+16699006833,,88560524504# US (San Jose)

+12532158782,,88560524504# US (Tacoma)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or
+1 646 558 8656 or +1 301 715 8592

Webinar ID: 885 6052 4504

International numbers available: <https://napacoe.zoom.us/j/88560524504>

- D. Welcome to Visitors
- E. Approval of Agenda
- F. Approval of Minutes – July 5, 2022
- G. Public Comment

Members of the public wishing to provide public comment must request to be called upon using one of the following options:

- i. using the chat feature on the web conference to send a request to meeting hosts, or
- ii. using the hand raising feature in the participant panel on the web conference, or hand raising if in-person attendance, or,
- iii. emailing a request to jschultz@napacoe.org or smorris@napacoe.org.

Comments by the Public for Items on the Agenda: Anyone may provide public comment to the Board in support of, or in opposition to, any item being presented to the Board for consideration on the agenda during the Board’s consideration of the item. Individuals shall be allowed up to three minutes for their presentation.

Comments by the Public for Items NOT on the Agenda: Suggestions, comments, and requests may be presented to the Board at this time, for items not on the agenda, on those subjects over which the Board has jurisdiction. Normally, the Board will take no action on any topic at this time. Individuals shall be allowed up to three minutes for their presentations.

2. PRESENTATION

- A. Update Camille Creek Parent and Student Survey Results (Nancy Dempsey, Director, Juvenile Court and Community Schools)

3. CORRESPONDENCE, COMMUNICATONS, AND REPORTS

The Superintendent and/or Board members may report miscellaneous items for information purposes.

4. CONSENT AGENDA ITEMS

Background information on these items is provided to the Board prior to the meeting. Action is taken by a common motion without discussion unless discussion of an item(s) is requested by a Board member(s).

- A. Temporary County Certificates: Education Code Section 44332 authorizes the issuance of Temporary County Certificates for the purpose of authorizing salary payments to employees whose credential applications are being processed. (Julie McClure, Associate Superintendent)
- B. Approval of Resolution 2022-26: Board Member Compensation. Napa County Board of Education Bylaw 9250(a) provides for compensation to its Board members for attending meetings. The Bylaw further provides for compensation to members who miss meetings of the Board while performing designated services for the county or absent because of illness, jury duty or a hardship deemed acceptable by the Board. (Julie McClure, Associate Superintendent)

5. ACTION ITEMS

- A. Board Approval Resolution 2022-27 Authorizing Use of Remote Teleconferencing Provisions Pursuant to AB 361 and Government Code section 54953. This proposed determination will be evaluated, discussed and reconsidered every 30 days. The Board will be asked to approve Resolution 2022-27 Authorizing Use of Remote Teleconferencing Provisions Pursuant to AB 361 and Government Code section 54953. This proposed determination will be evaluated, discussed and reconsidered every 30 days. (Josh Schultz, Deputy Superintendent)
- B. Board Approval Resolution 2022-28: AmeriCorps VIP 2022-2023 “AmeriCorps Volunteer Infrastructure Program” (VIP) AmeriCorps Program Contract. The Board will

be asked to approve Resolution 2022-28: AmeriCorps VIP 2022-2023 “AmeriCorps Volunteer Infrastructure Program” (VIP) AmeriCorps Program Contract in the amount of \$1,822,800. (Julie McClure, Associate Superintendent)

- C. Board Approval Resolution 2022-29: CalSERVES 2022-2023 “CalSERVES AmeriCorps Expanded Learning” AmeriCorps Program Contract. The Board will be asked to approve Resolution 2022-29: CalSERVES 2022-2023 “CalSERVES AmeriCorps Expanded Learning” AmeriCorps Program Contract in the amount of \$543,114. (Julie McClure, Associate Superintendent)
- D. Board Approval 2022 Outstanding Legislator Award (Official Call for Nominations). The Board will be asked to approve nominations for the 2022 Outstanding Legislator Award. (Julie McClure, Associate Superintendent)
- E. Board Approval to remove Surplus Property from the Yountville Elementary School site. The Board will be asked to approve the Removal of Surplus Property from the Yountville Elementary School site. (Josh Schultz, Deputy Superintendent)
- F. Board Approval Provisional Internship Permit (PIP) for the 2022-2023 school year for Angelina Pineda for the Napa Preschool Program. The Board will be asked to approve a Provisional Internship Permit (PIP) for the 2022-2023 school year for Angelina Pineda for the Napa Preschool Program. (Julie McClure, Associate Superintendent)

6. **SCHEDULED MATTER**

Discussion, review, and direction regarding:

- A. Possible motion of support of state and federal legislative updates and positions on legislation. (Jennifer Kresge, Board Trustee)

7. **INFORMATION ITEMS**

- A. Personnel Activity Report: vacancies, listing of personnel appointments, terminations, transfers, etc. (Julie McClure, Associate Superintendent)
- B. Board Policy Dashboard Update (Julie McClure, Associate Superintendent)
- C. First Reading and review Board Bylaw 9323 Meeting conduct, addition related to Board Public Comment (Julie McClure, Associate Superintendent)
- D. Budget Update (Josh Schultz, Deputy Superintendent)
- E. Biennial Review of Conflict of Interest Policy (BP 9270 and E 9270). (Josh Schultz, Deputy Superintendent)

8. **ADJOURN TO CLOSED SESSION**

The Board will hold a closed session hearing with respect to: Review potential litigation. Potential cases: 1

9. REPORT FROM CLOSED SESSION

The Superintendent and/or Board members may report miscellaneous items for information purposes.

A. Review potential litigation. Potential cases: 1

10. FUTURE AGENDA ITEMS

11. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION

The next regular meeting of the Napa County Board of Education will be September 6, 2022.

12. ADJOURNMENT

In compliance with the American with Disabilities Act, if special assistance is needed to participate in this meeting, contact the Napa County Office of Education (NCOE) at 253-6810. Notification forty-eight hours prior to the meeting will enable the NCOE to make reasonable arrangements to ensure accessibility to this meeting. I HEREBY CERTIFY THE AGENDA FOR THE STATED MEETING WAS POSTED ON THE NCOE WEBSITE AND IN NCOE'S DISPLAY CASE AT 2121 IMOLA AVENUE, NAPA, CA 94559, and the Napa Preschool site, Thursday, July 28, 2022. Informational material is available for review at the NCOE.

Ellen Sitter, Recording Secretary
NCOE Board of Education

MEETING OF THE NAPA COUNTY BOARD OF EDUCATION
Tuesday, July 5, 2022

Members present

Gerry Parrott, Jean Donaldson, Sindy Biederman, Ann Cash, Don Huffman
Remote Attendance: Ann Cash, Jennifer Kresge

1. ORGANIZATION

A. CALL TO ORDER

President Don Huffman called the meeting to order at 3:30 p.m.

B. FLAG SALUTE

The salute to the Flag was led by Gerry Parrott.

C. PUBLIC PARTICIPATION

President Huffman read the instructions for public participation via teleconference.

D. WELCOME TO VISITORS

Visitors were welcomed to the meeting.

E. APPROVAL OF AGENDA

The Agenda was approved on a motion by Mrs. Waldinger and a second by Mr. Parrott. A roll call vote was taken: Ayes – Mr. Parrott, Mrs. Waldinger, Mr. Donaldson, Mrs. Biederman, Mr. Huffman, Mrs. Kresge, Mrs. Cash. Noes – None.

F. APPROVAL OF MINUTES

On a motion by Mrs. Waldinger and a second by Mr. Parrott, the Minutes of June 7, 2022 were approved. A roll call vote was taken: Ayes – Mr. Parrott, Mrs. Waldinger, Mr. Donaldson, Mrs. Biederman, Mr. Huffman, Mrs. Kresge, Mrs. Cash. Noes – None.

On a motion by Mrs. Waldinger and a second by Mrs. Biederman, the Minutes of June 14, 2022 were approved. A roll call vote was taken: Ayes – Mr. Parrott, Mrs. Waldinger, Mr. Donaldson, Mrs. Biederman, Mr. Huffman, Mrs. Cash. Noes – None. *Abstained* – Mrs. Kresge.

G. COMMENTS BY THE PUBLIC

Public comment was given.

2. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS

- Dr. Nemko reported that we were contacted by Future Ready which is an organization that does professional development and focuses on getting students ready in terms of technology. They asked if they could come to Napa to do a training here for 20 districts around the country, 10 people per district. The training will be held at Napa Valley College and a tentative date for the one day training is set for October 18.

- Dr. Nemko encouraged the Board to view a video by Ken Burns called *Hiding in Plain Sight* about mental illness. The video provides statistics on the timeline when mental health issues present in younger people.
- Dr. Nemko reported that she and Josh Schultz had lunch last week with the new St. Helena Unified School District Superintendent, Ruben Aurelio.

3. CONSENT AGENDA ITEMS

A. On a motion by Mrs. Biederman and a second by Mr. Donaldson, the Board approved Consent Agenda Item 4.A. (Temporary County Certificates). A roll call vote was taken: *Ayes* – Mr. Parrott, Mrs. Waldinger, Mr. Donaldson, Mrs. Biederman, Mr. Huffman, Mrs. Kresge, Mrs. Cash. *Noes* – None.

B. There was no action taken on Board Compensation.

4. ACTION ITEMS

A. On a motion by Mrs. Waldinger and a second by Mr. Parrott, the Board adopted Resolution 2022-24 Authorizing Use of Remote Teleconferencing Provisions Pursuant to AB 361 and Government Code section 54953. A roll call vote was taken: *Ayes* – Mr. Parrott, Mrs. Waldinger, Mr. Donaldson, Mrs. Biederman, Mr. Huffman, Mrs. Kresge, Mrs. Cash. *Noes* – None.

B. On a motion by Mrs. Kresge and a second by Mrs. Waldinger, the Board approved AR 3515 Campus Security, Business and Noninstructional Operations and Sheriff's Department Proposed Policy. A roll call vote was taken: *Ayes* – Mr. Parrott, Mrs. Waldinger, Mrs. Cash, Mr. Huffman, Mr. Donaldson, Mrs. Kresge, Mrs. Biederman. *Noes* – None.

C. There was no action taken on Board Approval 2023 CCBE Officer Nominations.

5. INFORMATION ITEMS

A. The Board accepted the Personnel Activity Report as presented.

B. Mr. Schultz reported no complaints under the Williams Uniform Complaints Procedures Quarterly Report.

C. Board Policy Dashboard Update is tabled to the August meeting.

D. Ms. McClure provided an update on the NCOE COVID program over the last two months.

E. Mr. Schultz provided a summary of the adopted state budget for K-12 education and provided highlights of what was adopted and what was changed.

F. Mr. Schultz reported on the Public Disclosure of Collective Bargaining Agreement and certified that NCOE can meet the costs incurred under the Collective Bargaining Agreement between the NCOE and the NCFT and SEIU Bargaining Units during the

term of the agreement from 7/1/2022 to 6/30/2023. Mr. Schultz noted that the new salary schedules will be released soon.

