

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

The Napa County Board of Education will hold a regular meeting on Tuesday, May 2, 2023, 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.**

*Board Member will be participating remotely from 1225 Division Street, Napa CA 94559*

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

<https://napacoe.zoom.us/j/85404848681>

**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: May 2, 2023 03:30 PM Pacific Time (US and Canada)

Topic: NCOE May 2 Board Meeting

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

Please click the link below to join the webinar:

<https://napacoe.zoom.us/j/85404848681>

Or One tap mobile :

US: +16699006833,,85404848681# or +16694449171,,85404848681#

Or Telephone:

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

US: +1 669 900 6833 or +1 669 444 9171 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 558 8656 or +1 646 931 3860 or +1 689 278 1000 or +1 301 715 8592 or +1 305 224 1968

Webinar ID: 854 0484 8681

International numbers available: <https://napacoe.zoom.us/j/85404848681>

D. Welcome to Visitors

E. Approval of Agenda

F. Approval of Minutes – April 4, 2023

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. PRESENTATIONS**

- A. Presentation of the Annual Audit Report by Christy White and Associates for the period ending June 30, 2022. (Josh Schultz, Deputy Superintendent).
- B. Board Approval of Annual Audit Report: the Board will be asked to accept the report by Christy White and Associates for the period ending June 30, 2022. (Josh Schultz, Deputy Superintendent).
- C. Camille Creek Students of the Month: **Gabriel Rivera** and **Ocgtavian Orion** (Nancy Dempsey, Director, Juvenile Court and Community Schools).
- D. Celebrate: **Richard Cole** - *Napa County Classified School Employee of the Year in Custodial and Maintenance Services*; and, **Jeff Scott**, *NCOE Teacher of the Year*. (Barbara Nemko, Superintendent).
- E. Presentation – *No Place for Hate Program* - Kent Boltz, Napa County Juvenile Hall Superintendent. (Sindy Biederman, Board Trustee).
- F. Presentation – *Wigs for Kids* by student Josie Mueller (Sindy Biederman, Board Trustee).
- G. Dedication of the Board room to former Napa County Superintendent of Schools, Ed Henderson. (Barbara Nemko, Superintendent).

## **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 2023-08: 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 to recommend and appoint the Personnel Standing Committee on Board Policy 2121: the Board will be asked to recommend and appoint the Personnel Standing Committee on Board Policy 2121 – Salary of the Napa County Superintendent of Schools. (Josh Schultz, Deputy 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. First Reading of County Board Policy 0420.41 Oversight of County Charter Schools (Josh Schultz, Deputy Superintendent)
- C. Report on the 2023-2024 Preliminary Budget (Josh Schultz, Deputy Superintendent)
- D. First Reading Board Bylaw 9250 Remuneration, Reimbursement and Other Benefits (Julie McClure, Associate Superintendent)
- E. Update Ad Hoc Committee Mayacamas Charter School (Janna Waldinger, Board Member)
- F. CCBE Call for Officer Nominations (Barbara Nemko, Superintendent)
- G. Update Student Board Member (Julie McClure, Associate Superintendent)

**8. FUTURE AGENDA ITEMS**

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

The next regular meeting of the Napa County Board of Education will be June 6, 2023.

**10. 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 2131 IMOLA AVENUE, NAPA, CA 94559, and the Napa Preschool site, Friday, April 28, 2023. Informational materials are available for review at the NCOE.

**MEETING OF THE NAPA COUNTY BOARD OF EDUCATION  
Tuesday, April 4, 2023**

**Members present**

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

Remote attendance: Janna Waldinger

**1. ORGANIZATION**

**A. CALL TO ORDER**

President 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 reviewed 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, the Agenda was amended to remove Item 2.B. 2021-22 Audit Presentation and Item 2.C. Presentation – *No Place for Hate*, Kent Boltz. Roll Call Vote was taken: *Ayes* – Mr. Parrott, Mrs. Cash, Ms. Waldinger, Mr. Donaldson, Mrs. Biederman, Mr. Huffman. *Noes* – None. Mrs. Kresge not present to vote.

**F. APPROVAL OF MINUTES**

On a motion by Ms. Waldinger and a second by Mrs. Biederman, the Minutes of March 7, 2023 were approved. Roll Call Vote was taken: *Ayes* – Mr. Parrott, Mrs. Kresge, Ms. Waldinger, Mr. Donaldson, Mrs. Cash, Mrs. Biederman, Mr. Huffman. *Noes* – None.

**G.** Public Comment was given.

**2. PRESENTATIONS**

A. Gopal Shanker of Récolte Energy presented an overview on the Planned Solar Generation and Micro-Grid Project for Solar Photovoltaic Systems and Electric Vehicle Charging Stations.

**3. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS**

- Mrs. Biederman reported that she invited the Board to attend the SpirtHorse event at American Canyon High School on Friday at 9:30 a.m.

