

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

The Napa County Board of Education will hold a regular meeting on Tuesday, July 5, 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: July 5, 2022 03:30 PM Pacific Time (US and Canada)

Topic: NCOE July 5 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:

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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  
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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 – June 7, 2022 and June 14, 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](mailto:jschultz@napacoe.org) or [smorris@napacoe.org](mailto: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. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS**

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

## **3. 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 2022-25: 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)

## **4. ACTION ITEMS**

- A. Board Approval Resolution 2022-24 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 2022-24 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. Second Reading and Board Approval AR 3515 Campus Security, Business and Noninstructional Operations and Sheriff's Department Proposed Policy. The Board will be asked to approve AR 3515 Campus Security, Business and Noninstructional Operations and Sheriff's Department Proposed Policy. (Josh Schultz, Deputy Superintendent)

C. Board Approval 2023 CCBE Officer Nominations. The Board will be asked to approve 2023 CCBE Office Nominations. (Julie McClure, Associate Superintendent)

**5. INFORMATION ITEMS**

- A. Personnel Activity Report: vacancies, listing of personnel appointments, terminations, transfers, etc. (Julie McClure, Associate Superintendent)
- B. Williams Uniform Complaints Procedures Quarterly Report (Josh Schultz, Deputy Superintendent)
- C. Board Policy Dashboard Update (Julie McClure, Associate Superintendent)
- D. COVID Program Update (Julie McClure, Associate Superintendent)
- E. Budget Update (Josh Schultz, Deputy Superintendent)
- F. Public Disclosure of Collective Bargaining Agreement (Josh Schultz, Deputy Superintendent)
- G. Update Survey Data (Barbara Nemko, Superintendent)
- H. Reminder CCBE Conference, September 9-11 (Julie McClure, Associate Superintendent)

**6. FUTURE AGENDA ITEMS**

**7. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION**

The next regular meeting of the Napa County Board of Education will be August 2, 2022.

**8. 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, Friday, July 1, 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, 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

**MEETING OF THE NAPA COUNTY BOARD OF EDUCATION  
Tuesday, May 3, 2022**

**Members present**

Remote Attendance: Janna Waldinger, Gerald Parrott, Jean Donaldson, Sindy Biederman, Jennifer Kresge, Don Huffman, Ann Cash

**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 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**

The Agenda was approved on a motion by Mrs. Cash and a second by Mrs. Biederman. A roll call vote was taken: *Ayes* – Mr. Parrott, Mrs. Waldinger, Mr. Donaldson, Mrs. Biederman, Mr. Huffman, Mrs. Cash. *Noes* – None. Mrs. Kresge not present to vote.

**F. APPROVAL OF MINUTES**

On a motion by Mrs. Biederman and a second by Mrs. Cash, the Minutes of the April 5, 2022 meeting were approved with an amendment to Item 5.I. (Board Approval Ratification of Written Findings Regarding Denial of Petition to Form the Mayacamas Charter Middle School) as follows: Mr. Parrott made a second motion to the vote. A roll call vote was taken: *Ayes* – Mr. Parrott, Mrs. Waldinger, Mr. Donaldson, Mrs. Biederman, Mrs. Cash. *Noes* – None. *Abstained* – Don Huffman. Mrs. Kresge not present to vote.

**G. COMMENTS BY THE PUBLIC**

Public comment was given.

**2. ADJOURN TO CLOSED SESSION (3:48 p.m.)**

The Board entered closed session for discussion and possible action as follows: Conference with Legal Counsel Regarding Possible Litigation.

**3. REPORT FROM CLOSED SESSION (4:18 p.m.)**

Board President Huffman Report: Nothing to report. Closed session needed more time for discussion and will resume at end of meeting.

#### **4. PRESENTATIONS**

- A. Sara Sitch, Director, Community Programs, presented on the *Heart of Napa Student Volunteer Nominees*, and noted they are here to honor approximately six student volunteers from the Mariposa and ACE programs who exemplify volunteerism.

Vanessa Rubio, Prevention Coordinator for Youth Support Services and Outreach, introduced the student honorees and invited them to speak directly about their volunteer efforts.

Brad Krey, California State Parks, Interpretation & Education Division, *California Parks Services and NCOE: Partners in the PORTS program (Parks Online Resources for Teachers and Students)* presented on NCOE's ongoing partnership through the successful student participation on the Angel Island and Armstrong Woods field trips, highlighting local improved K-12 access opportunities for Napa/Sonoma parks, and the two new park passes launched by the park services.

