

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

The Napa County Board of Education will hold a regular meeting on Tuesday, September 5, 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 209 Fish Hatchery Road, Grangeville, Idaho

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: September 5, 2023 03:30 PM Pacific Time (US and Canada)

Topic: NCOE September 5 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 – August 1, 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 hand raising feature in the participant panel on the web conference, or hand raising if in-person attendance.

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 AND PUBLIC HEARINGS

- A. The Board shall hold a Public Hearing (in compliance with Education Code section 60119) to encourage participation by parents, teachers, members of the community and bargaining unit leaders on the issue of sufficiency and current content of textbooks and instructional materials as utilized in the 2023-2024 school year. Action will be taken in Item 5.A. (Nancy Dempsey, Director, Juvenile Court and Community Schools).
- B. Overview of Camille Creek Work Experience Program from 22/23 school year in order to receive a 3-year approval of the program. Action will be taken in Item 5.E. (Alonso Medrano, Bilingual Interventions Coordinator and Angela Higdon, Senior Program Manager for Student Engagement, Camille Creek Community School).

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 2023-15: 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 Adoption of Resolution Approval Resolution 2023-16: the Board will be asked to certify (per Agenda Item 2.A.) that the Napa County Office of Education has complied with the requirements of Education code 60119 for the 2023-2024 school year. (Nancy Dempsey, Director, Juvenile Court and Community Schools)
- B. Second Reading and Board Approval County Board Policy and Exhibit 3555: Nutrition Program Compliance. The Board will be asked to approve County Board Policy and Exhibit 3555: Nutrition Program Compliance. (Julie McClure, Associate Superintendent)
- C. Board Approval Career Technical Education Stakeholder Group. The Board will be asked to approve the Career Technical Education Stakeholder Group. (Gillie Miller, Director, College & Career Readiness)
- D. Board Approval Camille Creek Work Experience Program from 2022-2023 school year in order to receive a 3-year approval of the program. The Board will be asked to approve the Camille Creek Work Experience Program from 2022-2023 school year in order to receive a 3-year approval of the program. (Julie McClure, Associate Superintendent)

6. SCHEDULED MATTER

Discussion, review, and direction regarding:

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

7. INFORMATION ITEMS

- A. Personnel Activity Report: vacancies, listing of personnel appointments, terminations, transfers, etc. (Julie McClure, Associate Superintendent)
- B. Update Ad Hoc Committee Mayacamas Charter School (Don Huffman, Board President)

8. ADJOURN TO CLOSED SESSION

The Board will enter closed session for discussion as follows:

Conference with Legal Counsel Regarding Pending Significant Exposure to litigation pursuant to Section 54956.9, subd. (d)(2): (1 case).

9. OPEN SESSION

10. REPORT FROM CLOSED SESSION

The Board will report on action taken in closed session.

11. FUTURE AGENDA ITEMS

12. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION

The regular meeting of the Napa County Board of Education will be held October 3, 2023.

13. 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, August 25, 2023. 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, August 1, 2023**

Members present

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

Absent: Ann Cash

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 Jennifer Kresge.

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

The Agenda was approved on a motion by Ms. Waldinger and a second by Mrs. Kresge. *Ayes* - Mr. Parrott, Mr. Donaldson, Mrs. Biederman, Ms. Waldinger, Mrs. Kresge, Mr. Huffman. *Noes* – None.

F. APPROVAL OF MINUTES

The Minutes from the June 13, 2023 meeting were approved on a motion by Ms. Waldinger and a second by Mrs. Kresge. *Ayes* - Mr. Parrott, Mr. Donaldson, Ms. Waldinger, Mrs. Biederman, Mrs. Kresge, Mr. Huffman. *Noes* – None.

G. Public Comment was given.

2. PRESENTATIONS

Dr. Nemko introduced Sara Sitch, Director, Community Programs, who presented a video on the After School Summer Camp at Shearer Elementary School through partnership with YCP (Youth Cinema Project).

3. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS

- Mrs. Kresge reported that she attended a St. Helena Library sponsored disaster preparedness event and suggested the Board may want to consider inviting Napa Valley Community Organizations (COAD) to present on natural disasters in our area.

- Ms. Waldinger reported that she participated in the Literacy for All workshop at Camille Creek.
- Dr. Nemko reported that all five districts were represented at the Literacy for All workshop.
- Dr. Nemko reported that she recently attended a professional development session, at the PAC-6 conference, on what happened to a county office of education in a cybersecurity attack and lessons learned about how to prevent one and steps to take if one occurs.
- Dr. Nemko reported that another part of the PAC-6 conference included a session on the new law for gun security and storage and how important it is to send this information to parents and families.
- Dr. Nemko reported that we are planning an All-County Board meeting with three presenters to talk about property taxes and how money is distributed to schools.
- Dr. Nemko reported that she and some senior staff at NCOE have finished reading and scoring Golden Bell applications and are pleased to have found a program that we may be able to replicate. The program is called Super Tutor where some of older students are hired and trained to tutor younger students. The NCOE is looking at how we might make this happen at Camille Creek.

4. CONSENT AGENDA ITEMS

A. On a motion by Ms. Waldinger and a second by Mr. Parrott, the Board approved Consent Agenda Item 7.A. (Temporary County Certificates). *Ayes* – Mr. Parrott, Ms. Waldinger, Mr. Huffman, Mr. Donaldson, Mrs. Biederman, Mrs. Kresge. *Noes* – None.

B. On a motion by Ms. Waldinger and a second by Mr. Parrott, the Board approved to withhold compensation for Board Member Ann Cash for the meeting of August 1. Mrs. Cash requested not to be compensated for the August 1 meeting, because her absence was for personal reasons. *Ayes* – Mr. Parrott, Ms. Waldinger, Mr. Huffman, Mr. Donaldson, Mrs. Biederman, Mrs. Kresge. *Noes* – None.

5. ACTION ITEMS

A. On a motion by Ms. Waldinger and a second by Mrs. Kresge, the Board approved County Office Regulation 5113: Absences and Excuses. *Ayes* – Mr. Parrott, Mr. Huffman, Mrs. Kresge, Mr. Donaldson, Mrs. Biederman, Ms. Waldinger. *Noes* – None.

B. On a motion by Ms. Waldinger and a second by Mr. Donaldson, the Board approved County Office Board Policy 6173: Education for Homeless Children. *Ayes* - Mr. Parrott, Mrs. Kresge, Mr. Huffman, Mr. Donaldson, Mrs. Biederman, Ms. Waldinger. *Noes* – None.

C. Mr. Donaldson reported that the Personnel Standing Committee recommends a 3.5 percent salary increase for County Superintendent Barbara Nemko, retroactive to January 1, 2023. On a motion by Mr. Donaldson and a second by Mrs. Kresge, the

Board approved the Personnel Standing Committee's recommendations. *Ayes* – Mr. Parrott, Mrs. Kresge, Mr. Donaldson, Mr. Huffman, Mrs. Biederman, Ms. Waldinger. *Noes* – None.

D. On a motion by Mrs. Kresge and a second by Mr. Parrott, the Board approved Resolution 2023-14: Exemption to the Separation from Service Requirement exempting retiree Virginia Maiwald from the 180-waiting period for the appointment as a retired annuitant employee. *Ayes* – Mr. Parrott, Mrs. Kresge, Mr. Donaldson, Mr. Huffman, Mrs. Biederman, Ms. Waldinger. *Noes* – None.

6. SCHEDULED MATTER

Mrs. Kresge reported on an Act to amend a section of the Education Code that relates to sexual health education including HIV prevention, and school climate and safety.