- Mrs. Biederman reported that she joined Dr. Nemko for Legislative Week and appreciated being on the panel.
- Mrs. Biederman thanked Dr. Nemko for bringing Kate Rubins, NASA astronaut, to Napa students and the Napa community. Mrs. Biederman reported that she attended the event at the Napa Valley College.
- Mrs. Waldinger reported that she recently had occasion to hear from top cyber security executives and military personnel about the need for students to be trained as early as elementary school, as opposed to starting in college, in the area of cyber security education. The military experts are expecting a job shortage of 38,000 in the cyber security field.
- Mrs. Cash reported that she attended the CCBE County Board Governance conference recently and recommended the CCBE handbook to all Board members as an important reference.
- Mr. Donaldson reported on the CCBE workshop and thanked Josh Schultz for doing a good job educating the Board about the budget.
- Dr. Nemko read a few of the thank you letters from Vichy students thanking her for reading to them.
- Dr. Nemko passed around the thank you cards from the preschool children for the books we gave them over the holidays.
- Dr. Nemko presented a slideshow of the Kate Rubins astronaut event at Vintage High School and the Napa Valley College.
- Dr. Nemko reported that she was in Washington, D.C. for the Federal Advocacy trip where they saw six different public officials each day. Dr. Nemko reported there is a lot more traction over increasing the percentage of special education funding from the federal government.
- Dr. Nemko reminded the Board that a prototype of the plaque for Ed Henderson, former Napa County Superintendent of Schools, is at their places for their review.
- Dr. Nemko reported that she, Julie McClure, and Josh Schultz attended a meeting with Probation at Camille Creek recently. Dr. Nemko noted that our population in Juvenile Hall has gone way down because of the realignment on how they treat juvenile offenders. There are still students who are sent out of county, and they are trying to bring them back to the county. The goal is to make Juvenile Hall look more like a college dorm as opposed to a jail. This discussion will continue.
- Dr. Nemko reported on our Literacy for All Initiative that we will be implementing, along with Chartwell and UCSF, in the next school year. There is a bill that has been introduced which is bi-cultural and the goal is to identify children as early as preschool and to keep them out of special education because of this early assessment. Dr. Nemko further noted that Bob Wise, former Governor of West Virginia, has connected us with the Hunt Institute which does educational policy and is doing work in reading nationally. The Hunt Institute currently has two cohorts and is looking at the NCOE as a third regional cohort to get funding and expertise from the Hunt Institute.

- Dr. Nemko reported that Harry Chang, Director of the STEM program at UC Davis is interested, pending CDE funding, in inviting 20 teachers from Napa County to get a certification in computer science.
- Dr. Nemko reported that Rotary is holding a fundraiser for SpiritHorse in American Canyon on June 17.

#### **4. CONSENT AGENDA ITEMS**

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

B. No action was taken on Consent Agenda Item 4.B. (Board Compensation).

#### **5. ACTION ITEMS**

A. On a motion by Ms. Waldinger and a second by Mrs. Kresge, the Board approved the Resolution Granting a Designated Period for St. Helena Unified School District CalPERS Golden Handshake. Roll Call Vote was taken: *Ayes* - Mr. Parrott, Mrs. Cash, Ms. Waldinger, Mrs. Kresge, Mr. Donaldson, Mrs. Biederman, Mr. Huffman. *Noes* – None.

B. On a motion by Mrs. Kresge and a second by Mrs. Cash, the Board approved the recommendation for a 5 percent allowable increase for Board compensation under Education Code 1090. Roll Call Vote was taken: *Ayes* - Mr. Parrott, Mrs. Cash, Ms. Waldinger, Mrs. Kresge, Mr. Donaldson, Mrs. Biederman, Mr. Huffman. *Noes* – None.

C. On a motion by Mrs. Kresge and a second by Mr. Donaldson, the Board approved, noting to change the date to 2023-24, the California Basic Educational Skills Test (CBEST) Waiver Blanket Statement indicating that the county intends to employ substitute teachers on CBEST Waivers during the school year. Roll Call Vote was taken: *Ayes* - Mr. Parrott, Mrs. Cash, Ms. Waldinger, Mrs. Kresge, Mr. Donaldson, Mrs. Biederman, Mr. Huffman. *Noes* – None.

D. On a motion by Mrs. Kresge and a second by Mrs. Biederman, the Board adopted Resolution 2023-07 (Declaration of Need for Fully Qualified Educators) that will allow the Napa County Office of Education to ensure, in emergency situations, that all classrooms are fully staffed with qualified certificated personnel in accordance with Education Code 44258.9. Roll Call Vote was taken: *Ayes* - Mr. Parrott, Mrs. Cash, Ms. Waldinger, Mrs. Kresge, Mr. Donaldson, Mrs. Biederman, Mr. Huffman. *Noes* – None.