#### **5. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS**

- Mrs. Biederman reported the sidewalk project in American Canyon has been approved, and the bid to do the job will be approved tonight. The sidewalk will be put in before summer.
- Mrs. Cash reported on her visit to Camille Creek with Caroline Wilson, Director, Juvenile Court and Community Schools.
- Mr. Parrott reported that he is a judge for the California Student Media Festival entries and encouraged the Board to consider partaking in this event if the opportunity arises.
- Mrs. Kresge reported that she is also a judge for the California Student Media Festival and thanked Dr. Nemko for letting her know about the opportunity.
- Ms. McClure reported that she will send the Board the invitation to the Camille Creek Graduation ceremony to be held on June 17 from 10:00-12:00 p.m. at Camille Creek.
- Dr. Nemko reported that *Breaking Barriers* will be held at Camille Creek on May 31 from 10:00-12:00 p.m. to brainstorm ways agencies can work together to help students with poor scores and emotional problems learn better. Several local agencies will be in attendance: ParentsCAN, Napa County Mental Health, Cope Family Center, Child Protective Services, OLE Health, Special Education, Napa County Sheriff, and Napa County Probation.
- Dr. Nemko provided other event dates to remember:
  - If Given a Chance* – May 16, 5:00-8:00 p.m. at Napa Valley College
  - Teacher of the Year* – May 18, 4:00-6:00 p.m. at the NCOE
  - Pictures of Hope* – May 23, 5:00 p.m. at Copia
  - Capitol Advisors Budget Workshop (virtual)* – May 24, 9:00-11:00 p.m.
  - CTE Student Achievement Awards* – June 2, 5:30 p.m. at Copia

- Dr. Nemko reported that we received several new grants: \$59,000 Family and Community Engagement funding for our Literacy Grant; 1.9 million dollars in CTE funding to put aides in CTE classes in every high school; Early Education Teacher Development grant; and, \$600,000, over a five-year period, for the Court and Community School program and the Preschool program.
- Dr. Nemko reported that we are expanding our culinary program.
- Dr. Nemko reported that Julie McClure is working on several mental health grants starting in July.
- Dr. Nemko reported that Leadership Napa Valley Education Day took place on May 29 in American Canyon schools and concluded at the Napa Valley College.

## **6. CONSENT AGENDA ITEMS**

A. On a motion by Mrs. Waldinger and a second by Mrs. Kresge, 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, Mrs. Kresge. *Noes* – None.

B. No action was taken on Consent Agenda Item 6.B. (Board Member Compensation)

## **7. ACTION ITEMS**

A. On a motion by Mrs. Waldinger and a second by Mr. Donaldson, the Board adopted Resolution 2022-15 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, Mrs. Cash, Mr. Huffman, Mrs. Waldinger, Mrs. Kresge, Mrs. Biederman. *Noes* – None.

The Board will hold a second meeting in May to consider when to resume in-person or hybrid in-person meetings.

Public comment was given.

B. On a motion by Mrs. Waldinger and a second by Mrs. Kresge, the Board approved the Name and Number Changes to Board Policies. A roll call vote was taken: *Ayes* – Mr. Parrott, Mr. Donaldson, Mrs. Cash, Mr. Huffman, Mrs. Waldinger, Mrs. Kresge, Mrs. Biederman. *Noes* – None.

C. On a motion by Mrs. Waldinger and a second by Mr. Parrott, the Board approved submitting three Proposals to the CSBA conference. A roll call vote was taken: *Ayes* – Mr. Parrott, Mrs. Cash, Mr. Huffman, Mr. Donaldson, Mrs. Waldinger, Mrs. Biederman, Mrs. Kresge. *Noes* – None.

## **8. SCHEDULED MATTER**

Scheduled Matter was tabled to the June meeting.

## **9. INFORMATION ITEMS**

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

B. Mr. Schultz reported on the 2022-2023 Preliminary Budget. The budget will be available for the June 7 meeting for public hearing and for adoption at the special meeting on June 14.

C. Ms. McClure provided an update on the NCOE COVID dashboard and noted no significant changes to the data for student and staff COVID cases. Ms. McClure invited the Board to view the NCOE COVID dashboard on the NCOE website for up-to-date information.

**10. FUTURE AGENDA ITEMS:** Review Board Policy Dashboard.

As a result of technical issues and interruptions previously, the Board adjourned to closed session:

**ADJOURN TO CLOSED SESSION**

The Board adjourned to closed session to resume discussion and possible action as follows:

Conference with legal Counsel Regarding Possible Litigation.

**RETURN TO OPEN SESSION**

**REPORT FROM CLOSED SESSION**

President Huffman announced nothing to report from closed session.

**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 7, 2022 at 3:30 p.m.

A *special meeting* to approve the LCAP and the Final Budget will be held Tuesday, June 14, 2022 at 3:30 p.m.

**12. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Barbara Nemko, Secretary  
es

Approved \_\_\_\_\_ Date

**SPECIAL MEETING OF THE NAPA COUNTY BOARD OF EDUCATION  
Tuesday, May 20, 2022**

**Members present**

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

Absent: Janna Waldinger

**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 Josh Schultz.

**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. Kresge and a second by Mrs. Cash. A roll call vote was taken: Ayes – Mr. Parrott, Mr. Donaldson, Mrs. Biederman, Mrs. Kresge, Mr. Huffman, Mrs. Cash. Noes – None.

**F. COMMENTS BY THE PUBLIC**

Public comment was given.

**2. ACTION ITEMS**

A. On a motion by Mrs. Biederman and a second by Mrs. Cash, the Board approved hybrid in-person meetings beginning with the June 7 meeting. A roll call vote was taken: Ayes – Mr. Parrott, Mr. Donaldson, Mr. Huffman, Mrs. Cash, Mrs. Kresge, Mrs. Biederman. Noes – None.

Public comment was given.

B. On a motion by Mrs. Biederman and a second by Mr. Parrott, the Board adopted Resolution 2022-17 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, Mrs. Kresge, Mrs. Biederman, Mrs. Cash, Mr. Huffman. Noes – None.