Mrs. Kresge reported that the Career Technical Education programs are looking to expand CTE programs to middle school and elementary schools. This will enable early learners to explore career options. Consideration is made as many young students are involved in social media and are engaging in other avenues of learning. The program sponsors want to look at this with the intent to prevent schools from cyberattacks and data theft. Additionally, it is the hope with career technical education, students will be better prepared for an evolving workforce and societal changes.

Mrs. Kresge reported on new funding for juvenile court and community schools.

Mrs. Kresge encouraged the Board to read an article in the July 23 California Schools News, in the governance corner, on the board's ongoing role in the LCAP.

7. INFORMATION ITEMS

A. The Personal Activity Report was presented.

B. Ms. McClure reviewed Board Policy 3555: Nutrition Program Compliance and recommended the policy be presented to the Board for a second reading and approval at the September 5, 2023.

C. Mr. Parrott read an email update from Mayacamas Charter Middle School representatives on the current status of the charter school.

8. ADJOURN TO CLOSED SESSION (4:15 p.m.)

The Board adjourned to closed session with respect to: Conference with Legal Counsel Regarding Pending Litigation: Napa Valley Unified School District vs. California State Board of Education.

9. OPEN SESSION

10. REPORT FROM CLOSED SESSION (5:19 p.m.)

The Board reported no action taken.

11. FUTURE AGENDA ITEMS

12. NEXT MEETINGS OF THE NAPA COUNTY BOARD OF EDUCATION

The next regular meeting of the Napa County Board of Education will be held Tuesday, September 5, 2023.

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:27 p.m.

Respectfully submitted,

Barbara Nemko, Secretary
es

Approved _____ Date _____

**MEETING OF THE NAPA COUNTY BOARD OF EDUCATION
Tuesday, July 11, 2023**

Members present

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

Student Board Members present: Edriana Stephens, Sebastian Tomas

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 Julie McClure.

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

The Agenda was approved on a motion by Ms. Waldinger and a second by Mrs. Kresge. Ayes - Mr. Parrott, Mrs. Cash, Mr. Donaldson, Mrs. Biederman, Ms. Waldinger, Mrs. Kresge, Mr. Huffman. Noes - None.

F. APPROVAL OF MINUTES

The Minutes from the June 13, 2023 meeting were approved on a motion by Mrs. Biederman and a second by Ms. Waldinger. Ayes - Mr. Parrott, Mr. Donaldson, Mrs. Cash, Ms. Waldinger, Mrs. Biederman, Mrs. Kresge, Mr. Huffman. Noes - None.

G. Public Comment was given.

2. ADJOURN TO CLOSED SESSION (3:45 p.m.)

The Board adjourned to closed session with respect to: Conference with Legal Counsel Regarding Pending Litigation: Napa Valley Unified School District vs. California State Board of Education.

3. OPEN SESSION

4. REPORT FROM CLOSED SESSION (5:00 p.m.)

The Board reported no action taken.

Ms. Waldinger presented Student Board member, Sebastian Tomas, with his portrait.

5. PRESENTATIONS

- A. Mayacamas Charter Middle School oversight consultant, Lynne Vaughan, presented via remote attendance. Dr. Vaughan provided a brief summary of her background and experience running charter schools including the oversight of charter schools.

Dr. Vaughan provided an overview of the data she will examine and the practices she will monitor with regard to the charter school operations.

- B. Angela Higdon, *Program Manager, Work-Based Learning, College and Career Readiness*, provided highlights of work-based learning activities with CTE pathways. Ms. Higdon provided an overview of a partnership with Napa Valley Education Foundation which allowed students from the culinary pathways to be mentored by and work alongside Michelin Star Chef, Robert Curry from Auberge Du Soleil. Mario Piombo and Jennifer Stewart, Napa Valley Education Foundation, provided a summary of the NVEF's *Taste for Knowledge Gala* and the Foundation's involvement with the work-based learning opportunity.

Ms. Higdon also reported on a teacher externship with Aperture Media where Multimedia instructor, JP Castillo and his student, Sofia Oliveira, Vintage High student, served on the company's team at BottleRock. Ms. Oliveira presented a video and photographs she helped make with Aperture Media at BottleRock. Ms. Oliveira provided a detailed report of her work on this project.

Public Comment was given.

- C. Sara Sitch, Director of Community Programs and Barbara Thorsen, Assistant Director of Community Programs, presented on the Expanded Learning Summer Programs in Napa, Calistoga, and Santa Rosa.

6. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS

- Mr. Donaldson reported that, along with Janna Waldinger and Ann Cash, he attended the Camille Creek graduation on June 14.
- Mr. Donaldson reported that the Rotary Club fundraiser on June 17 at SpiritHorse Ranch in American Canyon raised over \$50,000 to benefit the ranch with funding needed to operate the ranch and for students to be able to partake in equestrian activities. The desserts auctioned at the event were made by Camille Creek students.

7. CONSENT AGENDA ITEMS

- A. On a motion by Mrs. Kresge and a second by Mrs. Cash, the Board approved Consent Agenda Item 7.A. (Temporary County Certificates). Ayes – Mr. Parrott, Ms. Waldinger, Mr. Huffman, Mr. Donaldson, Mrs. Biederman, Mr. Huffman, Mrs. Kresge, Mr. Tomas. Noes – None.

B. There was no action taken on Board Compensation.

8. ACTION ITEMS

A. On a motion by Mrs. Kresge and a second by Ms. Waldinger, the Board approved Resolution 2023-11: AmeriCorps VIP 2023-2024 "AmeriCorps Volunteer Infrastructure Program (VIP) AmeriCorps Program Contract in the amount of \$1,822,800. Ayes – Mr. Parrott, Mrs. Cash, Mr. Huffman, Mrs. Kresge, Mr. Donaldson, Mrs. Biederman, Ms. Waldinger, Mr. Tomas. Noes – None.

B. On a motion by Mrs. Kresge and a second by Ms. Waldinger, the Board approved Resolution 2023-12: CalSERVES 2023-2024 "CalSERVES AmeriCorps Expanded Learning" AmeriCorps Program Contract in the amount of \$713,000. Ayes - Mr. Parrott, Mrs. Cash, Mrs. Kresge, Mr. Huffman, Mr. Donaldson, Mrs. Biederman, Ms. Waldinger, Mr. Tomas. Noes – None.

C. On a motion by Mrs. Kresge and a second by Ms. Waldinger, the Board approved, with a correction to the sequence of numbers assigned to the pages, a Memorandum of Understanding between NCOE and Mayacamas Charter Middle School (MCMS) regarding oversight and operations of MCMS. Ayes – Mr. Parrott, Mrs. Cash, Mrs. Kresge, Mr. Donaldson, Mr. Huffman, Mrs. Biederman, Ms. Waldinger, Mr. Tomas. Noes – None.

Public Comment was given.

D. On a motion by Ms. Waldinger and a second by Mrs. Biederman, the Board approved Resolution 2023-13 exempting retiree Rena Bruner from the 180-waiting period for the appointment as a retired annuitant employee. Ayes – Mr. Parrott, Mrs. Cash, Mrs. Kresge, Mr. Donaldson, Mr. Huffman, Mrs. Biederman, Ms. Waldinger, Mr. Tomas. Noes – None.

9. SCHEDULED MATTER

Mrs. Kresge recommended the Board review the current article in the CSBA News Journal on teacher credentialing noting the significant decrease in the issuance of credentials. There is nothing further to report at this time.

10. INFORMATION ITEMS

A. The Board accepted the Personal Activity Report as reported.

B. Ms. McClure reviewed the proposed County Office Regulation 5113: Absences and Excuses and recommended the regulation be presented to the Board for a second reading and approval at the August 1, 2023.

C. Ms. McClure reviewed the proposed County Office Board Policy, Regulation, and Exhibit 6173: Education for Homeless Children and recommended the policy and regulation be presented to the Board for a second reading and approval at the August 1, 2023 meeting.