#### **6. SCHEDULED MATTER**

Mrs. Kresge updated the Board on highlights from the CSBA Daily News Roundup: April 4, 2023. Mrs. Kresge referenced the articles to read are: LCFF; Student Behavior regarding discipline; Removing students from Juvenile Hall; Conditions of Children who are homeless; and, Learning Gaps with regard to results of the pandemic.

Mrs. Kresge encouraged the Board to view the website [www.Legiscan.com](http://www.Legiscan.com) to view all the bills pending the California Senate Education Committee.

Dr. Nemko noted on that list is AB 1496 Digital Equity Education Pilot Program which is a bill to provide funding for county offices to provide professional development training to teachers on how to use devices in the classroom.

## **7. INFORMATION ITEMS**

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

B. Mr. Schultz reported there are no Williams Uniform Complaints to report.

C. Mr. Donaldson updated the Board on the Mayacamas Charter School's progress with the school's opening in the fall. The update included staff recruiting, marketing efforts, targeted media run with various publications in April, Facebook ads coming, new enrollment, and accepting registration paperwork. Further, the 6<sup>th</sup> grade is full, and they are working hard to recruit more 8<sup>th</sup> graders. A lot of progress has been made on the operations side to include a food service program and kitchen setup.

D. Ms. McClure suggested the Board talk with students at Camille Creek on becoming a Student Board Member. Mrs. Biederman, Mr. Parrott, and Ms. Waldinger agreed to meet with students at Camille Creek on April 18 at 11:00 a.m. Ms. McClure will send a calendar invite to confirm the meeting date and time. Ms. McClure asked the Board if they would be interested in participating in a training for the new Student Board Member.

E. Update on Ed Henderson conference room plaque was reported in Correspondence, Communications, and Reports.

## **8. FUTURE AGENDA ITEMS**

## **9. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION**

The next regular meeting of the Napa County Board of Education will be Tuesday, April 4, 2023 at 3:30 p.m.

## **10. ADJOURNMENT**

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

Respectfully submitted,

Barbara Nemko, Secretary  
es

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

**MEETING OF THE NAPA COUNTY BOARD OF EDUCATION**  
**Tuesday, March 7, 2023**

**Members present**

Jean Donaldson, Ann Cash, Janna Waldinger, Gerry Parrott, Jennifer Kresge, Sindy Biederman, Don Huffman

**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 Barbara Nemko.

**C. PUBLIC PARTICIPATION**

President Huffman reviewed 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 Ms. Waldinger and a second by Mrs. Biederman, the Agenda was amended and approved to move Item 2.B. Camille Creek Students of the Month before Item 2.B. Desire Results Access presentation. Ayes – Mr. Parrott, Mrs. Cash, Ms. Waldinger, Mrs. Kresge, Mr. Donaldson, Mrs. Biederman, Mr. Huffman. Noes – None.

**F. APPROVAL OF MINUTES**

On a motion by Ms. Waldinger and a second by Mrs. Kresge, the Minutes of February 7, 2023 were approved. Ayes – Mr. Parrott, Mrs. Kresge, Ms. Waldinger, Mr. Donaldson, Mrs. Cash, Mrs. Biederman, Mr. Huffman. Noes – None.

**G.** Public Comment was given.

**2. PRESENTATIONS**

A. Nancy Dempsey, Director of Juvenile Court and Community Schools introduced and congratulated Camille Creek Students of the Month: Hunter Hall and Daniel Rivera.

B. The Desired Results Access Project shared their new interactive tool that links the DRDP assessment to the California Early Learning Foundations. It is available from their project website at [draccess.org/foundations](http://draccess.org/foundations). The DRDP measures a child's progress towards the California Early Learning Foundations, California's description of what all children birth to five years of age should know and be able



to do. This tool shows the full range of development, and allows the teacher to limit the printable page view to just the areas they would like to view. Additionally, there are page numbers with the links to the PDFs of the California Early Learning Foundations and a version available in Spanish.

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

- Mrs. Biederman reported that she and several Board Trustees from NVUSD participated in a tour of Camille Creek on February 22.
- Mrs. Cash suggested that those going to the CCBE County Board Governance workshop this week report back on what they learned.
- Dr. Nemko thanked Mrs. Biederman for arranging program visits with our Board members and NVUSD Board Trustees. Dr. Nemko suggested our preschool should be the next visit for board members.
- Dr. Nemko reported that she was copied on a letter from the Commission on Teacher Credentialing with regard to a NVUSD teacher from American Canyon High School who was charged with the a mandatory leave of absence offense as defined in EC Section 44940.
- Dr. Nemko reported on the new AI (artificial intelligence) language processing tool called ChatGPT. Dr. Nemko has asked our Director of TTSS, Rebecka Anderson, if she will train our staff on how to make our work more efficient, and then Ms. Anderson will do a virtual workshop for the general public.
- Dr. Nemko reported that she attended a meeting in Hollister this morning regarding what we are doing in our Literacy for All initiative that we plan to launch late spring or next fall with all the districts in the county. We have been asked to pilot this program.
- Dr. Nemko reported on the letter she sent to Silicon Valley on super courses. We have not heard back as yet. Dr. Nemko further noted that an article in the paper listed 50 of the largest foundations. We identified 11 foundations that either give to education or might give to education, and we have sent letters to the 11 foundations.
- Dr. Nemko reported there is an AI for California Committee (AI4CA) that meets on monthly basis. They will do a state webinar on AI, and they have invited Dr. Nemko to be part of the program.
- Dr. Nemko reported that she will be moderating a keynote speech at the University of Redlands on C-STEM.
- Dr. Nemko reported that we made a lot of progress on the potential for the Preschool Technical Assistance Center.
- Dr. Nemko reported that Rotary has adopted SpiritHorse as a beneficiary for their fundraiser and now may have a three part series on the news talking about SpiritHorse.