**3. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION**

The next regular meeting of the Napa County Board of Education will be on Tuesday, June 7, 2022 at 4:00 p.m.



**4. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Barbara Nemko, Secretary  
es

Approved \_\_\_\_\_ Date

APPROVED

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

**Item 3-A**  
**July 5, 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 **July 5, 2022** meeting.

**Prepared by:** Sarah White, Credentials Analyst  
6/29/2022

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

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

**DATE: June 7, 2022**  
**Item 3-A**

**RE: Temporary County Certificates**  
**NAPA COUNTY OFFICE OF EDUCATION**

<b><u>NAME</u></b>	<b><u>TYPE</u></b>	<b><u>DOJ CLEARED</u></b>
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Waiver 72-  
HR  
Public  
Notice  
YES

**NAPA VALLEY UNIFIED SCHOOL DISTRICT**

<b><u>NAME</u></b>	<b><u>TYPE</u></b>	<b><u>DOJ CLEARED</u></b>
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Cumming, Grady	Administrative Services	6/18/2015
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Napa County Office of Education  
Barbara Nemko, Ph.D., Superintendent

**Item: 4A**  
**July 5, 2022**  
**Board Meeting**

**TITLE:**

**Adoption of Resolution 2022-24 – 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 2022-24 to Permit Videoconferenced Board of Education Meetings.

**FUNDING SOURCE:** NA

**SPECIFIC RECOMMENDATION:** Approve Resolution 2022-24.

**PREPARED BY:** Joshua Schultz, Deputy Superintendent

## RESOLUTION NO. 2022 - 24

**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 5th DAY OF JULY, 2022.

AYES:

NOES:

ABSTAINED:

ABSENT:

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Board President

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Date



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

**Item: 4.B.**  
**Date: July 5, 2022**

**Title:** Second Reading and Board Approval AR 3515 Campus Security.

**History:**

On April 5, 2022, the Board approved in an expedited manner a policy / procedure (attached for reference) to allow sworn law enforcement personnel access to Camille Creek security camera footage in emergency circumstances. In reviewing that procedure and associated NCOE policies, legal counsel advised adopting CSBA model administrative regulation “AR 3515 Campus Security.” The Board held a first reading of AR 3515 on June 7, 2022.

AR 3515 as presented in the Board packet is unchanged from the version reviewed on June 7, 2022, except that CSBA notes and comments that are not meant to be part of the formal AR have been removed.

**Current Proposal:** Review and approve AR 3515 Campus Security.

**Funding Source:** NA.

**Specific Recommendation:** Approve AR 3515 Campus Security.

**Recommended By:** Joshua Schultz, Deputy Superintendent

**Prepared By:** Joshua Schultz, Deputy Superintendent

# Administrative Regulation

## Campus Security

AR 3515

### Business and Noninstructional Operations

The Superintendent or designee shall develop a campus security plan which contributes to a positive school climate, fosters social and emotional learning and student well-being, and includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity

These strategies include a risk management analysis of each campus' security system, lighting system, and fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic.

2. Secure buildings and interior spaces from outsiders and discourage trespassing

These strategies may include installing locks, requiring visitor registration, providing staff and student identification tags, and patrolling places used for congregating and loitering.

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

(cf. 5112.5 - Open/Closed Campus)

3. Discourage vandalism and graffiti

These strategies may include plans to immediately cover graffiti and implement campus beautification.

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131.5 - Vandalism and Graffiti)

(cf. 5137 - Positive School Climate)

(cf. 6142.4 - Service Learning/Community Service Classes)

4. Control access to keys and other school inventory

(cf. 3440 - Inventories)

5. Detect and intervene with school crime

These strategies may include creating a school watch program, increasing adult presence and supervision, establishing an anonymous crime reporting system, analyzing school crime incidents, and collaborating with local law enforcement agencies, including providing for law

enforcement presence.

(cf. 3515.3 - District Police/Security Department)  
(cf. 3515.7 - Firearms on School Grounds)  
(cf. 3516.2 - Bomb Threats)  
(cf. 5116.2 - Involuntary Student Transfers)  
(cf. 5131.2 - Bullying)  
(cf. 5131.7 - Weapons and Dangerous Instruments)  
(cf. 5141.52 - Suicide Prevention)  
(cf. 5138 - Conflict Resolution/Peer Mediation)  
(cf. 5145.9 - Hate-Motivated Behavior)  
(cf. 6164.2 - Guidance/Counseling Services)

All staff shall receive training in building and grounds security procedures and emergency response.

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

#### Locks

All state-funded new construction and modernization projects shall include locks that allow doors to classrooms and any room with an occupancy of five or more persons to be locked from the inside. Student restrooms and doors that lock from the outside at all times are not required to have locks that can be locked from the inside. (Education Code 17075.50, 17583; 24 CCR 1010.1.9, 1010.1.11)

#### Keys

All keys used in a school shall be the responsibility of the principal or designee. Keys shall be issued only to authorized employees who regularly need a key in order to carry out their job responsibilities.

The principal or designee shall create a key control system with a record of each key assigned and room(s) or building(s) which the key opens.

Keys shall never be loaned to students, parents/guardians, or volunteers, nor shall the master key ever be loaned.