D. Mr. Schultz reported there were no complaints under the Williams Uniform Complaints Procedures Quarterly Report.

E. Mr. Donaldson noted that the Board approved the MOU between Mayacamas Charter Middle School and the NCOE, and we are now waiting for litigation to be completed. The Ad Hoc Committee anticipates a report at the next meeting.

F. There was nothing to report on the CCBE Call for Officer Nominations.

11. FUTURE AGENDA ITEMS Update from Ad Hoc Committee on Superintendent's salary.

12. NEXT MEETINGS OF THE NAPA COUNTY BOARD OF EDUCATION

The next regular meeting of the Napa County Board of Education will be held Tuesday, August 1, 2023.

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Barbara Nemko, Secretary
es

Approved _____ Date _____

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

Items: 2.A. and 5.A.
September 5, 2023

TITLE:

Adoption of Resolution 2023-16: The Board will be asked to certify (per Agenda Item 2.A.) that the Napa County Office of Education has complied with the requirements of Education Code Section 60119 for the 2023-2024 school year.

HISTORY:

The Pupil Textbook and Instructional Materials Incentive Program was enacted in 1994 to ensure that textbooks and instructional materials consistent with the content and cycles of the curriculum frameworks are available to all students. (Education Code Section 60252)

The governing boards of school districts must hold a public hearing at which the governing board shall encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders to comment regarding the sufficiency and current content of textbooks and instructional materials in order to receive funds for instructional materials from any state source. (Education Code Section 60119)

CURRENT PROPOSAL:

This assurance is required for the 2023 - 2024 fiscal year in order to be eligible to receive instructional materials funds.

Teachers and administrators annually review the curriculum for adherence, content, and alignment to standards. A thorough review as to efficacy of all texts and materials is made before adoption. An attempt to align with the other county districts is made wherever proven reasonable and effective.

FUNDING SOURCE:

Not a budget item.

SPECIFIC RECOMMENDATION:

It is recommended that the Board receive public comment on the issue of availability of textbooks and instructional materials for Napa County Office of Education programs for the 2023-24 school year and that the Board adopt Resolution 2023-16 stating each pupil in the NCOE's programs has sufficient textbooks or instructional materials in specified subjects consistent with the content and cycles of the curriculum frameworks adopted by the state board.

Prepared by: Nancy Dempsey
August 30, 2023

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

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE NAPA COUNTY OFFICE OF EDUCATION
IN COMPLIANCE WITH EDUCATION CODE SECTION 60119**

Resolution No. 2023-16

Whereas, the governing board of the Napa County Office of Education, in order to comply with the requirements of Education Code Section 60119 held a public hearing on September 5, 2023 at 3:30 p.m., which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the governing board provided at least 10 day notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

Whereas, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district/county office of education, and;

Whereas, the definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas, sufficient textbooks and instructional materials were provided to each student, including English Learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics – Renaissance Math Freckle; Bright Thinker
- Physical Science – Pearson, Concepts and Challenges, 2009; Scholastic Science World; Bright Thinker
- Life Science – Globe Fearon, Concepts and Challenges, 2003; Scholastic Magazine; Bright Thinker
- World History – Prentice Hall, World History, 2009; Upfront Magazine/Scholastic; Bright Thinker
- U.S. History – Glencoe McGraw-Hill, American Odyssey, 2004; Upfront Magazine/Scholastic; Bright Thinker
- Civics – Prentice Hall, Civics, 2007; Bright Thinker; I Civics.com
- English/language arts – Reading with Relevance; Bright Thinker; Freckle ELA
- ELD – Freckle ELA; Bright Thinker
- Health – Health Smart, 2020
- Foreign Language – Bright Thinker, Duo Lingo

- Fine Arts – Edestam Arts; Nimbus Arts
- Foundations of Restaurant Management & Culinary Arts – Level 1 and 2, National Restaurant Assn. and Pearson 2011
- The Culinary Professional, John Draz and Christopher Koetke, The Goodheart-Willcox Company
- Welding: Core Curriculum: Introductory Craft Skills 2015

Therefore, it is resolved that for the 2023-2024 school year, the Napa County Office of Education has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

AYES:

NOES:

ABSTAIN:

ABSENT:

Barbara Nemko, Clerk of the Napa County Board of Education

Date

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

Item 2.B. and 5.D.

DATE: 9/5/2023

TITLE: Work Experience Education

HISTORY: Camille Creek Community School has been running a Work Experience program for all students holding a work permit for the past 3 years and it is now up for renewal.

CURRENT PROPOSAL: Board approval for renewal of Work Experience/Internship program as well as authorization for Angela Higdon, John Hillyer and Nancy Dempsey to authorize issuance of work permits for Camille Creek students.

FUNDING SOURCE: N/A

SPECIFIC RECOMMENDATION: Board approval of the program

Prepared by:

Angela Higdon

CAMILLE CREEK WORK EXPERIENCE PROGRAM

3 YEAR RENEWAL





○2019-2020: **23** WP SIGNED

○2020-2021: **31** WP SIGNED

○2021-2022: **42** WP SIGNED

18 REMAINED ACTIVE @ END OF SCHOOL YEAR

○2022-2023: **25** WP SIGNED

12 REMAINED ACTIVE @ END OF SCHOOL YEAR

5 INACTIVE DUE TO TURNING 18 AND NO LONGER NEEDING WP

**SHOW ME THE NUMBERS!
(DATA)**

WORK EXPERIENCE CLASS



- TRIPS:
 - NOVA
 - NVC JOB FAIR
- COMMUNITY PRESENTERS
 - REALTOR, THERAPIST, TRADE UNIONS, ETC.
- A SPACE TO SHARE AND LEARN
- EXTENDED WORK HOURS
- NEW COORDINATOR

IN THE WORKS

- PAID INTERNSHIPS
- CAREERPOINT
- WEBSITE TO HOST JOB BOARD
- NVC JOB FAIR
- HOSTING JOB FAIR
- IMPROVING COLLAB WITH VOICES (ADDITIONAL EMPLOYMENT SUPPORT)



**THOUGHTS, IDEAS,
COMMENTS?**

THANK YOU VERY MUCH!

Work Experience Plan

PURPOSE

The purpose of Work Experience Education is to link the academic core curriculum with the world of work. Work Experience Education, as part of the total educational process, assists students to develop skills, habits and attitudes conducive to job success and personal growth, and to help them choose and prepare for a career that is both realistic and satisfying. This also offers opportunities for early access to identifying careers for those students not planning on going on to college. Work Experience Education boost student's self-esteem as well as equips them with resources that they will use for the rest of their lives.

The three types of Work Experience Education areas are:
Exploratory Work Experience General Work Experience, and Vocational Work Experience.

DEFINITIONS

Exploratory Work Experience Education:

- Exploratory Work Experience Education is non-paid and provides vocational guidance to students by affording them opportunities to observe and sample a variety of work environments. Exploratory Work Experience includes a combination of job observations and related classroom instruction in Work Experience Education. Students may be required to perform work activities on a limited non-paid basis while exploring the occupation.
- The employer, or workstation supervisor, may teach production or other job skills to the Exploratory Work Experience Education student. The length of exploratory assignments may vary depending on the aptitude of the student, the occupation being explored, the facilities of the workstation, and the job classification.
- A secondary school student in Exploratory Work Experience Education must be at least 12 years of age.

General Work Experience Education:

- General Work Experience Education students will acquire general and specific occupational skills through a combination of a supervised paid employment in any occupational field and related classroom instruction in Work Experience Education. Students must show competent') in the basic skills of reading, writing and computation.

Vocational Work Experience Education:

- Vocational Work Experience Education provides supervised paid employment in an occupation related to the student's vocational course.