G. Update Survey Data on the Parent and Student Survey for Camille Creek is tabled to the August meeting.

H. Ms. McClure reminded the Board to save the date for the upcoming CCBE Conference in September.

6. FUTURE AGENDA ITEMS: 1) Review Board Policy Dashboard, 2) Policy on written Public Comments, 3) Update Parent and Student Survey Report, 4) Closed session Potential Litigation 5) Report on training that we did for NVUSD, CJUSD, Riverside, and NCOE.

7. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION

The next regular meeting of the Napa County Board of Education will be Tuesday, August 2, 2022 at 3:30 p.m.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:27 p.m.

Respectfully submitted,

Barbara Nemko, Secretary
es

Approved _____ Date _____

**MEETING OF THE NAPA COUNTY BOARD OF EDUCATION
Tuesday, June 7, 2022**

Members present

Gerry Parrott, Jean Donaldson, Sindy Biederman, Ann Cash, Don Huffman

Remote Attendance: Janna Waldinger

Absent: Jennifer Kresge

1. ORGANIZATION

A. CALL TO ORDER

President Don Huffman called the meeting to order at 4:00 p.m.

B. FLAG SALUTE

The salute to the Flag was led by Jean Donaldson.

C. PUBLIC PARTICIPATION

President Huffman read the instructions for public participation via teleconference.

D. WELCOME TO VISITORS

Visitors were welcomed to the meeting.

E. APPROVAL OF AGENDA

On a motion by Mrs. Biederman and a second by Mr. Parrott, Information Item 11 was amended to confirm the meeting on June 14, 2022 is a regular meeting and not a special meeting. The amended Agenda was approved on a motion by Mrs. Biederman and a second by Mr. Parrott. A roll call vote was taken: Ayes – Mr. Parrott, Mrs. Waldinger, Mr. Donaldson, Mrs. Biederman, Mr. Huffman, Mrs. Cash. Noes – None.

F. APPROVAL OF MINUTES

On a motion by Mrs. Cash and a second by Mr. Donaldson, the Minutes of May 3, 2022 and May 20, 2022 were approved. A roll call vote was taken: Ayes – Mr. Parrott, Mrs. Waldinger, Mr. Donaldson, Mr. Huffman, Mrs. Biederman, Mrs. Cash. Noes – None.

G. COMMENTS BY THE PUBLIC

Public comment was given.

2. PRESENTATIONS AND PUBLIC HEARINGS

A. Dr. Nemko introduced Lucero Bravo, Camille Creek student, who was nominated for Napa Arts Council student of the month for June 2022. Ms. Bravo was honored at the Napa County Board of Education meeting for her exceptional performance in the school's drumming program by her teacher, Mr. Hannaford.

- B. A public hearing was opened at 4:15 p.m. on the proposed Local Control and Accountability Plan (LCAP). The proposed LCAP is presented for the purpose of accepting public input prior to the adoption of the final budget at the June 14, 2022 Board meeting.

The public hearing elicited no comments from the public and was closed at 4:38 p.m.

- C. A public hearing was opened at 4:40 p.m. on the Napa County Office of Education's proposed 2022-23 through 2024-2025 budget. The proposed budget is presented for the purpose of accepting public input prior to the adoption of the final budget at the June 14, 2022 Board meeting.

The public hearing elicited no comments from the public and was closed at 5:00 p.m.

- D. Dr. Nemko provided a slide show on the Napa County Office of Education Employee Volunteer Service Day projects which included staff volunteering in the warehouse of the Redwood Empire Food Bank in Santa Rosa. Dr. Nemko also showed slides of NCOE staff cleaning, dusting, and sanitizing several of the buildings at the Enchanted Hills Camp for the blind.

Dr. Nemko reported that she volunteered at Collective Napa Valley wine auction last Friday in the barrel room filling breadstick containers on the tables and later in the day emptying 'spit buckets'.

- E. Dr. Nemko presented a short video produced by ABC7 News KGO-TV which covered the *Pictures of Hope* workshop held at Copia for 14 Napa County students and created by internationally acclaimed photojournalist Linda Solomon. After seeing so many students struggling after two years of the pandemic, Dr. Nemko invited Ms. Solomon to Napa hoping to help students make future career choices.

3. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS

- Dr. Nemko reported on the Napa County Office of Education CTE Student Achievement Awards ceremony at Copia recently. The students spoke about their experiences and how important their CTE classes have been. The teachers recognized the students' outstanding efforts and achievements in a CTE career pathway. The Culinary Department provided snacks.
- Dr. Nemko reported that Camille Creek hosted the NVUSD event, *Every Student Succeeds*, recently. The event honors elementary and secondary students who have overcome some form of hardship in life.
- Dr. Nemko reported that she joined Congressman Mike Thompson and other Napa County leaders in front of the Napa County Courthouse to advocate for protecting women's rights regarding keeping abortion safe and legal and to voice their opposition in overturning *Roe v. Wade*.

- Dr. Nemko reported that Congressman Thompson held a safety conference with other superintendents in the area to discuss what can be done in schools with regard to violence prevention, and Congressman Thompson noted there is additional funding for this effort. Dr. Nemko noted that she is in contact with a school in Oregon that has created a preventative assessment strategy regarding violence in the schools.
- Dr. Nemko reported on the Breaking Barriers for Students in the Juvenile Justice System recent workshop at Camille Creek. The list of attendees included senior representatives from Health and Human Services, Probation, the Sheriff himself, Cope Family Center, as well as senior staff at Chartwell School, and UCSF who are working on early screening for literacy, including dyslexia, and other experts in literacy. These agencies came together for a brainstorming session on how we can begin intervention and identify students at risk as early as grades K-2 instead of waiting until grade 3 to begin an assessment. The culinary program provided lunch for the guests.
- Dr. Nemko reported that we received \$11,000 from Community Foundation for our welding program at Camille Creek.
- Dr. Nemko provided an update on the recent Superintendent's Fund distributions which included gas cards and food cards for Napa County students and their families in need.

4. CONSENT AGENDA ITEMS

A. On a motion by Mrs. Cash and a second by Mrs. Biederman, the Board approved Consent Agenda Item 4.A. (Temporary County Certificates). A roll call vote was taken: *Ayes* – Mr. Parrott, Mrs. Waldinger, Mrs. Cash, Mr. Huffman, Mr. Donaldson, Mrs. Biederman. *Noes* – None.

B. On a motion by Mrs. Cash and a second by Mrs. Biederman, the Board approved Board Member Compensation (Jennifer Kresge). A roll call vote was taken: A roll call vote was taken: *Ayes* – Mr. Parrott, Mrs. Waldinger, Mrs. Cash, Mr. Huffman, Mr. Donaldson, Mrs. Biederman. *Noes* – None.

5. ACTION ITEMS

A. On a motion by Mrs. Biederman and a second by Mr. Parrott, the Board adopted Resolution 2022-19 Authorizing Use of Remote Teleconferencing Provisions Pursuant to AB 361 and Government Code section 54953. A roll call vote was taken: A roll call vote was taken: *Ayes* – Mr. Parrott, Mrs. Waldinger, Mrs. Cash, Mr. Huffman, Mr. Donaldson, Mrs. Biederman. *Noes* – None.

B. On a motion by Mrs. Waldinger and a second by Mr. Parrott, the Board approved the Universal Prekindergarten Planning & Improvement Grant Program Plan. A roll call vote was taken: A roll call vote was taken: *Ayes* – Mr. Parrott, Mrs. Waldinger, Mrs. Cash, Mr. Huffman, Mr. Donaldson, Mrs. Biederman. *Noes* – None.

C. On a motion by Mrs. Waldinger and a second by Mrs. Biederman, the Board approved the Golden Bell Nominations for Camille Creek Community School Family

Centered Approach to Supporting Student success; College and Career Readiness 4-Tiered Work-Based Learning System; and, COVID-19 and Reopening In-Person Instruction Framework for Napa County Schools. A roll call vote was taken: Ayes – Mr. Parrott, Mrs. Waldinger, Mrs. Cash, Mr. Huffman, Mr. Donaldson, Mrs. Biederman. Noes – None.

D. On a motion by Mrs. Biederman and a second by Mr. Donaldson, the Board approved Resolution 2022-20 *Proclaiming* LGBTQ+ Pride Month. A roll call vote was taken: Ayes – Mr. Parrott, Mrs. Waldinger, Mrs. Cash, Mr. Huffman, Mr. Donaldson, Mrs. Biederman. Noes – None.

E. On a motion by Mrs. Biederman and a second by Mrs. Cash, the Board approved the Consolidated Application and Reporting System (CARS) 2022-2023 Protected Prayer Certification. A roll call vote was taken: Ayes – Mr. Parrott, Mrs. Waldinger, Mrs. Cash, Mr. Huffman, Mr. Donaldson, Mrs. Biederman. Noes – None.

F. On a motion by Mrs. Biederman and a second by Mrs. Cash, the Board approved the Consolidated Application and Reporting System (CARS) 2022-2023 Application for Funding Categorical Aid Programs. A roll call vote was taken: Ayes – Mr. Parrott, Mrs. Waldinger, Mrs. Cash, Mr. Huffman, Mr. Donaldson, Mrs. Biederman. Noes – None.

G. On a motion by Mr. Parrott and a second by Mrs. Cash, the Board approved the Notices of Completion for CTE Building Construction: North Valley Building systems, Inc.; Napa Electric Shop, Inc.; G.D. Nielson Construction, Inc.; and, Bell Products, Inc. for Site Work for the Metal CTE/Warehouse Building Project. A roll call vote was taken: Ayes – Mr. Parrott, Mrs. Waldinger, Mrs. Cash, Mr. Huffman, Mr. Donaldson, Mrs. Biederman. Noes – None.

6. SCHEDULED MATTER

Scheduled Matter was tabled to the July meeting.

7. INFORMATION ITEMS

A. The Board accepted the Personnel Activity Report as presented.

B. Mr. Schultz provided a First Reading AR 3515 Campus Security, Business and Noninstructional Operations and Sheriff's Department Proposed Policy. This item will be brought to the Board for a Second Reading and approval at the next meeting.

C. Update on the Governor's May Revision Proposal has been tabled to the next meeting.

D. Ms. McClure provided an update on the NCOE COVID program with regard to reported cases for staff and students as well as ongoing COVID testing for staff.

E. Ms. McClure reminded the Board to file Form 470 with Elections.

8. ADJOURN TO CLOSED SESSION (6:37 p.m.)

The Board adjourned to closed session to resume discussion and possible action Mayacamas Charter Middle School Petition Appeal to State Board of Education as follows:

Conference with legal Counsel Regarding Possible Litigation.

RETURN TO OPEN SESSION (6:42 p.m.)

9. REPORT FROM CLOSED SESSION

President Huffman announced nothing to report from closed session.

10. FUTURE AGENDA ITEMS: 1) Update Governor’s May Revision Proposal; and, 2) Review Board Policy Dashboard.

11. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION

The next regular meeting of the Napa County Board of Education will be Tuesday, June 14, 2022 at 3:30 p.m.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:47 p.m.