### **4. CONSENT AGENDA ITEMS**

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

B. No action was taken on Consent Agenda Item 4.B. (Board Compensation).

## **5. ACTION ITEMS**

A. On a motion by Ms. Kresge and a second by Mrs. Biederman, the Board approved and adopted Resolution 2023-04: Supporting Safe Gun Storage. Ayes - Mr. Parrott, Mrs. Cash, Ms. Waldinger, Mrs. Kresge, Mr. Donaldson, Mrs. Biederman, Mr. Huffman. Noes - None.

Public Comment was given.

Written Public Comment was received and read by the Board.

B. On a motion by Mrs. Kresge and a second by Mrs. Biederman, the Board approved CSBA Delegate Assembly of the County Board Representative from Region 3 - Peggy Cohen-Thompson (Solano COE). Ayes - Mr. Parrott, Mrs. Cash, Ms. Waldinger, Mrs. Kresge, Mr. Donaldson, Mrs. Biederman, Mr. Huffman. Noes - None.

C. On a motion by Mrs. Kresge and a second by Ms. Waldinger, the Board approved Board Bylaw 9150 Student Board Members. Ayes - Mr. Parrott, Mrs. Cash, Ms. Waldinger, Mrs. Kresge, Mr. Donaldson, Mrs. Biederman, Mr. Huffman. Noes - None.

Public Comment was given.

D. On a motion by Ms. Waldinger and a second by Mrs. Kresge, the Board approved the Second Interim Budget Report. Ayes - Mr. Parrott, Mrs. Cash, Ms. Waldinger, Mrs. Kresge, Mr. Donaldson, Mrs. Biederman, Mr. Huffman. Noes - None.

Public Comment was given.

E. On a motion by Mrs. Biederman and a second by Mrs. Kresge, the Board approved Resolution 2023-05: Seeking sustainable Funding for County Office-Operated Juvenile Court and Community Schools. Ayes - Mr. Parrott, Mrs. Cash, Ms. Waldinger, Mrs. Kresge, Mr. Donaldson, Mrs. Biederman, Mr. Huffman. Noes - None.

## **6. SCHEDULED MATTER**

Mrs. Kresge reported, for information purposes, on the People Over Pentagon Act which is a bill for us all to consider to reduce the Pentagon's amount of expenditure on weapons and affiliation and all that involves, so they can spend more money on education, climate change, and health care.

Further, Mrs. Kresge referred the Board to the *CSBA Daily News Roundup*, March 7, 2023, for an update on the following issues: COVID-19, Student Behavior, Online Safety, and the Fentanyl Crisis.

Mrs. Kresge also recommended the Board read articles in *California School News* March 1, 2023: Additional Budget Advocacy, New Title IX guidance to support equal opportunity in athletics, CSBA webinar on trauma-informed education, schools' efforts to support African American students, and safe air in the classrooms with R-Zero disinfection.

## **7. INFORMATION ITEMS**

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

B. Ms. McClure provided the recent update on current guidelines to the COVID-19 Prevention Plan.

C. Dr. Nemko reported that Beverly Girard has agreed to do the training for the Board on the CCBE Trustee Handbook at the May meeting. Dr. Nemko suggested that we plan to start the workshop at 11:30 which will include lunch, and we will finish in time before the 3:30 meeting.

Ms. Waldinger noted that she will attend the workshop remotely.

Mr. Huffman asked Ellen Sitter to send a calendar invite to the Board for the training and lunch.

D. The Board reviewed and made suggestions to update the 2023 Legislative Agenda. The agenda will be updated to include the following language: "continue to seek solutions to maintain funding in the face of declining enrollment".

Public Comment was given.

E. Ms. Waldinger reported that the Mayacamas Charter Middle School has near full enrollment for the 2<sup>nd</sup> and 6<sup>th</sup> grade. Ms. Waldinger further reported there are 120 students currently enrolled overall. There is a student event on March 24. They have sent out 1,000 card to parents (in Spanish and English) to let them know they can sign up to enroll their child. The school signed a lease with their landlord. The Sonoma County Charter SELPA will be handling special education needs. The school has contracted with Aldea for mental health services. They are moving ahead with the assumption that they will open in the fall.