GOALS OF WORK EXPERIENCE EDUCATION

1. Recognize that the process and content of the school's curriculum are relevant to career requirements and responsibilities (RELEVANCY).
2. Appreciate the importance of work to personal fulfillment and development of independence and maturity (SELF ACTUALIZATION).
3. Increase awareness of career opportunities and their requirements and compare these with personal potential and expectations (SELF ACTUALIZATION, CRITICAL THINKING) .
4. Opportunities to interact in positive manner with education supervisors, employers, co-workers, and the public being served (INTERPERSONAL RELATIONS)
5. Learn about and participate in adult roles and responsibilities in the world of work (APPLICATION LEADERSHIP).
6. Utilize and reinforce core academic skills of reading, writing and computation through the world of work (CORE COMPETENCIES).

WORK EXPERIENCE EDUCATION PROGRAM

SCOPE OF PROGRAM

1. To promote cooperation among local businesses and industries and Napa County Office of Education in order to better serve the training and education needs of our students and the community.
2. To enhance participants' ability to make the transition from the school setting to the world of work.
3. To make use of community resources (business offices, shop, retail businesses, and industry) as educational settings and training laboratories for our students.
4. To provide students an opportunity to develop an understanding of the needs and demands of the world of work.
5. To improve communications among the business community, the school, students and parents.

6. To assist students in job placement and provide support during their employment.
7. To teach students employ ability skills, interpersonal ski I Is and positive work attitudes.
8. To develop and enhance student career interest and economic awareness.

WORK EXPERIENCE EDUCATION

PROGRAM STRUCTURE AND CONTENT

- a) Working time: approximately 12(1 hours of work will be required to qualify for 5 units of credit. The Work experience Coordinator will determine the hours of employment for the work permit, per state guidelines.
- b) Trainee candidates and workstations will be screened by the Work Experience Coordinator for appropriateness and safety.
- c) Each employer will enter into a cooperative training agreement with the school, outlining responsibilities of employer, student, parent and school official
- d) General Work Experience is open to any student. However. for the student's work lo be accepted by the Work Experience Coordinator for credit, the work site must be approved.
- e) Vocational Work Experience requires that the student's vocational choice be a matter of record, and that the student be concurrent enrolled in a vocational training course or have recently completed a vocational course.
- f) The Work Experience Coordinator will reserve the right to remove a student from workstations deemed to be unsafe, in violation of labor codes, or of dubious moral character.
- g) The Work Experience Coordinator will conduct regular observations of the students and their workstations, and conferences will be conducted, as needed, with either the employer or student or both, to ensure a continued successful experience for the student.

- h) The employer will be responsible for training students in accordance with the training agreement on file and will also be responsible for evaluation of performance. The employer may release a student from service at any time for just cause and in accordance with legal requirements.
- i) The Work Experience Coordinator and the employer will formally conduct evaluation of student performance once per quarter.
 - 1. The employer will maintain record of the total number of hours the student works.
 - 2. The student will maintain record of their total hours worked as well as comments about training and work environment.
 - 3. Work Experience Coordinator will formally keep track of student's work hours and will be responsible for verification, as indicated by the evaluation.
- j) Grading: to be based upon participation in related instructional classes, weekly group meetings with Work Experience Coordinator, instructional materials, attendance, observations, evaluations, and other pertinent information.
- k) Related Instruction: In accordance with the proposed Title V requirements, students will complete the equivalent of at least one period of work related activities per week.
- l) Instruction on the job will be provided by the employer or his designee.
- m) All materials and equipment needed to perform the duties of the work will be the responsibility of the employer and student.
- n) All students will be covered by Workmen's Compensation Insurance provided by the employer. NCOE will cover students in the Exploratory Work Experience Program.
- o) Student records will be maintained by the Work Experience Coordinator, including:
 - 1. Individual Training Plan Learning Objectives, and any other state or local required documents.
 - 2. Work Permit application.
 - 3. Week time sheets.
 - 4. Job performance evaluations.
 - 5. Student ratings and grades.

6. Records of all past and present Work Experience students.
7. Record of all work related activities completed by students.



Date:

Erle Hall, MS
Education Program Consultant
CTE Leadership and Instructional Support Office
California Department of Education
1430 N Street Suite 4202
Sacramento, CA 958124

Dear Mr. Hall. Below you will find the list of the authorized personnel allowed to issue work permits according to Education Code § 49110:

- **Angela Higdon**, Senior Program Manager at Camille Creek, WEE instructor
- **Nancy Dempsey**, Camille Creek Principal
- **John Hillyer**, Camille Creek Vice Principal

All personnel listed above have a working knowledge of California labor laws and regulations as they relate to minors. If there are any questions pertaining to the issuance of work permits, please call: (707) 253-6823

Sincerely,

Superintendent

Barbara Nemko, Ph.D.

Napa County Office of Education Superintendent

Court & Community Schools
2121 Imola Ave, Napa, CA 94559

Curriculum: WORK EXPERIENCE

GOALS

PRE-EMPLOYMENT SKILLS

To develop knowledge and skills needed to perform successfully in the world of work.

Student will:

- Be on time for work.
- Use appropriate language for the job.
- Write clearly and concisely.
- Follow directions.
- Complete assignments with little direction and supervision.

EMPLOYMENT SKILLS

To develop, and apply through practice, basic job skills necessary to obtain and retain employment and to successfully quit and transition to another job.

Student will:

- Obtain and organize information about themselves, their experiences, education, references and recommendations necessary to apply for a job.
- Prepare a resume.
- Complete a job application.
- Complete periodic self-assessments regarding continued employability.
- Obtain letters of recommendation from supervisors.

CAREER SELECTION

To develop knowledge about career options and the skills necessary to select a career.

Student will:

- Determine personal employability needs.
- Research career fields of interest.
- Examine education/training necessary for career fields of interest.
- Assess job outlook for career fields of interest.
- Assess personal attitudes, habits, and skills related to career fields of interest.

WORKPLACE: ECONOMICS

To develop an awareness and understanding of workplace economics.

Student will:

- Read and understand a paycheck stub.
- Complete federal income tax forms.
- Check W-2 forms for accuracy.
- Demonstrate understanding of worker's compensation protection.
- Demonstrate understanding of unemployment insurance and how to apply when appropriate

- Demonstrate knowledge of employee benefits.

Work Experience Education Part 1

Course description:

Work Experience Education is an elective class, which combines paid employment or unpaid work experience with classroom instruction. Students work up to twenty (20) hours per week and complete related classroom assignments. Students will develop work habits, positive work attitudes, self-confidence, and job skills which can be used to locate, secure and retain employment in the community. The related classroom instruction is divided into four areas. The first part deals with the employment cycle: how to obtain a job, how to retain a job, and how to leave a job. The second part involves career exploration. The third segment examines workplace economics. The fourth segment students study legal issues in the workplace.

1.0 Goal:

To develop knowledge of the processes necessary to obtain gainful employment.

1.1 Objective:

Acquire an understanding of the skills necessary to obtain a position in the work force.

Learner Outcomes:

1.1.a Participate in an orientation to the class and the world of work.

1.2 Objective:

Develop skills in writing letters of application, resumes and completion of work applications.

Learner Outcomes:

1.2.a Complete a resume and letter of application.

1.2.b Complete an employment application.

1.3 Objective:

Participate in interviews.

Learner Outcomes:

1.3.a Practice job interview skills.

1.3.b Prepare answers to common interview questions.

1.4 Objective:

Develop communication skills and prepare tellers of resignation.

Learner Outcomes:

1.4.a Prepare a letter of resignation.

1.4.b Develop communication skills.

1.5 Objective:

Learn skills for job retention and safety.

Learner Outcomes:

1.5.a Develop job retention skills.

- 1.5.b Explore job safety practices.
- 1.5.c Prepare a list of employer expectations.