Any person issued a key shall be responsible for its safekeeping. The duplication of school keys is prohibited. If a key is lost, the person responsible shall immediately report the loss to the principal or designee and shall pay for a replacement key.

(6/96 3/07) 10/19

## **Policy and Procedure: Law Enforcement Access to Camille Creek Camera System**

### **PURPOSE AND SCOPE**

The purpose of this policy is to define the circumstances in which the security video system at Camille Creek Community School may be accessed and used by patrol or other personnel, not assigned as the SRO for the school.

### **POLICY**

Camille Creek Community School is equipped with a web-based video security system provided through Verkada. The video system shall not be accessed for any purpose by sworn personnel, other than the SRO, without approval from the SRO or other personnel at Camille Creek Community School. An exception exists for emergency situations only. Sworn personnel not assigned as the SRO to the school will have access to the video system for emergency situations only. In order to access the video system for emergency situations, sworn personnel must receive approval from the supervisor on duty, and provide a reasonable explanation for the emergency situation. Sworn personnel will notify the SRO within 24 hours of any such emergency access. Requests for video footage for normal investigative/evidentiary purposes shall be made to the SRO. Prior to being granted access, all sworn personnel who would use the system will receive training in its use and operation.

### **PROCEDURE**

Access to the system requires two-factor authentication (2FA). All information will be permanently added to the "Supplemental Information" tab when viewed on an MDT. When the need arises where sworn personnel would require access to the video system, the following procedure will apply:

1. Click the provided link to the Verkada website.
2. Use the provided username and password for the first level of authentication.
3. A stand-alone cell phone will be stationed at NSO records, and will receive and SMS message with a 6-digit verification code (2FA).
4. The deputy requesting access will retrieve the verification code in one of two way:
  - (a) Dispatch will call NSO records and ask for the verification code and put the information on the dispatch card for the deputy to see.
  - (b) The deputy can call records directly and obtain the verification code.
5. Once the verification code is entered, the deputy will have live feed access to the video system.

## CCBE 2023 OFFICER NOMINATION FORM

Nominations for CCBE President-elect, Vice President or Treasurer must be submitted by a governing board that is a member of CCBE or any individual board member whose board is a member of CCBE; either will be considered as one nomination. Nomination and application forms are due by **5:00 p.m., July 31, 2022.**

The following person is a member of a CCBE member board and has been contacted and agreed to be a nominee for the office of: ***(Please check one)***

**President-Elect**       **Vice President**       **Treasurer**

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### NOMINEE INFORMATION:

Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

County office of education: \_\_\_\_\_

**NOMINATED BY:**  Individual  County Board

Submitted by: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

County office of education: \_\_\_\_\_

**Nomination and application forms are due by 5:00 p.m. on July 31, 2022.**

**Submit completed application and nomination forms to: c/o CCBE Nominating Committee**

E-mail: [ccbe@csba.org](mailto:ccbe@csba.org) | Mail: 3251 Beacon Blvd., West Sacramento, CA 95691

## CCBE 2023 OFFICER CANDIDACY APPLICATION FORM

This is an application for the office of: *(Please check one)*

**President-Elect**       **Vice President**       **Treasurer**

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Nominated by: \_\_\_\_\_ COE: \_\_\_\_\_

### CANDIDATE INFORMATION

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Candidate name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Primary e-mail address: \_\_\_\_\_

Secondary e-mail address: \_\_\_\_\_

County office of education: \_\_\_\_\_ Current term ends: \_\_\_\_\_

### CANDIDATE QUESTIONS

1. Is your COE a current due paying member in good standing with CCBE?  Yes  No
2. In the event your COE or CCBE is not able to pay travel expenses for you to attend required meetings and/or events, are you willing to pay your expenses to attend if necessary?  Yes  No
3. Being on the CCBE Executive Committee requires extraordinary amounts of dedication and time as outlined in the roles and responsibilities document. Assuming you meet those two qualifications, please tell us why you want to be on the CCBE Executive Committee.
  
4. Please tell us about your experience as a county district or nonprofit board member. Include years on the board, as well as leadership positions in other organizations, awards, honors, and outstanding accomplishments you achieved in previous positions.

5. In the past, CCBE has been known for its active agenda and long-range goals. Please tell us about your vision for CCBE. Be sure to include a short and a long-range vision, e.g., your vision for CCBE in one-year, three years, five years, and ten years.

6. Should you be elected, tell us about your goals and how you plan on achieving those goals during your term.

7. Are there any potential or perceived conflicts of interest if elected?  Yes  No (*If "yes", please explain*)

**DECLARATION OF CANDIDACY** – By filling out this form, I hereby declare my candidacy for the position so named above. I give my permission for all information included in this packet to be submitted directly to CCBE’s membership prior to the Annual Meeting on December 2, 2022 in San Diego.

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*Candidate’s Signature*

---

*Date*

**Nomination and application forms are due by 5:00 p.m. on July 31, 2022.**

**Submit completed application and nomination forms to:** c/o CCBE Nominating Committee  
E-mail: [ccbe@csba.org](mailto:ccbe@csba.org) | Mail: 3251 Beacon Blvd., West Sacramento, CA 95691



## Executive Committee Roles and Responsibilities

The CCBE Executive Committee is comprised of the Officers of the CCBE organization (President, President-elect, Vice President, and Immediate Past President) and includes the Treasurer and CSBA Director-at-Large, County. Members must be active county board members that have paid in full the annual CSBA and CCBE membership dues.