Respectfully submitted,

Barbara Nemko, Secretary
es

Approved _____ Date

**SPECIAL MEETING OF THE NAPA COUNTY BOARD OF EDUCATION
Tuesday, June 14, 2022**

Members present

Remote Attendance: Gerald Parrott, Jean Donaldson, Sindy Biederman, Janna Waldinger, Mrs. Cash, Mr. Huffman
Remote Attendance: Jennifer Kresge

1. ORGANIZATION

A. CALL TO ORDER

President Don Huffman called the meeting to order at 3:30 p.m.

B. FLAG SALUTE

The salute to the Flag was led by Ann Cash.

C. PUBLIC PARTICIPATION

President Huffman read the instructions for public participation via teleconference.

D. WELCOME TO VISITORS

Visitors were welcomed to the meeting.

E. APPROVAL OF AGENDA

On a motion by Mrs. Biederman and a second by Mrs. Waldinger, the agenda was amended to approve Action Item 5.C. LCAP for 2022-23 through 2024-25 prior to approving Action Item 5.B. Adoption of Final budget 2022-2023. A roll call vote was taken: Ayes – Mr. Parrott, Mr. Donaldson, Mr. Huffman, Mrs. Kresge, Mrs. Cash, Mrs. Kresge, Mrs. Biederman. Noes – None.

F. COMMENTS BY THE PUBLIC

Public comment was given.

2. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS

- Dr. Nemko reported that Caroline Wilson will be retiring from the Napa County Office of Education at the end of the school year.

The Board took a 10 minute break to acknowledge and celebrate Ms. Wilson's work over the years at the Juvenile Court and Community Schools.

- Dr. Nemko reported that she spoke at the Valley Oak graduation this morning in Memorial Stadium.

3. ACTION ITEMS

A. On a motion by Mrs. Waldinger and a second by Mrs. Kresge, the Board approved Resolution 2022-23 Authorizing Use of Remote Teleconferencing Provisions Pursuant to AB 361 and Government Code section 54953. A roll call vote was taken: Ayes –

Mr. Parrott, Mr. Donaldson, Mr. Huffman, Mrs. Kresge, Mrs. Cash, Mrs. Kresge, Mrs. Biederman. *Noes* – None.

B. On a motion by Mrs. Waldinger and a second by Mrs. Biederman, the Board approved the Local Control and Accountability Plan (LCAP) for 2022-23 through 2024-25. A roll call vote was taken: *Ayes* – Mr. Parrott, Mr. Donaldson, Mr. Huffman, Mrs. Kresge, Mrs. Cash, Mrs. Kresge, Mrs. Biederman. *Noes* – None.

C. On a motion by Mrs. Biederman and a second by Mr. Donaldson, the Board adopted the 2022-2023 Final Budget. A roll call vote was taken: *Ayes* – Mr. Parrott, Mr. Donaldson, Mr. Huffman, Mrs. Kresge, Mrs. Cash, Mrs. Kresge, Mrs. Biederman. *Noes* – None.

D. On a motion by Mrs. Waldinger and a second by Mr. Parrott, the Board approved Resolution 2022-21 Specifying the Conduct of the election for Governing Board Members to be held on November 8, 2022. A roll call vote was taken: *Ayes* – Mr. Parrott, Mr. Donaldson, Mr. Huffman, Mrs. Kresge, Mrs. Cash, Mrs. Kresge, Mrs. Biederman. *Noes* – None.

E. On a motion by Mrs. Waldinger and a second by Mr. Parrott, the Board approved Resolution 2022-22 Determination of Responsibility for the cost of Candidate Statements in the November 8, 2022 Trustee Election. A roll call vote was taken: *Ayes* – Mr. Parrott, Mr. Donaldson, Mr. Huffman, Mrs. Kresge, Mrs. Cash, Mrs. Kresge, Mrs. Biederman. *Noes* – None.

Public Comment was given.

4. INFORMATION ITEMS

A. Lucy Edwards, Director, Continuous Improvement and Academic Support, presented a district summary report on how the Napa County Office of Education will support Napa County school districts in the 2022-23 school year under California's System of Support related to Education Code 52066.

B. Lucy Edwards, Director, Continuous Improvement and Academic Support, presented a report showing progress on the LCFF Local Indicators and how we are doing with regard to the Court and Community School program, Foster Youth program, and the expelled students program. Ms. Edwards noted that we are required to bring these local indicators to the Board on an annual basis at the time the Board adopts the LCAP.

Public comment was given.

C. Mr. Schultz provided a presentation on the Governor's May Revision.

Public comment was given.

5. FUTURE AGENDA ITEMS: 1) Policy on Written Public Comments, and 2) AR 3515 Campus Security Policy.

6. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION

The next regular meeting of the Napa County Board of Education will be on Tuesday, July 5, 2022 at 3:30 p.m.

7. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Barbara Nemko, Secretary
es

Approved _____ Date

APPROVED

Camille Creek Survey Results

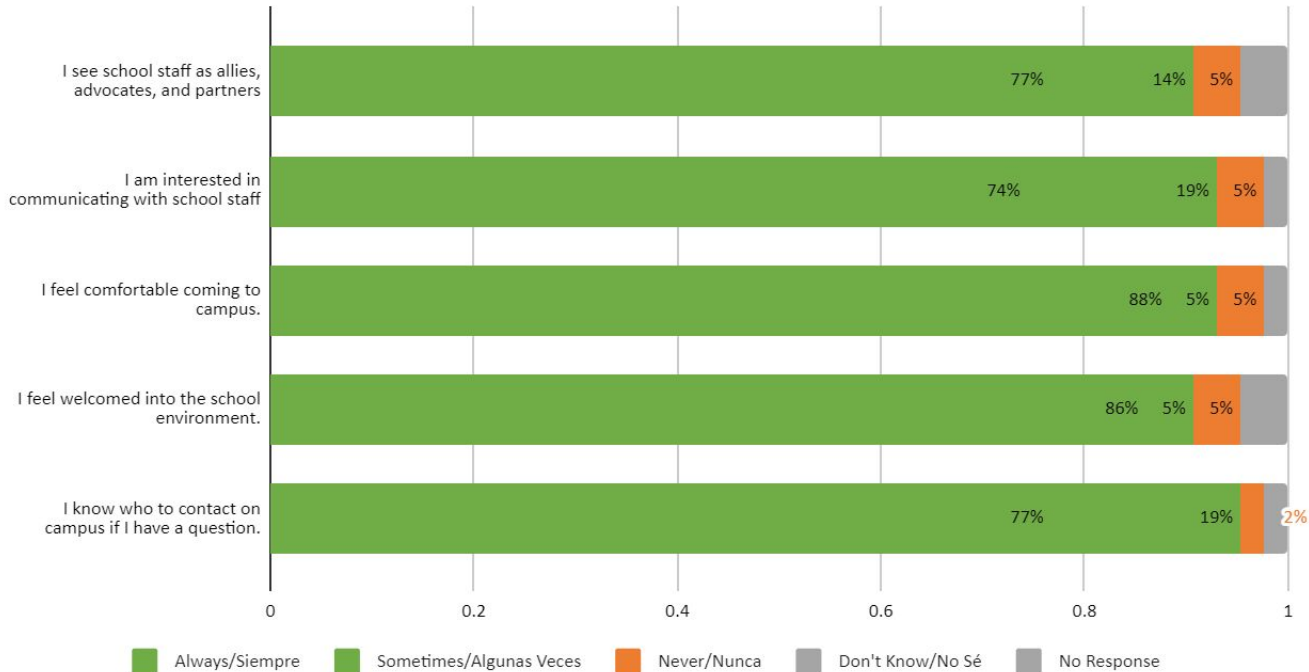
— 2021-2022 —

Family Surveys

- New family survey created in Spring 2022 to match the work we are doing with the CCSPP grant
- Seeking to understand the relationship between the work our school staff is implementing and the family connection to the school
- This survey will serve as baseline for the upcoming years
- 50% response rate

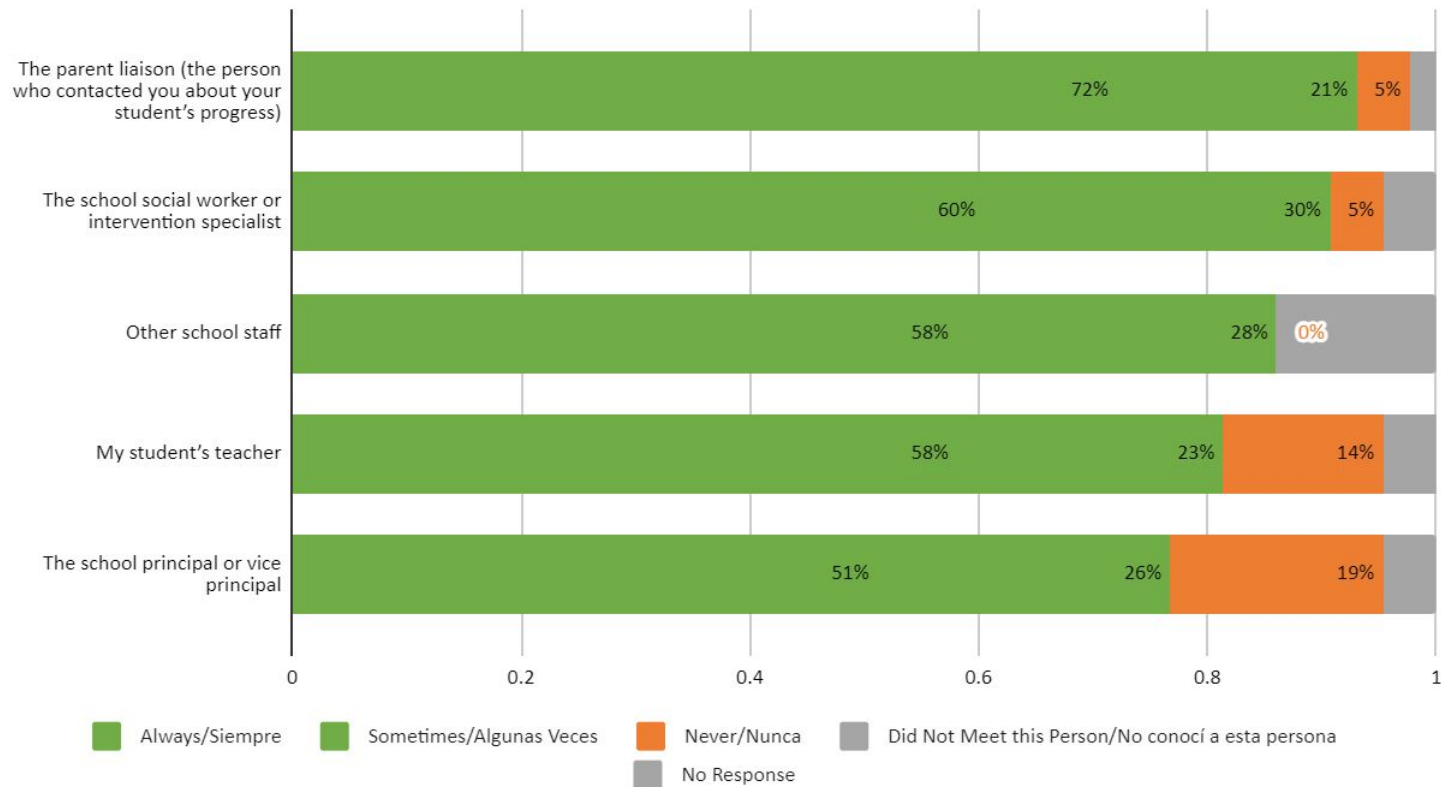
Families have a Healthy and Positive Relationship with School Staff