Public Comment was given.

F. Mr. Huffman asked Ellen Sitter to send a calendar invite to the Board for the Staff Appreciation luncheon on May 8 and a list of food items the Board members agreed to bring.

## **8. FUTURE AGENDA ITEMS**

### **9. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION**

The next regular meeting of the Napa County Board of Education will be Tuesday, April 4, 2023 at 3:30 p.m.

**10. ADJOURNMENT**

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

Respectfully submitted,

Barbara Nemko, Secretary  
es

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

APPROVED

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

**Item 4-A**  
**May 2 2023**

**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 **May 2, 2023** meeting.

**Prepared by:** Sarah White  
4/27/2023

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

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

**DATE: May 2 2023**  
**Item 4-A**

**RE: Temporary County Certificates**

**FOR BOARD APPROVAL**

**NAPA COUNTY OFFICE OF EDUCATION**

**NAME**

**TYPE**

**DOJ CLEARED**

**Waiver 72-HR**

**Public Notice**

**YES**

**NAPA VALLEY UNIFIED SCHOOL DISTRICT**

**NAME**

**TYPE**

**DOJ CLEARED**

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

TO: Napa County Board of Education

DATE: May 2, 2023

FROM: John Zikmund, Human Resources

RE: Personnel Activity

BOARD ITEM: 7A

NEW CERTIFICATED EMPLOYEE

None

NEW CLASSIFIED EMPLOYEE

Christine Missmer – Admin. Assistant II, Fiscal Services

Debra Kilpatrick – ECE Assistant II, Early Childhood Services

Dayana Cardona – Instructional Lab Assistant, College and Career Readiness

Vivian Gomez - Instructional Lab Assistant, College and Career Readiness

CHANGE IN ASSIGNMENT

None

RESIGNATION

Jaret Newton – CTE Building & Construction Teacher, College and Career Readiness

Brandon Keeton – Site Coordinator, Community Programs

RETIREMENT

None

TERMINATION

None

LAYOFF/NON-RELECTS/TEMPORARY RELEASE NOTICES

None

POSITION VACANCIES

Instructional Assistant (2) – College and Career Readiness

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

Child Development Teacher (4) – Early Childhood Services

Community School Teacher (2) - Camille Creek

Instructional Support Specialist II (2) – Camille Creek and Crossroads

Sr. Site Coordinator and Program Coordinator I – Community Programs

CTE Building & Construction Teacher and Engineering & Robotics Teacher - College and Career Readiness

Program Coordinator I Pathways Coach - College and Career Readiness

Fiscal Operation Coordinator – DR Access RPDC

05-02-23.BRD

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

**Item 7.B.**

**May 2, 2023**

**TITLE:** First Reading of Board Policy 0420.41 Oversight of County Charter Schools

**HISTORY:**

With the launching of the Mayacamas Charter Middle School, the Napa County Board of Education will be acting as a charter authorizer for the first time. Consequently, it is necessary for the Board to put in place a charter oversight policy. Legal counsel with School and College Legal Services of California recommends adopting the CSBA model policy for county offices, along with the accompanying exhibit. This policy largely just enumerates all the many requirements in Ed. Code.

The attached proposed policy and exhibit are unchanged from the CSBA models except for the addition of Napa specific names and titles.

**CURRENT PROPOSAL:**

Review the attached proposed policy and exhibit and provide guidance to staff as to any needed edits prior to adoption after a second reading.

**FUNDING SOURCE:**

NCOE unrestricted General Fund.

**SPECIFIC RECOMMENDATION:**

Move the policy forward for a second reading and adoption in June.

Prepared by: Josh Schultz  
4/27/23



**County Board Policy 0420.41: Oversight Of County Charter Schools**

**Status:** ADOPTED

**Original Adopted Date:** 01/01/2020 | **Last Revised Date:** 06/01/2022 | **Last Reviewed Date:** 06/01/2022

The County Board of Education recognizes its ongoing responsibility to oversee any charter school authorized by the County Board, to ensure that the charter school is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

**Designated Charter School Contact**

The County Board shall identify a contact person for each charter school authorized by the County Board. The contact may be the County Superintendent of Schools or designee or another person employed or contracted by the County Board pursuant to Education Code 1042. (Education Code 47604.32)

The County Board may appoint a designated representative to attend, on its behalf, meetings of the board of directors of any charter school authorized to operate as a nonprofit, public benefit corporation.

The County Board or its designated representative may inspect or observe any part of the charter school at any time. At least once each year, the County Board shall visit each charter school under its authority. (Education Code 47604.32, 47607)

Whenever the County Board's designated representative visits, inspects, or observes a charter school or any of its programs or facilities, the representative shall provide a report of the findings to the County Board at the next County Board meeting.