Serving on the CCBE Executive Committee as an Officer ideally equates to a four-year commitment served in one-year terms as Vice President, President-elect, President, and Immediate Past President. The President-elect shall serve for one year and then shall automatically succeed to the office of President of the following year. The term for Treasurer shall be two-years and may be re-elected for subsequent terms.

CCBE Vice President, President-elect and Treasurer Elections occur at the December meeting. Immediately following this meeting, the CCBE President becomes CCBE Immediate Past President and CCBE President-elect becomes the incoming President. The September general membership meeting is similar to the December meeting with the exception of officer elections and changes in office.

County member boards have the opportunity to nominate a candidate for the CSBA Director-at-Large, County position August 1 in odd-numbered years. CCBE's Board of Directors may endorse one or more candidate(s) from those nominated at the September meeting. The election for the CSBA Director-at-Large, County, is held at the CSBA Delegate Assembly meeting prior to the CSBA Annual Education and Trade Show. The term of the CSBA Director-at-Large, County shall be two years in accordance with CSBA's Bylaws Article IV, Section

The CCBE Executive Committee's core values include:

- We tell each other like it is, respectfully and without fear.
- We engage in purposeful conversations to build clarity and improve relationships.
- Humor is good.
- We hold ourselves and each other accountable.

### **CCBE Executive Committee Roles and Responsibilities**

The Executive Committee shall transact business and act on behalf of the Board of Directors between meetings of the board and shall report its actions to the Board of Directors. The Executive Committee shall have the following duties and responsibilities in the governance of the CCBE organization:

- a. Initiate, review and recommend bylaws, standing rules, policies, goals, objectives, and resolutions.
- b. Initiate and recommend the annual budget of CCBE.
- c. Initiate and approve programs and services within the budget.
- d. Initiate and recommend new unbudgeted programs and services and possible avenues of funding.
- e. Conduct an annual performance review of the CSBA/CCBE Program Manager and provide their input and recommendations to CSBA in August.
- f. Review and approve for ratification all appointments for the President, including appointments to all committees called for by these rules and to all task forces.



- g. The Executive Committee at its first meeting shall review the current Bylaws and Standing Rules to review their responsibilities and the operations of the organization.

**The President shall:**

- Preside at all meetings of the CCBE General Membership, Board of Directors, and Executive Committee.
- Serve as ex-officio member of all committees except the Nominating Committee.
- Call special meetings if necessary.
- Appoint all committee chairs and recommend who will serve on committees and task forces.
- Work with the CCBE Program Manager in preparing agendas for board, executive committee, and general membership meetings.
- Coordinate with Executive Committee and work with CSBA on Program Manager's annual performance evaluation.
- Annually review the MOU between CCBE and CSBA and report any recommended changes to the Executive Office and Board of Directors.
- Act as a spokesperson for the organization.
- Serve as a member of the CSBA Board of Directors in accordance with CSBA Bylaws Article IV Section 2 (b) and shall give reports to the CSBA Board of Directors at meetings of the CCBE Executive Committee and Board of Directors.

**The President-elect shall:**

- Attend all board meetings.
- Serve on the executive committee.
- Assist and understand the responsibilities of the board president and be able to perform these duties in the absence of the President.
- Recommend members to the CSBA President-elect to serve on the CSBA Legislative and Annual Conference Committees.
- Serve as chair on the CCBE Annual Conference Planning Committee
- At the direction of the President, perform such responsibilities as may be assigned.

**The Vice President shall:**

- Attend all board meetings.
- Serve on the executive committee.
- Serve as the liaison to collect article topics to be included in the County Perspective section in the CSBA School/News monthly newsletter.
- Serve as vice chair on the CCBE Annual Conference Planning Committee
- At the direction of the President, perform such responsibilities as may be assigned and assume responsibilities of the president in the absence of the board president and president-elect.

**The Immediate Past President shall:**

- Attend all board meetings.
- Serve on the Executive Committee.
- Serve as a Delegate-at-Large to CSBA Delegate Assembly for one year.
- Serve on the CSBA Legislative Committee and as liaison on the CCSESA Legislative Committee.
- At the direction of the President, perform such responsibilities as may be assigned.

**The Treasurer shall:**

- Attend all board meetings.
- Serve on the Executive Committee.
- Have a basic understanding of financial accounting for nonprofit organizations.
- Work with the Program Manager to ensure that appropriate financial reports are made available to the board on a timely basis.
- Work with the CCBE Program Manager in preparing the annual budget and presenting the budget to the board for approval.
- Periodically review the budget, monitor expenses, and present financial reports to the Executive Committee, Board of Directors and General Membership.
- Certify a quorum has been met at Board of Directors and General Membership meetings.
- Serve as chair of the Budget/Audit committee
- At the direction of the President, perform such responsibilities as may be assigned.

**The CSBA Director-at-Large, County shall:**

- Attend all CSBA and CCBE Board of Directors meetings.
- Serve on the CCBE Executive Committee.
- Assist CSBA in addressing critical issues which may have an impact on counties and serve as an effective two-way communication link between CSBA and CCBE Officers, Directors and county board members.
- Present annual reports to the CCBE General Membership at the CCBE Annual Conference.