STUDENT SYLLABUS - Work Experience I: Work Experience Education Part 1

LEARNER OUTCOMES:	CREDITS Possible	CREDITS Earned	GRADE	DATE Comp.
1.1.a Participate in an orientation to the class and the world of work.	1			
1.2.a Complete a resume and letter of application.	1			
1.2.b Complete an employment application.	1			
1.3.a Practice job interview skills.	1			
1.3.b Prepare answers to common interview questions.	1			
1.4.a Prepare a letter of resignation.	1			
1.4.b Develop communication skills.	1			
1.5.a Develop job retention skills.	1			
1.5.b Explore job safety practices.	1			
1.5.c Prepare a list of employer expectations.	1			

Text or Materials Used: _____

Birthdate: _____ Date entered: _____

Student Signature: _____

Teacher Signature: _____

Grades are assigned on the following basis:

A= 90% or above

B= 80-89%

C= 70-79%

D= 60-69%

F= 59% or less

Work Experience Education Part 2

COURSE DESCRIPTION:

Work Experience Education is an elective class, which combines paid employment or unpaid work experience with classroom instruction. Students work up to twenty (20) hours per week and complete related classroom assignments. Students will develop work habits, positive work attitudes, self-confidence, and job skills which can be used to locate, secure and retain employment in the community. The related classroom instruction is divided into four areas. The first part deals with the employment cycle: how to obtain a job, how to retain a job, and how to leave a job. The second part involves career exploration. The third segment examines workplace economics. The fourth segment students study legal issues in the workplace.

2.0 Goal:

To develop knowledge of career options.

2.1 Objective:

To acquire an understanding of the various careers available in the work force.

Learner Outcomes:

2.1.a Complete an employment aptitude survey.

2.2 Objective:

Research the job marketplace.

Learner Outcomes:

2.2.a Develop a job search plan.

2.2.b Demonstrate knowledge of current trends in the workplace.

2.3 Objective:

Develop a personal employment aptitude assessment.

Learner Outcomes:

2.3.a Complete an employment aptitude and skills assessment.

2.3.b Participate in career assessment and self-exploration activities including work activity preferences and career exploration.

2.4. Objective:

Discover the current trends in employment outlook and options for training.

Learner Outcomes:

2.4.a Explore the job opportunity outlook, careers and career paths.

2.4.b Examine training options: workplace, college, and vocational schools.

2.5 Objectives:

Explore personal career interests and the current wage structure.

Learner Outcomes:

- 2.5.a Complete a values survey.
- 2.5.b Examine wages in career of interest.

STUDENT SYLLABUS - Work Experience 2: Work Experience Education Part 2

LEARNER OUTCOMES:	CREDITS Possible	CREDITS Earned	GRADE	DATE Comp.
2.1.a Complete an employment altitude survey.	1			
2.2.a Develop a job search plan.	1			
2.2.b Demonstrate knowledge of current trends in the workplace.	1			
2.3.a Complete an employment aptitude and skills assessment.	1			
2.3.b Participate in career assessment and self-exploration activities including work activity preferences and career exploration.	1			
2.4.a Explore the job opportunity outlook, careers and career paths.	1			
2.4.b Examine training options: workplace, college, and vocational schools.	1			
2.5.a Complete a values survey.	1			
2.5.b Examine wages in career of interest.	1			

Text or Materials Used: _____

Birthdate: _____ Date entered: _____

Student Signature: _____

Teacher Signature: _____

Grades are assigned on the following basis:

A= 90% or above

B= 80-89%

C= 70-79%

D= 60-69%

F= 59% or less

Work Experience Education Part 3

COURSE DESCRIPTION:

Work Experience Education is an elective class, which combines paid employment or unpaid work experience with classroom instruction. Students work up to twenty (20) hours per week and complete related classroom assignments. Students will develop work habits, positive work attitudes, self-confidence, and job skills which can be used to locate, secure and retain employment in the community. The related classroom instruction is divided into four areas. The first part deals with the employment cycle: how to obtain a job, how to retain a job, and how to leave a job. The second part involves career exploration. The third segment examines workplace economics. The fourth segment students study legal issues in the workplace.

3.0 Goal:

To develop knowledge of the basic economic concepts pertaining to employment.

3.1 Objective:

Acquire an understanding and basic know of taxes.

Learner Outcomes:

3.1.a Demonstrate understanding of the income tax system.

3.1.b Demonstrate knowledge of tax withholding and payroll deductions.

3.1.c Complete a W-4 form.

3.2 Objective:

Acquire an understanding of mandatory and optional fringe benefits.

Learner Outcomes:

3.2. Demonstrate understanding of legislated and optional fringe benefits.

3.3 Objective:

Develop understanding of insurance and retirement benefits and plans.

Learner Outcomes:

3.3.a Examine a variety of insurance benefits.

3.3.b Examine a variety of retirement plans.

3.4 Objective:

Develop knowledge of budget, credit and banking principles.

Learner Outcomes:

3.4.a Demonstrate understanding of budgets, credit, and banking principles.

3.5 Objective:

Develop understanding of business operations.

Learner Outcomes:

3.5.a Examine day to day operations.

3.5.b Outline business requirements and structures.

STUDENT SYLLABUS - Work Experience 3: Work Experience Education Part 3

LEARNER OUTCOMES:	CREDITS Possible	CREDITS Earned	GRADE	DATE Comp.
3.1.a Demonstrate understanding of the income tax system.	1			
3.1.b Demonstrate knowledge of tax withholding and payroll deductions.	1			
3.1.c Complete a W-4 form.	1			
3.2. Demonstrate understanding of legislated and optional fringe benefits	1			
3.3.a Examine a variety of insurance benefits	1			
3.3.b Examine a variety of retirement plans.	1			
3.4.a Demonstrate understanding of budgets, credit, and banking principles.	1			
3.5.a Examine day to day operations.	1			
3.5.b Outline business requirements and structures.	1			

Text or Materials Used: _____

Birthdate: _____ Date entered: _____

Student Signature: _____

Teacher Signature: _____

Grades are assigned on the following basis:

A= 90% or above

B= 80-89%

C= 70-79%

D= 60-69%

F= 59% or less

Work Experience Education Part 4

COURSE DESCRIPTION:

Work Experience Education is an elective class, which combines paid employment or unpaid work experience with classroom instruction. Students work up to twenty (20) hours per week and complete related classroom assignments. Students will develop work habits, positive work attitudes, self-confidence, and job skills which can be used to locate, secure and retain employment in the community. The related classroom instruction is divided into four areas. The first part deals with the employment cycle: how to obtain a job, how to retain a job, and how to leave a job. The second part involves career exploration. The third segment examines workplace economics. The fourth segment students study legal issues in the workplace.

4.0 Goal:

To develop knowledge of basic labor laws.

4.1 Objective:

Acquire an understanding of labor laws and how they pertain to entry-level employment.

Learner Outcomes:

4.1.a Demonstrate knowledge of basic labor laws, including: sexual harassment legislation, wrongful termination, alcohol, drugs and drug testing at work, discrimination and equal employment opportunity.

4.2 Objective:

Develop knowledge of interview questions and personnel practices that are legal and illegal.

Learner Outcomes:

4.2.a Demonstrate knowledge of illegal interview questions and discriminatory personnel practices.

4.3 Objective:

Demonstrate understanding of the necessity for privacy in the workplace.

Learner Outcomes:

4.3.a List principles of privacy in the workplace.

4.4 Objective:

Demonstrate knowledge of worker's employment rights laws.

Learner Outcomes:

4.4.a List worker's employment rights.

4.5 Objective:

Demonstrate knowledge of worker's compensation laws.

Learner Outcomes:

4.5.a Demonstrate knowledge of worker's compensation laws.