**Waivers**

If the charter school wishes to request a general waiver of any applicable state law or regulation applicable to it, it shall request that the County Board submit a general waiver request to the State Board of Education (SBE) on its behalf. If the County Board approves such a request, the County Board shall ask the County Superintendent or designee to submit the waiver request to SBE on behalf of the charter school.

**Charges for Provision of Services to a Charter School**

The County Board may charge up to one percent of a charter school's revenue for the actual costs of supervisory oversight of the school. However, if the charter school is able to obtain substantially rent-free facilities from the county office of education (COE), the County Board may charge up to three percent of the charter school's revenue for actual costs of supervisory oversight. (Education Code 47613)

A charter school may separately purchase administrative or other services from the COE or any other source, in accordance with law. (Education Code 47613)

**Material Revisions to Charter**

Material revisions to a charter may only be made with County Board approval. Material revisions shall be governed by the same standards and criteria that apply to petitions for the authorization of charter schools as set forth in Education Code 47605 and shall include, but are not limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If an approved charter school proposes to expand operations to one or more additional sites or grade levels, whether concurrently with or unrelated to a renewal, the charter school shall request a material revision to its charter and shall notify the County Board of those additional locations or grade levels. The County Board shall consider approval of the additional locations or grade levels at an open meeting. (Education Code 47605, 47605.6, 47607)

The County Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision of the approved charter.

### **Monitoring Charter School Performance**

The County Board has the responsibility to monitor any charter school it authorized to determine whether the charter school complies with all legal requirements applicable to charter schools, including the making of all reports required of charter schools in accordance with Education Code 47604.32.

The County Board has the responsibility to monitor each charter school to determine whether the school, both schoolwide and for all numerically significant student subgroups of students served by the school as defined in Education Code 52052, is achieving the measurable student outcomes set forth in its charter. This determination shall be based on the measures specified in the approved charter and any applicable memorandum of understanding (MOU), and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP).

The County Board has the responsibility to monitor the fiscal condition of each charter school based on financial information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, LCAP and annual update of the school's LCAP, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

When any such monitoring is conducted by the County Board's designated representative, the representative shall report the findings to the County Board at the first available County Board meeting.

### **Technical Assistance/Intervention**

Whenever a charter school is identified for technical assistance based on the performance of one or more numerically significant student subgroups on SBE-established criteria, the charter school shall receive technical assistance from a COE identified as a geographic lead agency or its designee. Such technical assistance shall be focused on building the charter school's capacity to develop and implement actions and services responsive to student and community needs, including, but not limited to, any of the following: (Education Code 47607.3)

1. Assisting the charter school to identify its strengths and weaknesses in regard to the state priorities applicable to the charter school pursuant to Education Code 47605. This shall include working collaboratively with the charter school to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness.
2. Working collaboratively with the charter school to secure assistance from an academic, programmatic, or fiscal expert or team of experts to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the charter school. Another service provider, including, but not limited to, a school district, COE, or charter school, may be solicited to act as a partner to the charter school in need of technical assistance.
3. Obtaining from the charter school timely documentation demonstrating that it has completed the activities described in Items #1 and 2 or substantially similar activities, or has selected another service provider to work with the charter school to complete the activities described in Items #1 and 2 or substantially similar activities, and ongoing communication with the County Board to assess the charter school's progress in improving student outcomes.

In addition, if, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more numerically significant student subgroups, or for all of the student subgroups if the school has fewer than three subgroups, in regard to one or more state or school priorities identified in the charter, the County Superintendent may request assistance from the California Collaborative for Educational Excellence. (Education Code 47607.3, 52072)

In accordance with law, the County Board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to inadequate academic achievement of all numerically significant subgroups of students served by the charter school.

## **Complaints**

To enable any person alleging the school's noncompliance with Education Code 47606.5 or 47607.3 to file a complaint, each charter school shall establish policies and procedures in accordance with the uniform complaint procedures specified in 5 CCR 4600-4670. (Education Code 52075)

A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complainant who is not satisfied with the decision of the charter school resulting from the uniform complaint procedures may appeal the decision to the Superintendent of Public Instruction (SPI). (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, the charter school shall provide a remedy to all affected students and parents/guardians. (Education Code 52075)

## **School Closure**

In the event that the County Board revokes or denies renewal of a charter or the school ceases operation for any reason, the County Board's charter school representative shall, in accordance with the charter and/or any applicable MOU, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out.

The County Board shall provide notification to the California Department of Education, within 10 calendar days of denying renewal of or revoking the charter, or if the charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

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

Item: 7.C.  
May 2, 2023  
Board Meeting

**TITLE:**

Presentation of the Preliminary 2023-24 Budget

**HISTORY:**

Each year at this time, the preliminary budget is presented to the Board. The preliminary budget is a first glimpse of NCOE's anticipated revenues and expenditures for the coming fiscal year. Between now and June, staff will be adjusting the budget to reflect changes in ADA, health costs, the Governor's May revise budget, and ongoing internal efforts to appropriately and efficiently allocate resources. Given the dynamic nature of NCOE's programs, there are likely to be significant changes to the budget between now and the final presentation in June.