**Meeting Location, Length and Schedule*****Location***

The retreat, May, September, and December meetings are typically held in-person and all other meetings are held via video/teleconference. The meetings in May, September and December precedes other annual Delegate Assembly and conferences and is held in the same city at a local restaurant or in the host hotel for these events.

***Regular and special meetings***

Regular meetings of the Executive Committee are held at a time and place determined by the Executive Committee. Special meetings of the Executive Committee may be called by the President who will notify all members of the committee of the time, place and subject matter of a special meeting prior to the date of the meeting.

***Yearly Scheduled Required Meetings to attend*****1. CCBE Executive Committee Meetings**

The Executive Committee meets approximately ten times a year via video/teleconference and prior to CCBE and CSBA conferences. A doodle poll is sent to the Executive Committee at the beginning of the year to determine the dates and times. Members of the Executive Committee consist of the President, President-elect, Vice President, Immediate Past President, Treasurer and CSBA Director-at-Large, County.

- January Retreat (in-person or video/teleconference)
- February
- March
- April
- May (in-person or video/teleconference prior to the Board of Directors meeting)

- June
- July
- August
- September (in-person or video/teleconference prior to the Annual Conference)
- October
- November
- December (in-person or video/teleconference prior to the Board of Directors meeting)

**2. Legislative Committee Meetings**

The immediate past president serves on the CSBA Legislative Committee who meets four to five times a year via video/teleconference and in-person meetings and as the liaison to CCSESA legislative committee.

**3. County Perspective CSBA SchoolNews**

The vice president is the liaison of the County Perspective section included in the CSBA SchoolNews monthly newsletter and works with staff to identify relevant county topics and key contacts.

**4. CCBE Annual Conference Planning Committee Meetings**

The president-elect serves as the chair and the vice president serves as the vice chair to the CCBE Annual Conference Planning Committee who meets up to 8 times throughout the year in-person or video/teleconference (January/February, March, April, May, June, July, August & September) and must allow time as needed to accomplish the task to review and rate proposals during the year.

**5. CCBE Board of Directors Meetings**

Three meetings per year are held in conjunction with CCBE Annual Conference in Sept. in Monterey, CSBA Delegate Assembly meeting in May in Sacramento or video/teleconference and the CSBA Annual Education conference (alternating locations, north and south, early December), as well as a board retreat held once a year during the summer and video/teleconference calls.

**6. CCBE General Membership Meetings**

Two meetings per year held in conjunction with CCBE Annual Conference in September and the CSBA Annual Education conference (alternating locations, north and south, early December)

**7. CSBA Delegate Assembly**

The president, immediate past president and CSBA Director-at-Large, County serve on the CSBA Delegate Assembly as Delegates-at-Large.

**8. CSBA Board of Directors Meetings**

The president serves for a one-year term and the CSBA Director-at-Large, County serves for a two-year term on the CSBA Board of Directors. They will need to attend five meetings in-person or video/teleconference (four meetings in Sacramento; one meeting prior to Delegate Assembly meeting in alternating locations, north and south, early December.)

**9. Additional Meetings**

The president must also be available to serve association needs in Sacramento and to work with staff for approval of meeting agendas, planning and coordination of activities. Officers are also encouraged to attend CCBE and CSBA continuing education events scheduled throughout the year.

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

TO: Napa County Board of Education

DATE: July 5, 2022

FROM: John Zikmund, Human Resources

RE: Personnel Activity

BOARD ITEM: 5A

NEW CERTIFICATED EMPLOYEE

Anne Vallerga – Asst. Principal Juvenile Programs, Camille Creek

NEW CLASSIFIED EMPLOYEE

Jalen Dupree – Site Coordinator, Community Programs

Miriam Ortiz Lopez - Site Coordinator, Community Programs

Sage Gundlfinger – Admin. Assistant I – RPDC

Cornelia Taylor – Asst. Director, RPDC

Catherine Johnson – Program Manager, RPDC

Erika Conaway – Program Coordinator II, RPDC

CHANGE IN ASSIGNMENT

Anna MarroquinVasquez – Senior Payroll/Benefits Specialist to Nutrition and Food Services Manager, Fiscal

Kimberly Stratton – Temporary Teacher to Permanent Teacher, Camille Creek

Mariana Maldonado – ECE II to Behavior Intervention Assistant, Early Childhood Services

Jill Barnes – Program Manager to Senior Program Manager, Continuous Improvement

RESIGNATION

Nelia Meurer, Site Supervisor Child Development Teacher, Early Childhood Services

Claudia Ceballos – Behavior Intervention Assistant, Early Childhood Services

Carol Galbraith – Child Development Teacher, Early Childhood Services

Valeria Arteaga Brito - Behavior Intervention Assistant, Early Childhood Services

Hailey Lowe - Behavior Intervention Assistant, Early Childhood Services

Ashley Reed – Early Childhood Special Education Teacher, Early Childhood Services

Kelly Golomb – Behaviorist, Early Childhood Services

RETIREMENT

None

TERMINATION

Yolanda Alvarado– ECE II, Early Childhood Services

LAYOFF/NON-RELECTS/TEMPORARY RELEASE NOTICES

None

POSITION VACANCIES

Instructional Assistant (6) – 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

7-5-22.BRD



**DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**  
**In Accordance with AB1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5; CCR, Title V, Section 15449**

SELECT DISTRICT HERE:

**Napa County Office of Education**

The proposed agreement is a Three (3) year agreement that covers the period beginning July 1, 2019 and ending June 30, 2022, figures below represent all funds.