STUDENT SYLLABUS - Work Experience 4: Work Experience Education Part 4

LEARNER OUTCOMES:	CREDITS Possible	CREDITS Earned	GRADE	DATE Comp.
4.1.a Demonstrate knowledge of basic labor laws, including: sexual harassment legislation, wrongful termination. alcohol, drugs and drug testing at work. discrimination and equal employment opportunity.	1			
4.2.a Demonstrate knowledge of illegal interview questions and discriminatory personnel practices.	1			
4.3.a List principles of privacy in the workplace.	1			
4.4.a List worker's employment rights.	1			
4.5.a Demonstrate knowledge of worker's compensation laws	1			

Text or Materials Used: _____

Birthdate: _____ Date entered: _____

Student Signature: _____

Teacher Signature: _____

Grades are assigned on the following basis:

A= 90% or above

B= 80-89%

C= 70-79%

D= 60-69%

F= 59% or less

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

Item 4-A
September 5, 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 **September 5, 2023** meeting.

Prepared by: Sarah White
08/31/2023

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

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

DATE: September 5, 2023
Item 4-A

RE: Temporary County Certificates

FOR BOARD APPROVAL

NAPA COUNTY OFFICE OF EDUCATION

Waiver 72-
HR
Public
Notice

<u>NAME</u>	<u>TYPE</u>	<u>DOJ CLEARED</u>
Silva, David	30-Day Sub Permit	7/19/2023
Henry, Caitlin	30-Day Sub Permit	8/21/2023

NAPA VALLEY UNIFIED SCHOOL DISTRICT

<u>NAME</u>	<u>TYPE</u>	<u>DOJ CLEARED</u>
Herrera, Tami	PIP- EdSp MM/MS	9/16/2011
Hamid, Fayza	PIP -MS Cred	3/2/2020
Abad Pesantez, Yara	Multi Subject- cred	5/24/2023
Otis, Ashley	STSP- EdSp	3/30/2016
Fowler, Rose	STSP- Math	7/26/2023
Ferrando. Karla	Multi Subject- cred	7/20/2023
Gittings. Kara	PIP-MS cred	7/31/2023
Marek, Shannon	PIP- EdSp	8/21/2012
Williams, Mattea	VTW SS MUSIC	7/26/2023
Cardenas Ordaz, Jennifer	STSP MS cred	7/10/2023
BIREBENT, Paul	CLAD WV	8/13/2021
Beijos Coutinho, Suellen	PPS School Counselor	7/28/2023
Orozco, Christopher	STSP MS cred	7/29/2023
Ramirez, Anna-Vanessa	SpED M/M	2/24/2021
HAUGEN,LORI	Multi Subject- cred	8/12/2014
AARON,KATHERINE	ECLAD	9/19/2012

Gor, Fakhr Aldien Fuad	Admin services	7/28/2023
Gundlfinger, Sage	SpEd ECSE	7/31/2023
Olmos Lovera, Alondra	Single Sub: English	8/9/2023
Garcia Herrera, Nancy Lizbeth	Single Sub: English	08/09/203
Lopez, Megan	PIP -SS Social Science	1/12/2022
Cuddy, Kyle	PIP- SpEd MM/SN	2/5/2022
Rogerson. Kaeleigh	School Nurse	7/7/2023
MARTINEZ-RAMIREZ. Maria	Adimin Services	8/31/2023
Dunne, Abigail	MS Sup Mathematics	8/11/2023
Aguilar, Araceli	STSP - SS Math	8/23/2022
Irwin, Danielle	PIP- EdSp M/M	9/23/2015
Winter- Nelson, Timothy	SS- World Lang ELD	8/8/2023

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

Item 5.B.

September 5, 2023

TITLE: Second Reading and Board Approval County Board Policy and Exhibit 3555: Nutrition Program Compliance

HISTORY:

Board Policy 3555 – Nutrition Program Compliance

The following policy is required for any county office of education (COE) whose child nutrition programs receive state or federal funding. During the California Department of Education's (CDE) Administrative Review of the COE's child nutrition programs, CDE will review whether the COE has a written procedure that complies with requirements pertaining to civil rights and nondiscrimination.

Exhibit 3555 – Nutrition Program Compliance

As part of its instructions to all recipients of federal funds for child nutrition programs, the U.S. Department of Agriculture (USDA) requires that all forms of communication available to the public regarding program availability also contain information about that recipient's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the recipient. The attached exhibit presents specific language provided by USDA for the notification, which must not be modified in any way.

CURRENT PROPOSAL:

Requesting Board approval of the attached proposed policy and exhibit.

FUNDING SOURCE:

N/A

SPECIFIC RECOMMENDATION:

It is recommended that the Board approve County Office Board Policy and Exhibit 3555: Nutrition and Program Compliance.

Prepared by: Julie McClure
8/24/23

County Board Policy 3555: Nutrition Program Compliance

Status: ADOPTED

Original Adopted Date: 08/01/2020 | Last Revised Date: 03/01/2023 | Last Reviewed Date: 03/01/2023

CSBA NOTE: The following policy is required for any county office of education (COE) whose child nutrition programs (i.e., National School Lunch Program, School Breakfast Program, Special Milk Program, and/or other child nutrition program) receive state or federal funding. During the California Department of Education's (CDE) Administrative Review of the COE's child nutrition programs, CDE will review whether the COE has a written procedure that complies with requirements pertaining to civil rights and nondiscrimination.

Various state and federal laws prohibit discrimination in COE programs and activities on the basis of actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. See BP 0410 - Nondiscrimination in County Office Programs and Activities.

CDE's, "Civil Rights and Complaint Procedures, U.S. Department of Agriculture Child Nutrition Programs," and the U.S. Department of Agriculture's (USDA), "FNS Instruction 113-1, Civil Rights Compliance and Enforcement - Nutrition Programs and Activities," provide guidance on how best to comply with federal law.

The County Board of Education recognizes the responsibility of the county office of education (COE) to comply with state and federal nondiscrimination laws as they apply to child nutrition programs. The COE shall not deny any individual the benefits or service of any nutrition program or discriminate on any basis prohibited by law.

Compliance Coordinator

CSBA NOTE: According to CDE's, "Civil Rights and Complaint Procedures, U.S. Department of Agriculture Child Nutrition Programs," COEs are required to appoint a coordinator to be responsible for ensuring compliance with law governing child nutrition programs. The following paragraph may be revised to reflect local practice.

The COE shall designate a compliance coordinator for nutrition programs, who may also be the compliance officer(s) specified in the COE's uniform complaint procedures (UCP), to ensure compliance with the laws governing the COE's nutrition programs.

CSBA NOTE: Items #1-10 below reflect the duties of the compliance coordinator as provided in CDE's, "Civil Rights and Complaint Procedures, U.S. Department of Agriculture Child Nutrition Programs."

The responsibilities of the compliance coordinator include, but are not limited to:

1. Providing the name of the compliance coordinator, the Section 504 coordinator, and Title IX coordinator, if different from the compliance coordinator, to the California Department of Education (CDE) and other interested parties
2. Annually providing mandatory civil rights training to all frontline staff who interact with program applicants or participants and to those who supervise frontline staff

CSBA NOTE: "FNS Instruction 113-1" lists required components of training that must be provided to nutrition program staff, as provided below.