Parent Ratings of School Connection , Spring 2022 (n=43)
Thinking about your experiences at this school, please respond to the following statements:



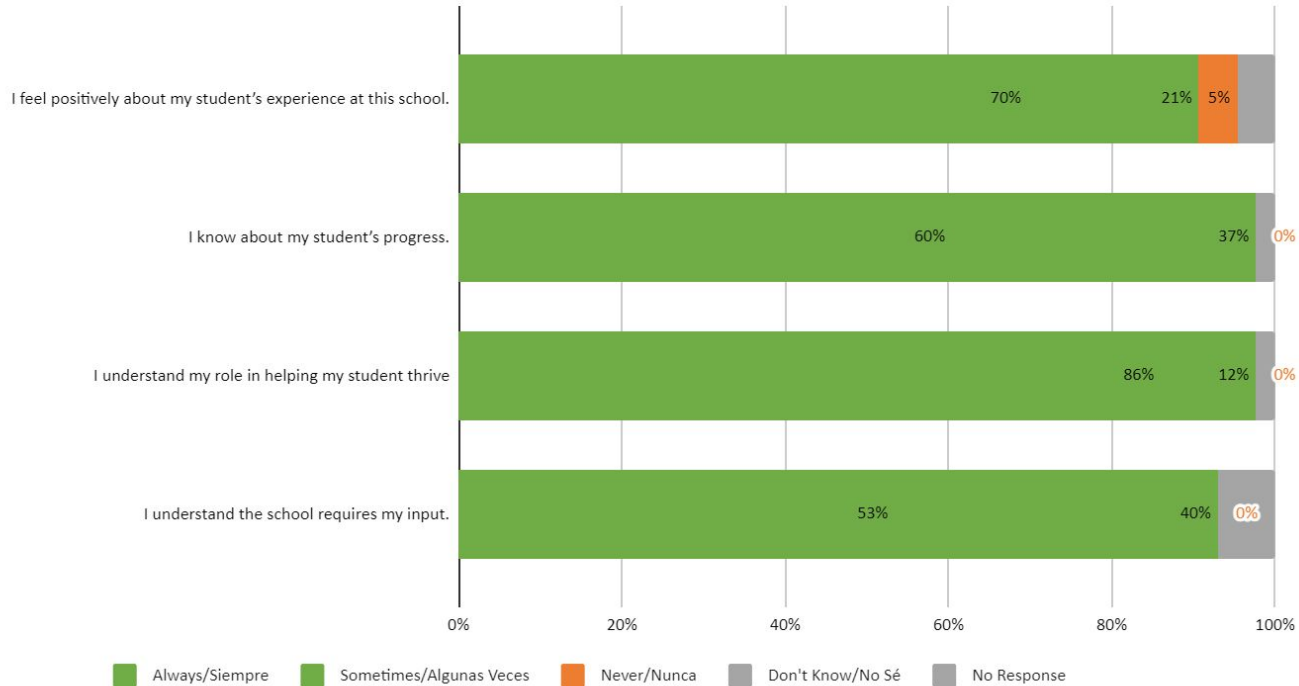
Parent Rating of Relationships with Staff, Spring 2022 (n=43)

Thinking about this school year, were you able to have a healthy and positive relationship with the following people at this school?

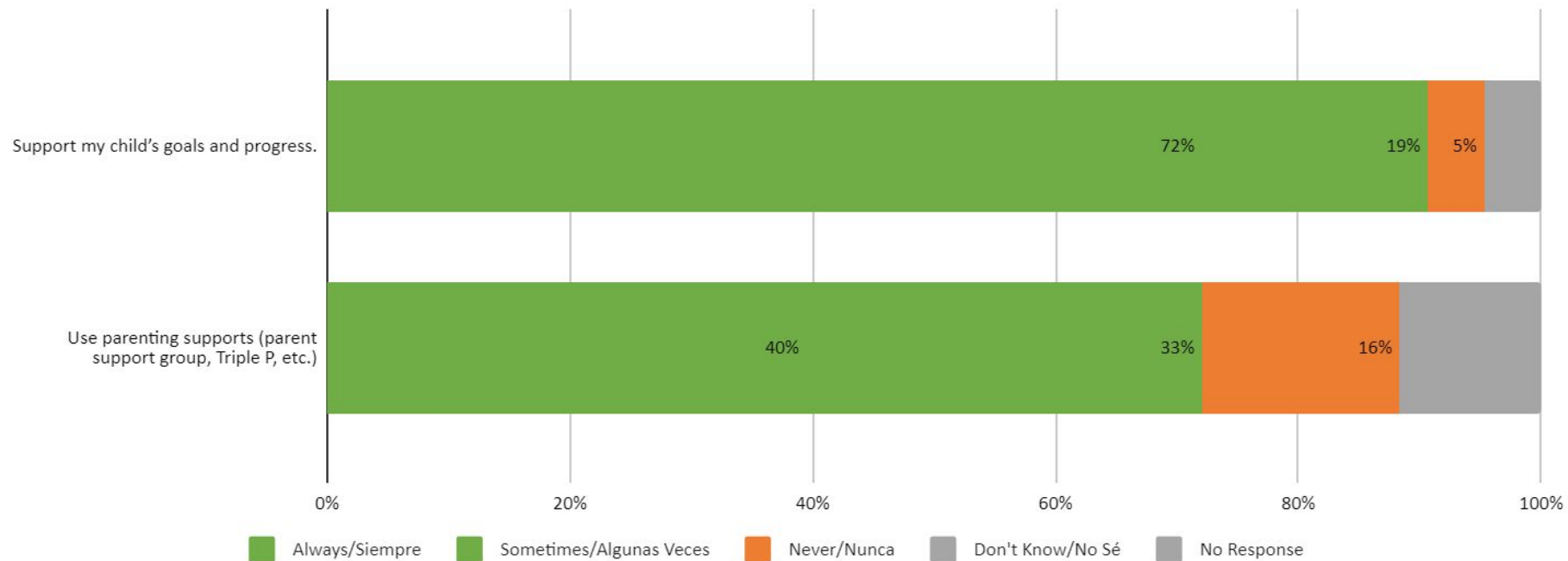


Families Support Their Child's Goals and Progress

Parent Ratings of Family Connection, Spring 2022 (n=43)
Thinking about your experiences at this school, please respond to the following statements:



Parent Rating of Parent/Family Supports, Spring 2022 (n=43)
Thinking about this school year, how often were you able to do the following?



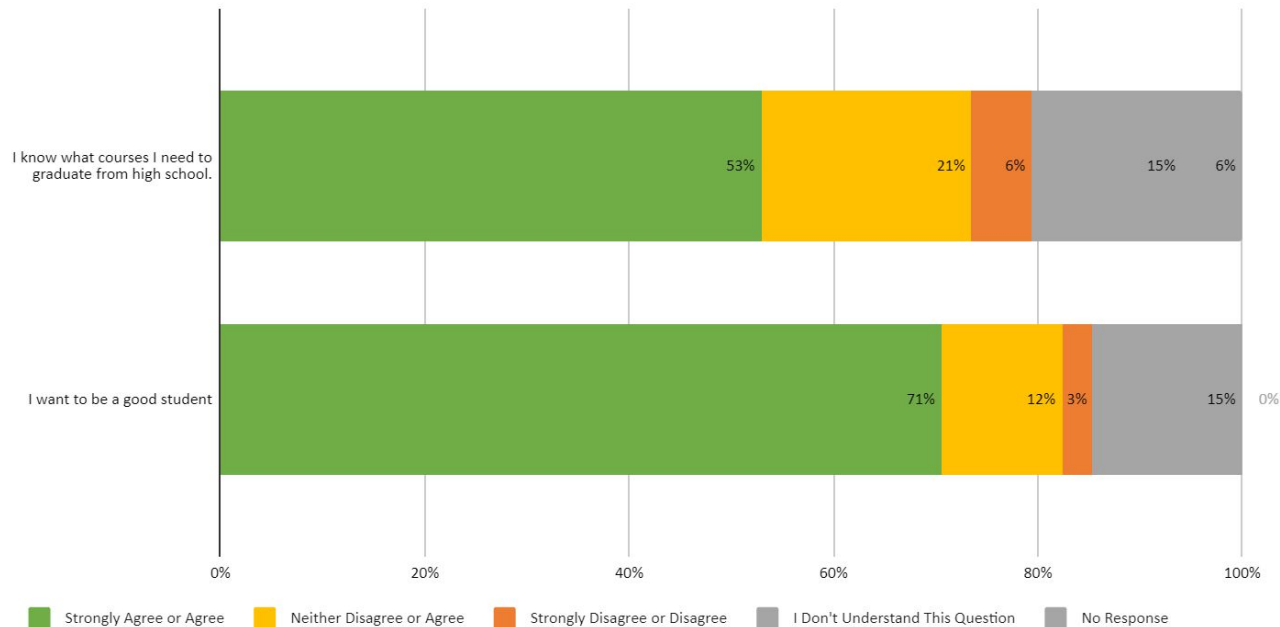
Datazone Student Surveys

- First year using DataZone SEL survey
- 42% response rate (system difficulties)
- Students completed California Healthy Kids Survey in October
- 27 students participated in Focus Groups through the work of the Diversity and Inclusion Subcommittee Student and Community Opportunities