Bargaining Unit Group	Check one by marking with "x"	Cost of 1% *
Certificated (NCFT)	X	\$ 65,924
Classified (SEIU)	X	\$ 45,595
Confidential/Management		\$ -
Other		\$ -

\* includes salary and related benefits, e.g. STRS, PERS, Workers Compensation, Unemployment

**A. Proposed Change in Compensation**

	Compensation	\$ Fiscal Impact of Proposed Agreement			%		
		Year 1 FY 22-23	Year 2 FY 23-24	Year 3 FY 24-25	Year 1 FY 22-23	Year 2 FY 23-24	Year 3 FY 24-25
1	Salary Schedule - Increase(Decrease)	362,437	370,592	222,907	3.25%	3.32%	2.00%
2	Step and Column - Increase (Decrease) due to movement plus any changes due to settlement	20,500	20,579	19,081	0.18%	0.18%	0.17%
3	Other Compensation (complete description below)				0.00%	0.00%	0.00%
4	Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc. (may be included in costs above or shown separately)				0.00%	0.00%	0.00%
5	Health/Welfare Benefits - Increase (Decrease)	16,481	23,073	29,666	0.15%	0.21%	0.27%
6	<b>Total Compensation</b>	399,418	414,245	271,653	3.58%	3.71%	2.44%
7	Total Number of Represented Employees	168	168	168			
8	Total Compensation Average Cost per Employee - Increase (Decrease)	2,377	2,466	1,617			

%		
Year 1 FY 22-23	Year 2 FY 23-24	Year 3 FY 24-25
Cost of 1%:	\$	111,519
3.25%	3.32%	2.00%
0.18%	0.18%	0.17%
0.00%	0.00%	0.00%
0.00%	0.00%	0.00%
0.15%	0.21%	0.27%
3.58%	3.71%	2.44%

9 Other Compensation - Increase (Decrease) (Stipends, Bonuses, etc.) Provide Description Below

0.5% of schedule payment for SEIU members

10 Were any additional steps, columns, or ranges added to the schedules? YES  NO

If YES, please explain below

11 Does this bargaining group have a negotiated cap for Health and Welfare benefits? YES  NO

If YES, please indicate the cap amount.

Certificated, tiered fixed dollar amount. Classified = %80 of Kaiser for Single

- A. **Change in compensation.** Provide a brief narrative of the proposed change in compensation, including percentage change(s), effective date(s), and comments and explanations as necessary

NCFT, 3.25% on schedule in 22-23 (4.00% for permit teachers), 2.75% in 23-24 (3.25% permit teachers). 1.75% in 24-25 (2.25% permit teachers). In addition there are increases of \$45, \$25, and \$25 to benefit caps over three years. SEIU 3.25% on schedule in 22-23 + 0.5% off, 2.75% on schedule in 23-24.

- B. **Proposed negotiated changes in non-compensation items** (e.g. class size adjustments, staff development days, teacher prep time, etc.)

NCFT, 4 hours prep time per month. Caseload / class size appeal process.

- C. **What are the specific impacts on instructional and support programs to accommodate the settlement?** Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.

NA

- D. **What contingency language is included in the proposed agreement?** Include specific areas identified for reopeners, applicable fiscal years, and specific contingency language.

NCFT - 2 non-monetary reopeners in years 2 and 3, and reopener on health benefits if Kaiser premiums increase by more than 10% in one year. SEIU 2 non-monetary reopeners in years 2 and 3. Both have reopeners for salary if NCOE receives new ongoing unrestricted funding.

- E. **Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.**

New contract - see contract terms.

**F. Will this agreement create, or increase an operating deficit in the current or subsequent year(s)?** An operating deficit is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

Projected deficits of \$274,781 in 22-23 and \$890,987 in 23-24, and \$1,049,960 in 24-25. NCOE will need to pursue cost reductions to preserve reserves long term

**G. Source of funding for proposed agreement.**

Current year:

All operating funds.

How will ongoing cost of the proposed agreement be funded in future years?

Cost reductions or, increases in service fees, COLA if funded.

If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations).

Cost reductions or, increases in service fees, COLA if funded.

For multi-year agreements, please provide a multi-year financial projection covering the term of the agreement. Include all assumptions used in the projections enrollment growth, COLA, deficits, etc.

**H. Describe the financial impact on other funds affected by the proposed settlement - consider Cafeteria, Adult Education, Deferred Maintenance**

Included above.