The subject matter of such training shall include, but not be limited to, collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

3. Establishing admission and enrollment procedures that do not restrict enrollment of students on the basis of race, ethnicity, national origin, or disability, including preventing staff from incorrectly denying applications and ensuring that such persons have equal access to all programs
4. Sending a public release announcing the availability of the child nutrition programs and/or changes in the programs to public media and to community and grassroots organizations that interact directly with eligible or potentially eligible participants
5. Communicating the program's nondiscrimination policy and applicable complaint procedures, as provided in

the section "Notifications" below

6. Providing appropriate translation services when a significant number of persons in the surrounding population have limited English proficiency
7. Ensuring that every part of a facility is accessible to and usable by persons with disabilities and that participants with disabilities are not excluded from the benefits or services due to inaccessibility of facilities
8. Ensuring that special meals are made available to participants with disabilities who have a medical statement on file documenting that their disability restricts their diet
9. Implementing procedures to process and resolve civil rights complaints, including alleged discrimination on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, or disability, and program-related complaints, including maintaining a complaint log, working with the appropriate person to resolve any complaint, and referring the complainant to the appropriate state or federal agency when necessary

CSBA NOTE: COEs receiving federal financial assistance are required to request racial/ethnic data of all program applicants and participants for purposes of determining whether the program reaches potential eligible persons, identifying areas where additional outreach is needed, selecting locations for compliance reviews, and completing required reports. According to "FNS Instruction 113-1," using the applicant's self-identification or self-reporting is the preferred method of obtaining racial and ethnic data.

When requesting such information, COEs should be careful to not request any information in regard to the immigration status of students or their family members and, if such information is inadvertently received, to not disclose it to immigration enforcement authorities without parental consent, a court order, or judicial subpoena.

10. Developing a method, which preferably uses self-identification or self-reporting, to collect racial and ethnic data for potentially eligible populations, applicants, and participants

Notifications

The U.S. Department of Agriculture's (USDA) "And Justice for All" civil rights poster or a substitute poster approved by the USDA's Food and Nutrition Service shall be displayed in areas visible to the COE's nutrition program participants, such as food service areas and school offices.

CSBA NOTE: "FNS Instruction 113-1" requires COEs to notify nutrition program applicants, participants, and potentially eligible persons of program availability, rights, and responsibilities and to advise them at each service delivery site (e.g., the school) regarding the procedure for filing a complaint. Such notice may be distributed through student and parent/guardian handbooks or other method of parental notifications.

The COE shall notify the public, all program applicants, participants, and potentially eligible persons of participants' rights and responsibilities and the steps necessary to participate in the nutrition programs, including program requirements and program availability. Applicants, participants, and the public shall also be advised of their right to file a complaint, how to file a complaint, the complaint procedures, and that a complaint may be filed anonymously or by a third party.

CSBA NOTE: As part of its instructions to all recipients of federal funds, USDA requires that all forms of communication available to the public regarding program availability also contain information about that recipient's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the recipient. USDA provides specific language for the notification and prohibits its modification in any way. The required language is available on USDA's web site and in the accompanying exhibit.

In addition, all forms of communication available to the public regarding program availability shall contain, in a prominent location, the most current version of the nondiscrimination statement provided by USDA about the COE's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the COE.

Forms of communication requiring this nondiscrimination statement include, but are not limited to, web sites, public information releases, publications, and posters, but exclude items such as cups, buttons, magnets, menus, and pens that identify the program when the size or configuration makes it impractical. The nondiscrimination statement need not be included on every page of program information on the COE's or school's web site, but the statement or a link to the statement shall be included on the home page of the program information.

A short version of the nondiscrimination statement, as provided by USDA, may be used on pamphlets, brochures, and flyers in the same print size as the rest of the text.

Complaints of Discrimination

CSBA NOTE: 5 CCR 15582 requires allegations of discrimination based on race, color, national origin, sex, age, or disability to be referred to USDA. Pursuant to USDA's CRD memorandum 01-2022, "Application of Bostock v. Clayton County to Program Discrimination Complaint Processing," prohibited sex discrimination includes discrimination on the basis of gender identity and sexual orientation. Complaints of discrimination on any other basis are addressed through the COE's UCP; see BP 1312.3 - Uniform Complaint Procedures.

For information about compliance complaints, see the section below on "Complaints Regarding Noncompliance with Program Requirements."

Pursuant to 5 CCR 15582, a complaint alleging discrimination in the COE's nutrition program(s) on the basis of race, color, national origin, sex, sexual orientation, gender identity, age, or disability shall, within 180 days of the alleged discriminatory act, be filed or referred to USDA at any of the following:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
Phone: (866) 632-9992, (800) 877-8339 (Federal Relay Service - English, deaf, hard of hearing, or speech disabilities), (800) 845-6136 (Federal Relay Service - Spanish)
Fax: (833) 256-1665 or (202) 690-7442
Email: program.intake@usda.gov

All other complaints alleging discrimination in any COE child nutrition program shall be investigated and resolved using the COE's UCP.

Complaints Regarding Noncompliance with Program Requirements

CSBA NOTE: Pursuant to 5 CCR 15584, CDE may directly intervene in complaints regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses. During the investigation, the complainant will have the opportunity to present information or evidence to support the allegations, and the COE will have the opportunity to respond to the complaint. The COE may also be subject to an on-site investigation, which may be unannounced. CDE's written decision will be issued within 90 days of receipt of the complaint.

Complaints regarding noncompliance with other nutrition program requirements are addressed locally as described below.

A complaint alleging noncompliance with child nutrition program requirements may be filed by a student or the student's duly authorized representative by phone, email, or letter. The complaint shall be submitted within one year from the date of the alleged violation and shall include the following: (5 CCR 15581)

1. A statement that the COE has violated a law or regulation relating to its child nutrition program
2. The facts on which the statement is based
3. The name of the COE or the school against which the allegations are made
4. The complainant's contact information
5. The name of the student if alleging violations regarding a specific student

CSBA NOTE: Pursuant to 5 CCR 15583, COEs are required to investigate and issue a written report within the 60-day timeline provided by 5 CCR 4631, and the complainant may appeal the COE's report to CDE within the 30-day timeframe provided by 5 CCR 4632.

The COE shall investigate and prepare a written report in accordance with 5 CCR 4631. The report shall be sent to the complainant within 60 days of the COE's receipt of the complaint, unless extended by written agreement with the complainant. (5 CCR 4631, 15583)

If the complainant is not satisfied with the findings in the COE's report, the complainant may appeal the decision to CDE by filing a written appeal within 30 days of receiving the decision. (5 CCR 4632)

Any complaint alleging that the COE has not complied with program requirements pertaining to meal counting and claiming, reimbursable meals, eligibility of a child or adult, use of cafeteria funds and allowable expenses in relation to any child nutrition program specified in Education Code 49550-49564.5 shall be directly filed with or referred to CDE. (Education Code 49556; 5 CCR 15584)

Complaints against a program operator that is not an educational agency shall be filed with or referred to CDE. (5 CCR 15584)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Federal References

	Description
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
28 CFR 35.101-35.190	Americans with Disabilities Act
28 CFR 36.303	Nondiscrimination on the basis of disability; public accommodations; auxiliary aids and services
29 USC 794	Rehabilitation Act of 1973, Section 504
34 CFR 100.1-100.13	Nondiscrimination in federal programs; effectuating Title VI
34 CFR 104.1-104.39	Section 504 of the Rehabilitation Act of 1973
34 CFR 106.1-106.61	Discrimination on the basis of sex; effectuating Title IX
34 CFR 106.9	Severability
42 USC 12101-12213	Equal opportunity for individuals with disabilities
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended
7 CFR 210.23	National School Lunch Program; district responsibilities
7 CFR 215.14	Special Milk Program; nondiscrimination
7 CFR 215.7	Special Milk Program; requirements for participation
7 CFR 220.7	School Breakfast Program; requirements for participation
7 CFR 225.3	Summer Food Service Program; administration
7 CFR 225.7	Summer Food Service Program; program monitoring