**CURRENT PROPOSAL:**

Information only

**FUNDING SOURCE:**

All NCOE Funds

**SPECIFIC RECOMMENDATION:**

Since this is a preliminary budget, no action is required. The purpose of this document is to keep the Board informed of the budget development. ***This budget is for information only.***

**PREPARED BY:**

Joshua Schultz, Deputy Superintendent

# Napa County Office of Education

## 2023-24 Preliminary Budget Assumptions – Fund 01

### 2023-24 LCFF Revenue Assumptions

- \$16,417,842 2022-23 County P-2 property taxes
- \$1,450,300 Minimum state aid
- \$533,333 Differentiated Assistance
- \$18,614 EPA
- (\$6,458,204) Special education transfer set at 39.34%
- (\$2,833,708) SRAF transfer of excess property tax to fund county court system

### Revenue Changes Compared to Prior Year

#### Unrestricted

- \$476,000 Decrease in SRAF Transfer due to LCFF COLA
- (\$180,000) Contracts for various business services to districts

#### Restricted

- (\$72,800) Preschool ARPA funds
- (\$440,000) Preschool Fee for Service IDEA Local Assistance funds
- (\$25,216) Preschool Embedded Instruction
- (\$134,625) Preschool Early Intervention Grant
- (\$318,327) IEEEP Award
- (\$2,993,429) Preschool Fee for Service
- (\$965,000) ESSER Funds for Afterschool
- (\$673,000) AmeriCorps ARPA funds
- \$1,037,000 Afterschool Program Fees
- \$2,663,400 NVUSD ELOP Afterschool Program

### Expenditure Changes Compared to Prior Year

#### Unrestricted

- Salary schedule increase of 2.25% for all employee groups (not settled for Management).
- Reduction in 3.0 FTE at the Camille Creek School. Of this, 2.0 FTE has been moved to contractual due to difficulty in hiring aides.
- Indirect at 11.19%

#### Restricted

- Salary schedule increase of 2.25% for all employee groups (not settled for Management or NAPS).
- All new and adjusted grants and contracts have expenditure budgets that match available revenue.
- Fund Balance one-time funds in the amount of \$385,712 have been brought into expenditure budgets. This includes the Art and Music Block Grant, A-G Access and Learning Loss Grants, and the Learning Recovery Block Grant.

PERS and STRS employer contribution rates estimated to increase annual through 2027-28:

	PERS	STRS
2016-17	13.888%	12.58%
2017-18	15.531%	14.43%
2018-19	18.062%	16.28%
2019-20	19.721%	17.10%
2020-21	20.700%	16.15%
2021-22	22.910%	16.92%
2022-23	25.370%	19.10%
2023-24	26.680%	19.10%
2024-25	27.700%	19.10%
2025-26	28.300%	19.10%
2026-27	28.700%	19.10%
2027-28	30.000%	19.10%
2028-29	29.800%	19.10%



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

**Item 7.D.**

**May 2, 2023**

**TITLE:** First Reading Board Bylaw 9250 Remuneration, Reimbursement and Other Benefits

**HISTORY:** Per Education Code 1090 – Board Compensation, the Board votes yearly on monthly compensation increases for their meeting attendance.

**CURRENT PROPOSAL:** Board to discuss updating the language to remove the specific monthly compensation amount from Board Bylaw 9250 Remuneration, Reimbursement and Other Benefits. The bylaw will include the basis, method, and limits for consideration of annual increases. This change will eliminate the need for annual updates to this policy. The Board will still be required to take action annually in order to update the compensation rate within the outlined limits.

**FUNDING SOURCE:** N/A

**SPECIFIC RECOMMENDATION:** It is recommended that the Board approve removing the monthly compensation amount from Board Bylaw 9250 Remuneration, Reimbursement and Other Benefits.

Prepared by: Julie McClures

April 14, 2023



**Board Bylaw 9250: Remuneration, Reimbursement And Other Benefits**

Status: DRAFT

Original Adopted Date: 10/23/1990 | Last Revised Date: 02/07/2023 | Last Reviewed Date: 02/07/2023

**Remuneration**

Each member of the County Board Office of Education may receive ~~no more than \$348.84 monthly compensation~~ may receive the maximum monthly compensation as provided for in Education Code 10900 for attendance at Board meetings. Each Board member shall receive the designated compensation \$348.84 for attendance at the first meeting of any month and no compensation for any additional meetings held in that same month. (Education Code 1090(a)(5)).

On an annual basis, the Board shall increase the compensation of Board members beyond the limit delineated in Education Code 35120 in an amount not to exceed five percent based on the present monthly rate of compensation. Any increase made pursuant to this section shall be effective upon approval by the Board. (Education Code 35120).