**G. Impact of Proposed Agreement on Current Year Unrestricted Reserves**

1. State Reserve Standard (after impact of Proposed Agreement)

a. Total expenditures, transfers out, and uses (including cost of proposal)	\$ 49,054,928
b. State Standard Minimum EUR Percentage for this district	3.00%
c. State Standard Minimum EUR amount for this district	\$ 1,471,648
<i>(greater of line 1-c or \$65,000 for districts w/less than 100 ADA)</i>	

2. Budgeted Unrestricted reserve (after impact of Proposed Agreement)

a. General Fund budgeted Unrestricted EUR	\$ 1,649,454.00
b. General Fund budgeted Unrestricted Unappropriated amount	\$ -
c. Special Reserve Fund budgeted EUR	\$ 4,694,026
d. Special Reserve Fund budgeted Unappropriated amount	\$ -
<b>e. Total District budgeted Unrestricted reserves</b>	<b>\$ 6,343,480</b>

3. Do Unrestricted reserves meet the state minimum standard amount?

Yes  No

**IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**  
 In accordance with E.C. 42142

Date of governing board approval of budget revisions in Col. 2 \_\_\_June 14, 2022\_\_\_\_\_

*If the board approved revisions are different from the proposed revisions in Col. 2, provide an updated report upon approval of the district governing board.*

**Current Year 1:**

	(Col. 1) Latest Board- approved budget before settlement (as of 19-20 Second Interim)	(Col. 2) Revisions Necessary as a result of proposed settlement	(Col. 3) Other Revisions	(Col. 4) Total impact on budget (col. 1+2+3)
<b>REVENUES</b>				
LCFF Sources (8010-8099)	9,229,374			\$ 9,229,374
Remaining Revenues (8100-8799)	38,877,269			\$ 38,877,269
<b>TOTAL REVENUES</b>	<b>48,106,643</b>			<b>\$ 48,106,643</b>
<b>EXPENDITURES</b>				
1000 Certificated Salaries	6,523,119			\$ 6,523,119
2000 Classified Salaries	17,839,842			\$ 17,839,842
3000 Employee Benefits	7,344,089			\$ 7,344,089
4000 Books and Supplies	3,994,839			\$ 3,994,839
5000 Services and Operating Expenses	12,994,996			\$ 12,994,996
6000 Capital Outlay	260,281			\$ 260,281
7000 Other	97,761			\$ 97,761
<b>TOTAL EXPENDITURES</b>	<b>49,054,928</b>			<b>\$ 49,054,928</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(948,286)</b>			<b>\$ (948,286)</b>
Other Sources and Transfers In				\$ -
Other Uses and Transfers Out	15,000			\$ 15,000
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	<b>(963,286)</b>			<b>\$ (963,286)</b>
<b>BEGINNING BALANCE</b>	<b>\$ 11,115,401</b>			<b>\$ 11,115,401</b>
<b>ENDING BALANCE</b>	<b>\$ 10,152,116</b>			<b>\$ 10,152,116</b>

**IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS**  
In accordance with E.C. 42142

<b>Year 2:</b>				<b>Year 3:</b>			
(Col. 5) Latest Board- approved MYP before settlement	(Col. 6) Revisions Necessary as a result of proposed settlement	(Col. 7) Other Revisions	(Col. 8) Total impact on budget (col. 5+6+7)	(Col. 9) Latest Board- approved MYP before settlement	(Col. 10) Revisions Necessary as a result of proposed settlement	(Col. 11) Other Revisions	(Col. 12) Total impact on budget (col. 9+10+11)
\$ 9,229,374			\$ 9,229,374.11	\$ 9,229,374			\$ 9,229,374
\$ 38,486,636			\$ 38,486,636.28	\$ 38,486,636			\$ 38,486,636
<b>47,716,010</b>			<b>\$ 47,716,010.39</b>	<b>47,716,010</b>			<b>\$ 47,716,010</b>
\$ 6,749,924			\$ 6,749,924.22	\$ 6,951,132			\$ 6,951,132
\$ 18,298,852			\$ 18,298,852.41	\$ 18,489,341			\$ 18,489,341
\$ 7,626,373			\$ 7,626,373.00	\$ 7,770,115			\$ 7,770,115
\$ 3,994,839			\$ 3,994,839.44	\$ 3,994,839			\$ 3,994,839
\$ 11,723,420			\$ 11,723,420.36	\$ 11,340,782			\$ 11,340,782
\$ 107,000			\$ 107,000.00	\$ 107,000			\$ 107,000
\$ 97,761			\$ 97,760.71	\$ 97,761			\$ 97,761
<b>48,598,170</b>			<b>\$ 48,598,170.14</b>	<b>48,750,971</b>			<b>\$ 48,750,971</b>
<b>(882,160)</b>			<b>\$ (882,159.75)</b>	<b>(1,034,960)</b>			<b>\$ (1,034,960)</b>
			\$ -				\$ -
\$ 15,000			\$ 15,000.00	\$ 15,000			\$ 15,000
<b>(897,160)</b>			<b>\$ (897,159.75)</b>	<b>(1,049,960)</b>			<b>\$ (1,049,960)</b>
10,152,116			\$ 10,152,115.94	9,254,956			\$ 9,254,956
\$ 10,152,116			\$ 10,152,115.94	\$ 9,254,956			\$ 9,254,956
\$ 9,254,956			\$ 9,254,956.19	\$ 8,204,996			\$ 8,204,996

**CERTIFICATION**

The Deputy Superintendent / CBO of the Napa County Office of Education hereby certifies 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 6/30/2025 .

- The budget revisions necessary to meet the costs of the agreement in year of its term are reflected on pages 5 & 6 of this document.
- N/A - No budget revisions necessary.



\_\_\_\_\_  
Chief Business Official (Signature)

7/5/2022

\_\_\_\_\_  
Date