Students Complete Credits

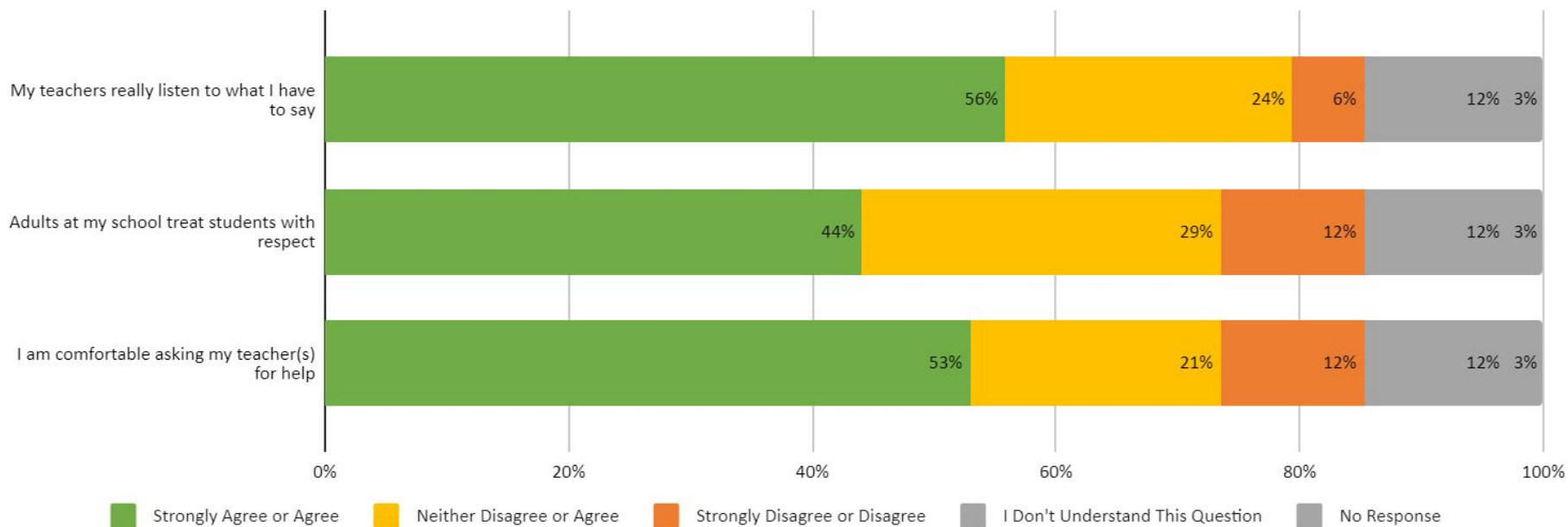
21-22 Credit Completion Rate
88% (up 10% from previous year)

High School Student Ratings of Statements Related to Completing Credits, Spring 2022 (n=34)
Please indicate your level of agreement with the following statements:



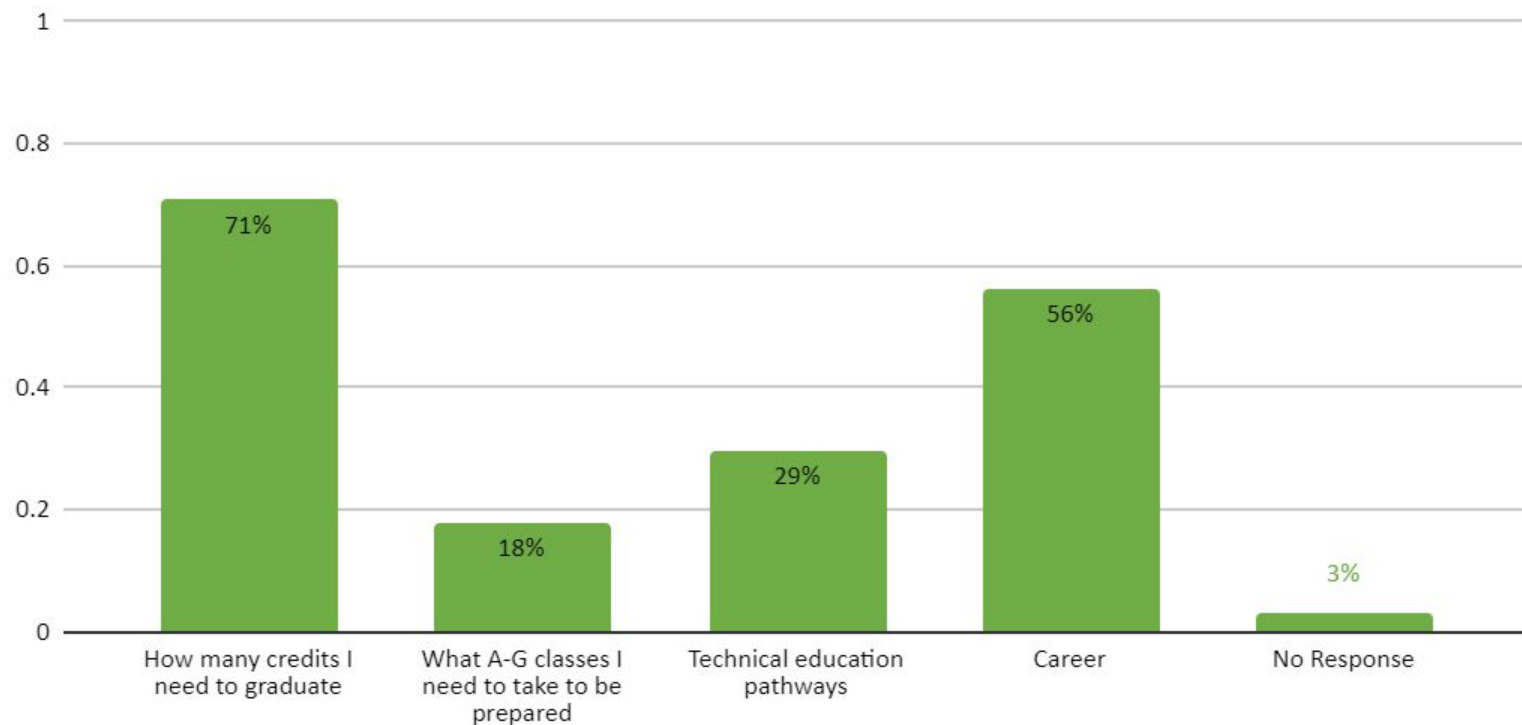
Students Connect to Adults in the School

High School Student Ratings of Statements Related to Connecting to Adults, Spring 2022 (n=34)
Please indicate your level of agreement with the following statements:

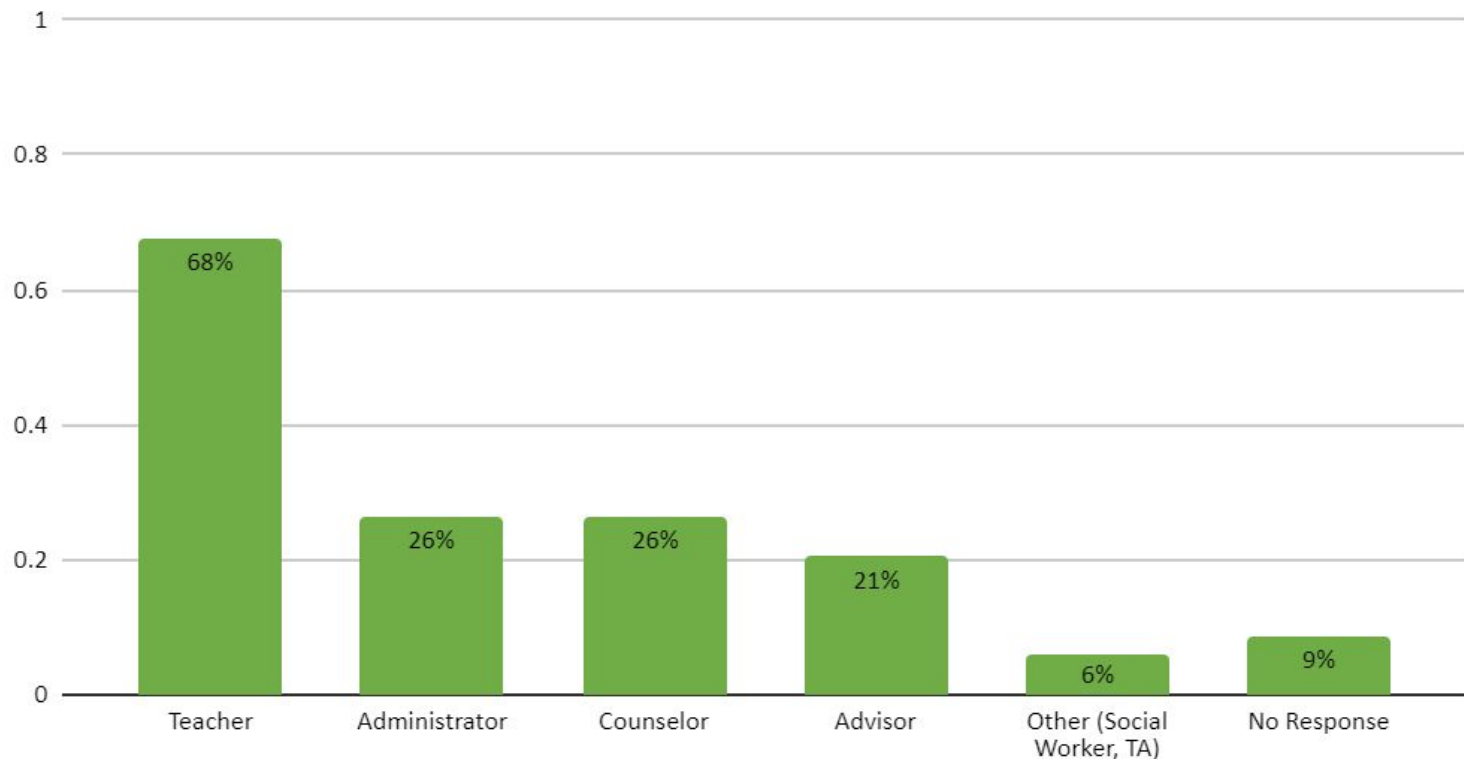


High School Students Report of School Staff Support, Spring 2022 (n=34)

In the previous 12 months, an adult at my school has talked with me about (select all that apply):



High School Students Report of School Staff Support, Spring 2022 (n=34)
The following adults have helped me in planning my post-high school options (select all that apply)



California Healthy Kids Survey

	2016-17	2017-18	2018-19	2019-20	2020-21
School Engagement & Supports					
School connectedness	29%	17%	49%	36%	42% / 40%*
Academic motivation	19%	21%	50%	53%	55%
School is really boring		-	-	-	59%
School is worthless/waste of time		-	-	-	27%
Chronic truancy (2x or more per month)	39%	14%	15%	9%	28%*
Maintaining focus on schoolwork		-	-	-	29%
Caring adult relationships	39%	24%	68%	63%	65%
High expectations-adults in school	39%	29%	72%	69%	67%
Meaningful participation	5%	10%	32%	32%	35%
Facilities upkeep		14%	48%	49%	51%
Parent involvement in school		-	40%	39%	36%*

School Safety & Cyberbullying

School perceived as safe/very safe	57%	58%	61%	49%	67%
Experienced harassment/bullying	19%	19%	7%	10%	16%
Had mean rumors/lies spread about you	34%	27%	22%	22%	18%
Been afraid of being beaten up	11%	6%	6%	11%	6%
Been in a physical fight	23%	17%	21%	17%	11%
Seen a weapon on campus	9%	13%	6%	7%	6%
Cyberbullying	-	-	-	-	19%

Substance Use

Current drug/alcohol use	55%	41%	34%	38%	36%
Current marijuana use			32%	28%	36%
Current binge drinking	28%	26%	20%	17%	11%
Very drunk or "high" 7+ times ever	47%	40%	37%	30%	33%
Been drunk/high at school ever	44%	33%	27%	27%	30%
Current cigarette smoking	39%	29%	21%	8%	3%
Current e-cig/vape use	16%	21%	28%	28%	27%
Current tobacco vape use	-	-	-	-	21%
Current marijuana vaping	-	-	-	-	21%

Routines					
Sleep deprivation (>8 hrs)	-	-	-	57%	-
Eating breakfast	-	-	-	-	38%
Bedtime (12am or later)	-	-	-	-	35%
Learning from Home					
Ave. days worked on schoolwork (5+)	-	-	-	-	15%
Synchronous instruction (4+ days)	-	-	-	-	0%
Interest in schoolwork done from home	-	-	-	-	31%
Meaningful opportunities	-	-	-	-	38%
Social & Emotional Health					
Social emotional distress	-	-	-	-	19%
Chronic sadness/hopelessness	31%	26%	26%	21%	34%
Considered suicide	15%	12%	10%	13%	21%
Optimism	-	-	-	-	43%
Life satisfaction	-	-	-	-	58%

Next Steps

- Data will be reviewed by appropriate teams/staff members
- Opportunities for improvement will be identified and explored
- Future policy and practice shifts will be vetted by appropriate staff and administration
- Survey re-admission dates and timeline will be decided in September
- Results will be compared to baseline data through the lens of the continuous improvement cycle

NAPA COUNTY OFFICE OF EDUCATION
Barbara Nemko, Ph.D.