Board members are not required to accept payment for meetings attended.

A member may be paid for any meeting when he or she notifies the Superintendent or the Superintendent's designee of the reason for his or her absence and the board, by resolution duly adopted and included in its minutes, finds that at the time of the meeting he or she was performing services outside the meeting for the county office, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board.

**Notification Procedure When Absent from a Scheduled Board Meeting**

The Board Member planning to be absent shall contact the Superintendent's designee, the Sr. Executive Assistant, by email, a minimum of 72 hours prior to the meeting (if possible) and indicate the following:

1. Reason for missing the meeting
2. If monthly compensation is requested and on what basis (see above)

The Sr. Executive Assistant will provide the Board President the information indicated above prior to the scheduled meeting.

**Reimbursement of Expenses**

Board members shall be reimbursed with limits specified by County Office of Education personnel for all expenses incurred in attending any meetings or in making any trips on official business of the County Office of Education when so authorized in advance by the County Board. (Education Code 35044)

The rate or reimbursement shall not exceed any limitations specified for County Office of Education personnel

**Health and Welfare Benefits**

The County Office of Education shall pay the cost of all premiums for County Board members electing to participate in the County Office of Education health and welfare benefits program.

Health and welfare benefits for Board members shall be no greater than that received by district's non-safety employees with the most generous schedule of benefits. (Government Code 53208.5)

**Benefits for Retired Board Members**

Any members retiring from the County Board after at least one term may continue the health and welfare benefits program at their own expense if coverage is in effect at the time of retirement.

**Other Benefits**

The Board may subscribe for membership in, or otherwise become a member of any State or local organization of governing Boards of school districts or members thereof, or of county Boards of education or members thereof, or any other school-related organization which has for its primary purpose the promotion and advancement of public education through research and investigation and the cooperation with persons and associations, whose interests and purposes are the betterment of the educational opportunities of the children of the State. Costs incurred for this

purpose shall be paid out of the County School Service Fund. (EC 1095)

The Board shall annually subscribe to membership in the California County Boards of Education Association and the California School Boards Association.

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## 2024 OFFICER CANDIDACY APPLICATION INSTRUCTIONS

Following are guidelines, rules, and requirements for filling out the nomination and application forms. We hope you find the instructions easy to follow and the application easy to fill out.

- 1) Only two offices are available this year: President-Elect and Vice-President. Please check one of the offices at the top of the application.
- 2) If you are nominating someone other than yourself for one of the offices, please state your name and your County Office of Education affiliation in this space. The nominee must still answer all the candidate's questions.
- 3) Please keep answers for each question within 500 words or less. It is recommended that a resume is included with the application.
- 4) By signing the Declaration of Candidacy, you are giving your permission to the nominating committee to distribute your information to the entire membership of CCBE in advance of the general membership annual breakfast meeting held on December 1 in San Francisco when elections take place.
- 5) Candidates will be interviewed by the nominating committee, which will be scheduled for the weekend of September 8-10 in conjunction with the CCBE Annual Conference in Monterey. Before the interview, the nominating committee may vet each candidate, which could include, but is not limited to, an internet search. The interview discussion will be confidential.
- 6) Since we accept applications through email, we request that all applicants send the email and hard copy versions to ensure nothing gets lost. The deadline to receive nominations and candidate applications is by 5:00 pm July 31, 2023.
- 7) Please submit the application and all of the accompanying materials to the following:

**California County Boards of Education**

c/o Nominating Committee

3251 Beacon Blvd. | West Sacramento, CA 95691

Phone: (916) 669-3316 | Fax: (916) 371-3407

Email: [ccbe@csba.org](mailto:ccbe@csba.org)



## 2024 CCBE OFFICER CANDIDACY APPLICATION

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

**President-Elect**

**Vice President**

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

### CANDIDATE INFORMATION

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

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

Preferred phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Primary email address: \_\_\_\_\_

Secondary email address: \_\_\_\_\_

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

### CANDIDATE QUESTIONS

*Please keep answers for each question within 500 words or less.*

- 
- 1) Is your COE a current due paying member in good standing with CCBE?  Yes  No
  
  - 2) If your COE or CCBE cannot pay travel expenses for you to attend required meetings and/or events, are you willing to pay your expenses 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, leadership positions in other organizations, awards, honors, and outstanding accomplishments you achieved in previous roles.

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 long-term 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**

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By filling out this form, I declare my candidacy for the position named above. I allow all information included in this packet to be submitted directly to CCBE's membership before the Annual Meeting on December 1, 2023, in San Francisco.

\_\_\_\_\_  
*Candidate's Signature*

\_\_\_\_\_  
*Date*

**Nomination and application forms are due by 5:00 pm on July 31, 2023.**

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

Email: [ccbe@csba.org](mailto:ccbe@csba.org) | Mail: 3251 Beacon Boulevard, 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.