Item 4-A
AUGUST 2, 2022

TITLE:

Temporary County Certificates

HISTORY:

Education Code Section 44332 authorizes the issuance of Temporary County Certificates for the purpose of authorizing salary payments to certificated employees whose credential applications are being processed. The applicant must make a statement under oath that he or she has duly filed an application for a credential and that to the best of his or her knowledge no reason exists why a certificate should not be issued.

CURRENT PROPOSAL:

Consider approval of Temporary County Certificates. Such certificate shall be valid for not more than one calendar year from the date of issuance. In no event shall a Temporary Certificate be valid beyond the time that the commission either issues or denies the originally requested credential or permit. Therefore, it is necessary to process these certificates in a timely manner. This authorization extends to all public-school districts under the Napa County Office of Education jurisdiction.

FUNDING SOURCE:

Not Applicable

RECOMMENDATION:

It is recommended that the Napa County Board of Education approve the issuance of the Temporary County Certificates presented at this **AUGUST 2, 2022** meeting.

Prepared by: Sarah White, Credentials Analyst
7/26/2022

**NAPA COUNTY OFFICE OF EDUCATION
Barbara Nemko Ph.D.**

TO: Napa County Board of Education
FROM: Sarah White, Credentials Analyst

DATE: AUGUST 2, 2022
Item 4-A

NAPA COUNTY OFFICE OF EDUCATION

<u>NAME</u>	<u>TYPE</u>	<u>DOJ CLEARED</u>	Waiver 72-HR Public Notice YES
Anne Vallerga	ADMINISTRATIVE SERVICES	6/20/2022	
Angelina Pienda	PIP- ED SP ECSE	3/31/2022	

NAPA VALLEY UNIFIED SCHOOL DISTRICT

<u>NAME</u>	<u>TYPE</u>	<u>DOJ CLEARED</u>
TYLER ROBERTS	ADMINISTRATIVE SERVICES	6/12/2020
VANESSA CEBALLOS-CORRO	STSP-MULTIPLE SUBJECT	6/3/2021
Elena Ingram	STSP-Spanish	7/6/2022
Carrie Wilson	CLAD-permit	6/16/2022
Melanie Threhane	STPS Ed Specialist mild/mod	11/8/2021
Daniela Garcia Hernandez	STSP-MULTIPLE SUBJECT	8/23/2021
Manysay Oudomvong	STSP- Ed Sp mild to mod	7/9/2022

Napa County Office of Education
Barbara Nemko, Ph.D., Superintendent

Item: 5A
August 2, 2022
Board Meeting

TITLE:

Adoption of Resolution 2022-27 – Brown Act Resolution to Permit Videoconferenced County Board of Education Meetings

HISTORY:

Executive Order N-08-21 issued by Governor Newsom allowed legislative bodies to hold meetings via teleconference and make meetings accessible electronically through September 30, 2021, without violating the Brown Act. Effective October 1, 2021, AB 361 allows local legislative bodies to continue to allow remote meetings during a proclaimed state of emergency, if “state or local officials have imposed or recommended measures to promote social distancing.”

Because the State of California has continued to permit remote attendance at boards and commission meetings, the Napa County Executive Officer and Public Health Officer jointly recommend that this practice be permitted by all boards and commissions that may prefer to continue meeting remotely, in whole or in part, in order to help minimize the spread and transmission of COVID-19.

CURRENT PROPOSAL:

Approve Resolution 2022-27 to Permit Videoconferenced Board of Education Meetings.

FUNDING SOURCE: NA

SPECIFIC RECOMMENDATION: Approve Resolution 2022-27.

PREPARED BY: Joshua Schultz, Deputy Superintendent

RESOLUTION NO. 2022 - 27

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency related to COVID-19, pursuant to Government Code Section 8625, and such declaration remains in place.

See <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.4.20-Coronavirus-SOE-Proclamation.pdf>; and

WHEREAS, the Centers for Disease Control (CDC) recommends physical distancing of at least six (6) feet whenever possible, avoiding crowds, and avoiding spaces that do not offer fresh air from the outdoors, particularly for people who are not fully vaccinated or who are at higher risk of getting very sick from COVID-19. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; and

WHEREAS, the CDC recommends that people who live with unvaccinated people avoid activities that make physical distancing hard. See <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19/caring-for-children/families.html>; and

WHEREAS, the CDC recommends that older adults limit in-person interactions as much as possible, particularly when indoors. See <https://www.cdc.gov/aging/covid19/covid19-older-adults.html>; and

WHEREAS, on September 27, 2021, the Napa County Executive Officer and the Napa County Public Health Officer recommended that continued remote attendance at Brown Act meetings be permitted “in order to help minimize the spread and transmission of COVID-19,” see <https://www.countyofnapa.org/DocumentCenter/View/22572/Memorandum-re-PH-Recommendation-Per-AB-361>; and

WHEREAS, persons without symptoms may be able to spread the COVID-19 virus. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; and

WHEREAS, fully vaccinated persons who become infected with the COVID-19 Delta variant can spread the virus to others. See <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>; and

WHEREAS, on June 17, 2021, Cal/OSHA issued revised regulations related to emergency temporary standards for COVID-19 Prevention, which require training of employees that, among other items, include, “The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained,” and “[t]he fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the

spread of COVID-19, but are most effective when used in combination,” see Cal. Code of Regs., tit. 8, sections 3205(c)(5)(D) and (E); and

WHEREAS, the County Board of Education’s meeting facilities are indoor facilities that are not designed to ensure circulation of fresh/outdoor air, and were not designed to ensure that attendees can remain six (6) feet apart; now therefore be it; and

WHEREAS, holding in-person meetings would encourage community members to come to the County Board of Education’s Board meeting facilities to participate in local government, and some of them would be at high risk of getting very sick from COVID-19 and/or live with someone who is at high risk; and

WHEREAS, in-person meetings would tempt community members who are experiencing COVID-19 symptoms to leave their homes in order to physically come to County Office of Education facilities to participate in local government; and

WHEREAS, attendees may use ride-share services and/or public transit to travel to in-person meetings, thereby putting them in close and prolonged contact with additional people outside of their households; and

WHEREAS, effective October 1, 2021, the Government Code provides that after September 30, 2021, a local agency may use teleconferencing [audio, video or both] in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B) that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees. See Cal Gov. Code § 54953(e)(1).

NOW, THEREFORE, BE IT RESOLVED: that the Napa County Board of Education finds and determines that the foregoing recitals are true and correct and hereby adopts and incorporates them into this Resolution; and

BE IT FURTHER RESOLVED: that, based on these determinations and consistent with federal, state and local health guidance, the Napa County Board of

Education determines that conducting in-person meetings would pose imminent risks to the health of attendees; and

BE IT FURTHER RESOLVED: that the Napa County Board of Education firmly believes that the community's health and safety and the community's right to participate in local government are both critically important, and is committed to balancing the two by continuing to use teleconferencing to conduct public meetings, in accordance with California Government Code Section 54953(e); and

FURTHER RESOLVED: that the Napa County Board of Education will renew these (or similar) findings at least every thirty (30) days in accordance with California Government Code section 54953(e) until the state of emergency related to COVID-19 has been lifted, or the Napa County Board of Education finds that in-person meetings no longer pose imminent risks to the health of attendees, whichever is occurs first.

ADOPTED ON THIS 2nd DAY OF AUGUST, 2022.

AYES:

NOES:

ABSTAINED:

ABSENT:

Board President

Date

NAPA COUNTY OFFICE OF EDUCATION
Barbara Nemko, Ph.D., Superintendent

Item: 5.B.
August 2, 2022

TITLE:

Resolution 2022-28: AmeriCorps VIP 2022-2023 "AmeriCorps Volunteer Infrastructure Program" (VIP) AmeriCorps Program Contract

HISTORY:

The CalSERVES project, under the direction of Sara Sitch, operates an AmeriCorps funded program for the Napa County Office of Education. "CalSERVES Volunteer Infrastructure Program" utilizes AmeriCorps members to provide volunteer capacity building in non-profits and educational organizations. CalSERVES is funded under competitive grant programs every three years, but funds are actually awarded in annual contract increments.

CURRENT PROPOSAL:

This resolution is required in order to accept the 2022-2023 contracts and funding for the VIP Project up to the amount of \$1,822,800.

FUNDING SOURCE:

The Corporation for National and Community Service's AmeriCorps program awards funds to the State of California's community service agency, CaliforniaVolunteers – Office of the Governor (CV). CV then sub-awards funds to NCOE and other entities running AmeriCorps programs in California.

SPECIFIC RECOMMENDATION:

It is recommended that the Board adopt Resolution 2022-28 acknowledging and accepting responsibility for the grant awards and the contracts for the grant awards, approving the term and dollar amount of the contracts, and appointing the Superintendent and/or Chief Business Official to act on the behalf of the Board.

PREPARED BY:

Sara Sitch, Program Director
August 2, 2022

NAPA COUNTY OFFICE OF EDUCATION
Barbara Nemko, Ph.D., Superintendent

Item: 5.C.
August 2, 2022

TITLE:

Resolution 2022-29: CalSERVES 2022-2023 "CalSERVES AmeriCorps Expanded Learning" AmeriCorps Program Contract

HISTORY:

The CalSERVES project, under the direction of Sara Sitch, operates an AmeriCorps funded program for the Napa County Office of Education. "CalSERVES Expanded Learning" utilizes AmeriCorps members to provide tutoring, mentoring, and family services that support academic achievement and character development. CalSERVES is funded under competitive grant programs every three years, but funds are actually awarded in annual contract increments.

CURRENT PROPOSAL:

This resolution is required in order to accept the 2022-2023 contracts and funding for CalSERVES Expanded Learning in the amount of \$543,114.

FUNDING SOURCE:

The Corporation for National and Community Service's AmeriCorps program awards funds to the State of California's community service agency, CaliforniaVolunteers – Office of the Governor (CV). CV then sub-awards funds to NCOE and other entities running AmeriCorps programs in California.

SPECIFIC RECOMMENDATION:

It is recommended that the Board adopt Resolution 2022-29 acknowledging and accepting responsibility for the grant awards and the contracts for the grant awards, approving the term and dollar amount of the contracts, and appointing the Superintendent and/or Chief Business Official to act on the behalf of the Board.

PREPARED BY:

Sara Sitch, Program Director
August 2, 2022



2022 Outstanding Legislator Award Official Call for Nominations Form

For the past several years, CCBE has honored current members of the California Senate and Assembly who actively work to improve our public schools, support local county and school board governance and exercise leadership in the legislative arena.

CCBE encourages county boards to participate in nominating a member of the California State Legislature, the California Congressional delegation or federal/state elective or appointed office for CCBE's 2022 Outstanding Legislator Awards program. The award is bestowed upon a member of the Senate or Assembly who has been actively involved in legislation or legislative activities supporting the work of county offices of education and their programs. Please be sure to include why your legislator is being recognized and share their story explaining how the work they are doing supports county offices of education and our student population, and include photos or supporting articles and/or documentation and information about the problem and solution to the legislation they are supporting.

Nominations for the 2022 Outstanding Legislator Awards program must be received by CCBE no later than **Thursday, September 1, 2022** to be considered. Include a resolution or written explanation of why the nominated legislator should be honored. It is important that your nomination include as much specific information as possible, and highlight legislation with a direct, beneficial effect on COEs and their students.

Please complete the nomination form and send the documents to CCBE at via email at ccbe@csba.org, or by mail at 3251 Beacon Boulevard West Sacramento CA, 95691. Nominations must be **received** by CCBE no later than **5:00 p.m. on Thursday, September 1, 2022**; nominations received after the deadline will not be considered.

Nominated Individual _____

County _____

Description of legislation or legislative activities _____

A resolution adopted by the board or board minutes showing the vote must be included. A separate letter must be enclosed to explain why this person should be honored. The letter should address the key evaluation criteria and should summarize the legislator's involvement in public education at both state and local levels.

Nominating County Board _____

Contact Name _____

Telephone _____ E-mail _____

Address _____

City _____ State _____ Zip Code _____

NAPA COUNTY OFFICE OF EDUCATION
Barbara Nemko, Ph. D., Superintendent

Item: 5.E.
Date: August 2nd, 2022

Title: Authorization to Declare Surplus property

History:

NCOE purchased a portable 24x40' classroom in 1991 and a 36X40' classroom in 1998.

Both Portable Classrooms have been on NVUSD property at the former Yountville Elementary location since the 1990's and are in various states of disrepair. The programs operated out of this space have long ended and neither NCOE, nor NVUSD, who had been utilizing the space for some time after our programs ended, have need for them. Both units are at or have exceeded their operational life and have a depreciated value of \$0 and \$4,500, respectively.

Current Proposal:

In accordance to Education Code Section 17545 which allows the Governing Board to dispose of property, it is requested that two 20th century NCOE owned Portable Classroom buildings on NVUSD property in Yountville be declared surplus for removal from the site.

Recommended By: Joshua Schultz, Deputy Superintendent

Prepared By: Jeremy Smith, Director of General Services

NAPA COUNTY OFFICE OF EDUCATION
Barbara Nemko, Ph.D., Superintendent

Item # 5.F._
DATE: August 2, 2022

TITLE: Provisional Internship Permit (PIP) request for the 2022-2023 school year

Request Board approval to apply to the Commission on Teacher Credentialing for a Provisional Internship Permit (PIP) for Education Specialist Mild/Moderate with added ECSE for a teacher, Angelina Pineda, for the NAPA PRESCHOOL program.

HISTORY:

The Provisional Internship Permit (PIP) was created in response to the phasing out of emergency permits and became effective on July 1, 2005. It allows an employing agency to fill an immediate staffing need by hiring an individual who has not yet met the subject matter competence requirement needed to enter an intern program. Prior to requesting a PIP, the employing agency must verify that a diligent search has been made, and a fully-credentialed teacher cannot be found.

CURRENT PROPOSAL:

Requesting Board approval to apply to the Commission on Teacher Credentialing for a Provisional Internship Permit (PIP) for Education Specialist Mild/Moderate with added ECSE for this teacher to have an authorization to teach during the 2022-2023 school year.

FUNDING SOURCE:

N/A

SPECIFIC RECOMMENDATION:

The Board is asked to approve the PIP for the above-referenced teacher.

Sarah White
07/22/2022

Napa County Superintendent of Schools

Date approved

NAPA COUNTY OFFICE OF EDUCATION
Barbara Nemko, Ph.D., Superintendent

TO: Napa County Board of Education

DATE: August 2, 2022

FROM: John Zikmund, Human Resources

RE: Personnel Activity

BOARD ITEM: 7A

NEW CERTIFICATED EMPLOYEE

Angelina Pineda – Special Education Teacher, Early Childhood Services

NEW CLASSIFIED EMPLOYEE

None

CHANGE IN ASSIGNMENT

Rena Lamb – Accountant to Senior Accountant, Fiscal Services

Christina Biasca – Site Coordinator to Sr. Site Coordinator, Community Programs

David Dennett - Site Coordinator to Sr. Site Coordinator, Community Programs

Lindsey Estes - Site Coordinator to Sr. Site Coordinator, Community Programs

Aeryn Jungerman – Program Coordinator I to Program Coordinator II, Community Programs

Sofia Sanchez – Instructional Support Specialist to Family Support Liaison/Translator, Camille Creek

Edith Pescio – Instructional Support Specialist to Family Support Liaison/Translator, Camille Creek

RESIGNATION

Marycarmen Rosales - Speech Therapist, Early Childhood Services

Deborah Robinson – Early Childhood Education Assistant II, Early Childhood Services

Kimberly Stratton - Teacher, Camille Creek

Jamie Marshall – Teacher, Camille Creek

Emily Read – Teacher, Camille Creek

Carol Galbraith – CD Teacher, Early Childhood Services

RETIREMENT

Debora Mays – Admin. Asst. II, Early Childhood Services

Marianne Stegman – CD Site Supervisor Teacher, Early Childhood Services

TERMINATION

None

LAYOFF/NON-RELECTS/TEMPORARY RELEASE NOTICES

None

POSITION VACANCIES

Instructional Assistant (4) – College and Career Readiness

Occupational Therapist – Early Childhood Services

Agricultural Science Teacher, College and Career Readiness

Lead to Literacy Instructional Coach - Camille Creek

Early Childhood Education Assistant II (5) – Early Childhood Services

Child Development Teacher (3) – Early Childhood Services

Site Supervisor Child Development Teacher – Early Childhood Services

Speech Therapist - Early Childhood Services

8-2-22.BRD

NAPA COUNTY OFFICE OF EDUCATION
Barbara Nemko, Ph.D., Superintendent

Item 7.C.
August 2, 2022

TITLE: First Reading Board Bylaw 9323 Meeting Conduct

HISTORY: It is the policy of the Board that its meetings shall be open to anyone at any time and to favor attendance of all interested citizens and groups at meetings of the Board and the Board Committees.

CURRENT PROPOSAL: Add the following language to existing BB 9323 Meeting Conduct to clarify the handling of written or electronically submitted comment to the Board:

In addition to oral public comment, the County Board will consider written public communications. The public may submit written public comments or documentation by emailing the Napa County Board of Education at the address listed on the Napa County Board of Education's web page. All written public comments will be forwarded to the County Board. Communications should include the name of the person submitting, phone number, specific agenda item, and Board meeting date in the correspondence. Correspondence received shall become part of the official record.

The Napa County Board of Education's web site will include the following text: In addition to oral public comment, the County Board will consider written public communications. You may submit written public comments or documentation by e-mail to: esitter@napacoe.org. All written public comments will be forwarded to the County Board.

- Please include your name, phone number, specific agenda item, and Board meeting date in your correspondence.
- Correspondence received shall become part of the official record.

FUNDING SOURCE: N/A

SPECIFIC RECOMMENDATION: The Board is asked to review the following language added to BP 9323 Meeting Conduct:

In addition to oral public comment, the County Board will consider written public communications. The public may submit written public comments or documentation by emailing the Napa County Board of Education at the address listed on the Napa County Board of Education's web page. All written public comments will be forwarded to the County Board. Communications should include the name of the person submitting, phone number, specific agenda item, and Board meeting date in the correspondence. Correspondence received shall become part of the official record.

Prepared by: Julie McClure
Date prepared: 7/19/2022

Board Bylaw 9323: Meeting Conduct

Status: SUBMITTED

Original Adopted Date: 10/23/1990 | **Last Revised Date:** 01/05/2021 | **Last Reviewed Date:** 07/21/2022

The County Board of Education endeavors to conduct its business efficiently and in a manner that promotes a full and fair consideration of the issues before it, and allows for meaningful participation of members of the public.

Meeting Notices, Agendas and Procedures

All Board of Education meetings shall begin on time and shall be guided by an agenda prepared in accordance with County Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

(cf. 9322 - Agenda/Meeting Materials)

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority. When not in conflict with any applicable Statute, Policy or Section, the Policies established by Robert's Policies of Order, most recently revised edition, shall constitute the parliamentary Policies of the Board.

(cf. 9121 - President)

The Board believes that late night meetings and meetings that last longer than three hours can discourage public participation, can constitute an unnecessary burden on staff members, and can reflect negatively on the Board's decision-making process. Regular Board meetings shall be adjourned at the time, if any, set by the County Board at the annual organizational meeting.

(cf. 9320 - Meetings and Notices)

Quorum

A majority of the number of filled positions on the Board constitutes a quorum for the transaction of business. Four (4) members shall constitute a majority of the Board. (Education Code 1013).

Unless otherwise provided by law, affirmative votes by a majority of all the membership of the Board are required to approve any action under consideration, regardless of the number of members present.

(cf. 9323.2 - Actions by the Board)

Voting and Abstentions

On a call by any Board member, a voice vote shall be taken upon any proposition and the vote shall be recorded in the minutes. (Education Code 1015)

Unless otherwise provided by law, affirmative votes by a majority of all the membership of the County Board are required to approve any action under consideration, regardless of the number of members present.

The County Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall not be counted as an affirmative vote for purposes of determining whether a majority of the membership of the County Board has taken action.

(cf. 9270 - Conflict of Interest)

If not more than two vacancies occur on the County Board, the vacant position(s) shall not be counted for purposes of determining how many members of the County Board constitute a majority. In addition, whenever any provisions of the Education Code require unanimous action of all or a specific number of the members, any vacant position(s) shall be not be counted for purposes of determining the total membership constituting the County Board.

Public Participation

It is the policy of the Board that its meetings shall be open to anyone at any time and to favor attendance of all interested citizens and groups at meetings of the Board and the Board Committees. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting. However, the Board

president may ask any speaker to identify himself/herself for proper recording of the minutes. (Government Code 54953.3)

When the remarks made to the Board are from a prepared statement, a full and accurate copy of the statement should normally be submitted to the Board of Education at the time of the presentation.

Members of the public are encouraged to address the Board concerning any item on the agenda or within the Board's jurisdiction. Individuals who desire to discuss or be heard regarding items on the agenda are privileged to do so to the extent and within the limits determined by the Board. In order to conduct county office business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The County Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the County Board, either before, during, or after the County Board's consideration of the item. (Government Code 54954.3)

2. At a time so designated on the agenda, members of the public may bring before the Board, at a regular meeting, matters that are not listed on the agenda. The Board may refer such a matter to the Superintendent or designee or take it under advisement, but shall not take action at that time except as allowed by law. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board. (Education Code 35145.5, Government Code 54954.2)

3. Without taking action, Board members or county office staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard it, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

(cf. 9130 - Board Committees)

In addition to oral public comment, the County Board will consider written public communications. The public may submit written public comments or documentation by emailing the Napa County Board of Education at the address listed on the Napa County Board of Education's web page. All written public comments will be forwarded to the County Board. Communications should include the name of the person submitting, phone number, specific agenda item, and Board meeting date in the correspondence. Correspondence received shall become part of the official record.

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

In order to ensure that non-English speakers receive the same opportunity to directly address the County Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the County Board, unless simultaneous translation equipment is used to allow the County Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

6. The Board president may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.

The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts or omissions. (Government Code 54954.3)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 9321 - Closed Session Purposes and Agendas)

Board shall not prohibit public criticism of its staff. Education Code 1042 authorizes the Board to employ persons to work directly for the Board in providing special services or advice in financial, economic, accounting, engineering, legal and administrative matters. Such employees are subject to the Board's disciplinary authority. All other employees of the County Office of Education are subject to the County Superintendent's disciplinary authority.

a. Complaint Against County Board Employee: The Board shall hear and consider specific complaints or charges against its employees who are employed pursuant to Education Code 1042, to render special services or advice. Whenever a member of the public initiates specific complaints or charges against such a staff member, the Board president shall inform the complainant that, in order to protect the staff member's right to adequate notice before a hearing of such complaints or charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code 54957.

b. Complaint Against County Office Employee: Whenever the Board president determines a specific complaint or charge to be against a staff member employed by the County Superintendent, the president shall advise the complainant to address his/her complaint to the County Superintendent.

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group shall be grounds for the Board president to terminate the privilege of addressing the Board. The Board president may have disruptive individuals removed and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individual(s) not participating in such disturbances may be allowed to remain at the discretion of the Board president. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

(cf. 9324 - Minutes and Recordings)

Recording by the Public

Members of the public may record an open County Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The County Board may designate locations from which members of the public may make such recordings without causing a distraction.

If the Board finds that noise, illumination or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

**NAPA COUNTY OFFICE OF EDUCATION
Barbara Nemko, Ph.D., Superintendent**

Item 7.E.

August 2, 2022

TITLE: Biennial Review of Conflict of Interest Policy (BP 9270 and E 9270)

HISTORY: The Political Reform Act requires every local government agency to review its conflict of interest code biennially. No later than October 1 of each even numbered year, each agency must submit to the County Board of Supervisors a notice indicating whether or not an amendment is necessary.

CURRENT PROPOSAL: Board Review: Biennial Review of Conflict of Interest Policy (BP 9270 and E 9270)

FUNDING SOURCE: N/A

SPECIFIC RECOMMENDATION: Board Review: Biennial Review of Conflict of Interest Policy (BP 9270 and E 9270).

Prepared by: Josh Schultz

Date prepared: 7/19/2022

2022 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that *(check one BOX)*:

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other *(describe)* _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

2022 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By **July 1, 2022**: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By **October 3, 2022**: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2022 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in **more than one county** and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](#).

Board Bylaw 9270: Conflict Of Interest

Status: ADOPTED

Original Adopted Date: 01/13/1998 | **Last Revised Date:** 01/05/2021

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. In accordance with law, Board members and designated employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in the decision.

Incompatible Activities

Governing Board members shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the Napa County Office of Education. (Government Code 1126)

An employee of Napa County Office of Education may not be sworn into office as an elected or appointed member of that agency's Board unless he/she resigns as an employee. If the employee does not resign, the employment automatically terminates when he/she is sworn into office. (Education Code 35107)

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the Napa County Office of Education. (Government Code 1099, 1126).

Conflict of Interest Code

The Napa County Office of Education's conflict of interest code shall be used to determine whether a conflict of interest exists in relationship to two separate sets of statutes: (1) the conflict of interest provisions of the Political Reform Act (PRA) (Government Code 87100-87500.1), detailed in the section below entitled "Conflict of Interest under the Political Reform Act," and (2) Government Code 1090-1098,

The Board shall review the Napa County Office of Education's conflict of interest code in even-numbered years. If no change in the code is required, the Napa County Office of Education shall submit by October 1 a written statement to that effect to the code reviewing body, the County Board of Supervisors. If a change in the code is necessitated by changed circumstances, the Napa County Office of Education shall submit an amended code to the code reviewing body. (Government Code 87306.5)

When a change in the Napa County Office of Education's conflict of interest code is necessitated by changed circumstances such as the creation of new designated positions, amendments or revisions shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

When reviewing and preparing conflict of interest codes, the Napa County Office of Education shall provide officers, employees, consultants and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

If a Board member or designated employee determines that he/she has a financial interest in a decision, as described in Government Code 87103, this determination shall be disclosed. The member shall be disqualified from voting unless his/her participation is legally required. (2 CCR 18700)

Statements of economic interests submitted to the Napa County Office of Education by designated employees in accordance with the conflict of interest code shall be available for public inspection and reproduction. (Government Code 81008)

Financial Interest

A Board member or designated employee shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" on one or more of the Board member's or designated employee's "economic interests," unless the effect is indistinguishable from the effect on the public generally or the Board member's or designated employee's participation is legally required. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member or designated employee makes a governmental decision when, acting within the authority of his/her office or position, he/she votes on a matter, appoints a person, obligates or commits the County Office to

any course of action, or enters into any contractual agreement on behalf of the County Office. (2 CCR 18702.1)

A Board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. He/she may remain on the dais, but his/her presence shall not be counted towards achieving a quorum for that matter. A Board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue. (2 CCR 18702.1)

A Board member shall abstain from any official action in which his/her private or personal financial interest may conflict with his/her official duties.

A Board member shall not be considered to be financially interested in a contract if his/her interest includes, but is not limited to, any of the following: (Government Code 1091.5)

1. That of an officer who is being reimbursed for his/her actual and necessary expenses incurred in the performance of an official duty
2. That of a recipient of public services generally provided by the public body or board of which he/she is a member, on the same terms and conditions as if he or she were not a member of the board
3. That of a landlord or tenant of the contracting party if such contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of this state or an adjoining state, or any public corporation or special, judicial or other public local education agency of this state or an adjoining state unless the subject matter of such contract is the property in which such officer or employee has such interest as landlord or tenant in which even his/her interest shall be deemed a remote interest within the meaning of, and subject to, the provisions of Government Code 1091
4. That of a spouse of an officer or employee of the Napa County Office of Education if his/her spouse's employment or office holding has existed for at least one year prior to his/her election or appointment
5. That of a non-salaried member of a nonprofit corporation, provided that such interest is disclosed to the Board at the time of the first consideration of the contract, and provided further that such interest is noted in its official records
6. That of a non-compensated officer of a nonprofit, tax-exempt corporation which, as one of its primary purposes, supports the functions of the nonprofit board or to which the school Board has legal obligation to give particular consideration, and provided further that such interest is noted in its official records
7. That of a person receiving salary, per diem, or reimbursement for expenses from a governmental entity, unless the contract directly involves the department of the government entity that employs the officer or employee, provided that such interest is disclosed to the Board at the time of consideration of the contract, and provided further that such interest is noted in its official records
8. That of an attorney of the contracting party or that of an owner, officer, employee or agent of a firm which renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm or real estate firm

In addition, a Board member or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law if his/her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor. (Government Code 1091.5)

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. Remote interests are specified in Government Code 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child. (Government Code 1091)

A Board member may enter into a contract if the rule of necessity or legally required participation applies as defined in Government Code 87101.

Even if there is no prohibited or remote interest, a Board member shall abstain from voting on personnel matters that

uniquely affect a relative of the Board member. A Board member may vote, however, on collective bargaining agreements and personnel matters that affect a class of employees to which the relative belongs. "Relative" means an adult who is related to the person by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes the individual's parents, grandparents and great-grandparents, children, grandchildren and great-grandchildren, brothers, sisters, aunts and uncles, nieces and nephews, and the similar family of the individual's spouse unless the individual is widowed or divorced.

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel, including public transportation, and related lodging and subsistence shall be subject to the prevailing gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the Napa County Office of Education for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
 2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the Napa County Office of Education for donation into the general fund without being claimed as a deduction from income for tax purposes.
-

Exhibit (PDF) 9270: Conflict Of Interest

Status: ADOPTED

Original Adopted Date: 01/05/2021 | **Last Reviewed Date:** 01/05/2021

See PDF on the next page.

APPENDIX

DESIGNATED POSITIONS/DISCLOSURE CATEGORIES

1. Persons occupying the following positions are designated employees (Government Code 87302):

Governing Board Members

Superintendent of Schools

Deputy Superintendent and Chief Business Official

Associate Superintendent

Directors

Designated persons in this category must report:

a. Interests in real property located entirely or partly within the local education agency's boundaries, or within two miles of agency's boundaries or of any land owned or used by the agency. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property except for those associated with a residence used exclusively as a personal residence.

b. Investments or business positions in or income from sources which:

(1) Are engaged in the acquisition or disposal of real property within the local education agency's boundaries

(2) Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the Napa County Office of Education or

(3) Manufacture or sell supplies, books, machinery or equipment of the type used by the Napa County Office of Education

2. Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

3. A consultant is an individual who, pursuant to a contract with the Napa County Office of Education, makes a governmental decision whether to: (2 CCR 18701)

a. Approve a rate, rule or regulation

b. Adopt or enforce a law

c. Issue, deny, suspend or revoke a permit, license, application, certificate, approval, order or similar authorization or entitlement

d. Authorize the Napa County Office of Education to enter into, modify or renew a contract that

requires approval of the local education agency

e. Grant Napa County Office of Education approval to a contract or contract specifications which require agency approval and in which the agency is a party

f. Grant Napa County Office of Education approval to a plan, design, report, study or similar item

g. Adopt or grant Napa County Office of Education approval of agency policies, standards or guidelines

A consultant is also an individual who, pursuant to a contract with the Napa County Office of Education, serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the Napa County Office of Education's Conflict of Interest Code. (2 CCR 18701)