Management Resources References

	Description
CA DOE Publication	Civil Rights and Complaint Procedures, U.S. Department of Agriculture Child Nutrition Programs, June 2018
U. S. Department of Agriculture Publication	USDA Nondiscrimination Statement, December 2022
U.S. Department of Agriculture Publication	Application of Bostock v. Clayton County to Program Discrimination Complaint Processing - Policy Update, CRD 01-2022, May 2022
U.S. DOE Office for Civil Rights Publication	Notice of Non-Discrimination, August 2010
USDA, Food & Nutrition Service Publication	Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005
Website	U. S. Department of Agriculture, And Justice for All Posters
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/HrN4mDOsAx53TBZ2HPwBvQ==

Website	U.S. Department of Agriculture, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/J1WoJCyZrMoaKekNi26slshjw==
Website	U.S. Department of Agriculture, Food and Nutrition Service - https://simbli.eboardsolutions.com/SU/tslshsLNiLk4O4XqtNHLolX0g==
Website	California Department of Education, Nutrition Services Division - https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==

State References

2000e-2000e-17
 5 CCR 15580-15584
 5 CCR 3080
 5 CCR 4600-4670
 5 CCR 4900-4965
 Ed. Code 200-262.4
 Ed. Code 48985
 Ed. Code 49060-49079
 Ed. Code 49490-49590
 Pen. Code 422.6

Description

Title VII, Civil Rights Act of 1964 as amended
 Child nutrition programs complaint procedures
 Applicability of uniform complaint procedures to complaints regarding students with disabilities
 Uniform complaint procedures
 Nondiscrimination in elementary and secondary education programs
 Educational equity; prohibition of discrimination on the basis of sex -
<https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==>
 Notices to parents in language other than English
 Student records
 Child nutrition programs
 Crimes, harassment

Cross References

0410
 3550
 3550
 3551
 3551
 3553
 3553

Description

Nondiscrimination In County Office Programs And Activities -
<https://simbli.eboardsolutions.com/SU/Gk6LSHsyOxLWlxF0bJAHjQ==>
 Food Service/Child Nutrition Program -
<https://simbli.eboardsolutions.com/SU/d4jfdpMGS1gd954MO8GEYg==>
 Food Service/Child Nutrition Program -
<https://simbli.eboardsolutions.com/SU/D1qXI7KeRm0K4yKF33slshxpw==>
 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/7ByM2KGqwkakQyb3OplusjgJg==>
 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/plusu9coOjplusWgzNz7T6JplusVEhw==>
 Free And Reduced Price Meals -
<https://simbli.eboardsolutions.com/SU/dZplusslshWfFZ9Cb4AteFaxHxDg==>
 Free And Reduced Price Meals -
<https://simbli.eboardsolutions.com/SU/iL14RuyQrJslKplusCUzM6eAw==>

Exhibit 3555-E(1): Nutrition Program Compliance

Status: ADOPTED

Original Adopted Date: 08/01/2020 | Last Revised Date: 03/01/2023 | Last Reviewed Date: 03/01/2023

NONDISCRIMINATION STATEMENT FOR NUTRITION PROGRAMS

CSBA NOTE: As part of its instructions to all recipients of federal funds for child nutrition programs, the U.S. Department of Agriculture (USDA) requires that all forms of communication available to the public regarding program availability also contain information about that recipient's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the recipient. The following exhibit presents specific language provided by USDA for the notification, which must not be modified in any way.

The following statement shall be included, in a prominent location, on all forms available to the public regarding the availability of the county office of education's (COE) child nutrition programs:

"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: program.intake@usda.gov

This institution is an equal opportunity provider."

On pamphlets, brochures, and flyers, in the same print size as the rest of the text, the COE may print a short version of the nondiscrimination statement, as follows:

"This institution is an equal opportunity provider."

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Federal References

20 USC 1400-1482
20 USC 1681-1688
28 CFR 35.101-35.190
28 CFR 36.303

Description

Individuals with Disabilities Education Act
Title IX of the Education Amendments of 1972; discrimination based on sex
Americans with Disabilities Act
Nondiscrimination on the basis of disability; public accommodations; auxiliary aids and services

29 USC 794	Rehabilitation Act of 1973, Section 504
34 CFR 100.1-100.13	Nondiscrimination in federal programs; effectuating Title VI
34 CFR 104.1-104.39	Section 504 of the Rehabilitation Act of 1973
34 CFR 106.1-106.61	Discrimination on the basis of sex; effectuating Title IX
34 CFR 106.9	Severability
42 USC 12101-12213	Equal opportunity for individuals with disabilities
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended
7 CFR 210.23	National School Lunch Program; district responsibilities
7 CFR 215.14	Special Milk Program; nondiscrimination
7 CFR 215.7	Special Milk Program; requirements for participation
7 CFR 220.7	School Breakfast Program; requirements for participation
7 CFR 225.3	Summer Food Service Program; administration
7 CFR 225.7	Summer Food Service Program; program monitoring

Management Resources References

CA DOE Publication
U. S. Department of Agriculture Publication
U.S. Department of Agriculture Publication
U.S. DOE Office for Civil Rights Publication
USDA, Food & Nutrition Service Publication
Website
Website
Website
Website
Website

Description

Civil Rights and Complaint Procedures, U.S. Department of Agriculture Child Nutrition Programs, June 2018
USDA Nondiscrimination Statement, December 2022
Application of Bostock v. Clayton County to Program Discrimination Complaint Processing - Policy Update, CRD 01-2022, May 2022
Notice of Non-Discrimination, August 2010
Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005
U. S. Department of Agriculture, And Justice for All Posters
U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/HrN4mDOsAx53TBZ2HPwBvQ==
U.S. Department of Agriculture, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/J1WoJCyzrMoakKekNi26slshjw==
U.S. Department of Agriculture, Food and Nutrition Service - https://simbli.eboardsolutions.com/SU/tslshslNiLk4O4XqtNHLolX0g==
California Department of Education, Nutrition Services Division - https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==

State References

2000e-2000e-17
5 CCR 15580-15584
5 CCR 3080
5 CCR 4600-4670
5 CCR 4900-4965
Ed. Code 200-262.4
Ed. Code 48985
Ed. Code 49060-49079
Ed. Code 49490-49590

Description

Title VII, Civil Rights Act of 1964 as amended
Child nutrition programs complaint procedures
Applicability of uniform complaint procedures to complaints regarding students with disabilities
Uniform complaint procedures
Nondiscrimination in elementary and secondary education programs
Educational equity; prohibition of discrimination on the basis of sex - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==
Notices to parents in language other than English
Student records
Child nutrition programs

Pen. Code 422.6

Crimes, harassment

Cross References

Description

0410	Nondiscrimination In County Office Programs And Activities - https://simbli.eboardsolutions.com/SU/Gk6LSHsyOxLWlxF0bJAHjQ==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/d4jfdpMGS1gd954MO8GEYg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/D1qXI7KeRm0K4yKF33slshxpw==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/7ByM2KGqwkakqyb3OplusjgJg==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/plusu9coOjplusWGZNz7T6JplusVEhw==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/dZplusslshWfFZ9Cb4AteFaxHxDg==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/il14RuyQrJslKplusCUzM6eAw==

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

Item 5.C.

DATE: 09/05/2023

TITLE: Perkins V Stakeholder Group

HISTORY: The Napa County Perkins consortium includes CJUSD, NCOE, NVUSD and SHUSD.

CURRENT PROPOSAL: The California Department of Education plan for Carl D. Perkins Career Technical Education legislation of 2018 requires LEA's who receive Perkins funding to hold an annual stakeholder meeting. One of the requirements is that the board approve a roster of stakeholders. These stakeholders were chosen intentionally to fill the required roles of the Comprehensive Local Needs Assessment and have existing relationships and investments in Career Technical Education programs.

FUNDING SOURCE: Federal Perkins funding for the Napa County Consortium is typically estimated at \$130,000

SPECIFIC RECOMMENDATION: Approve the proposed roster of Stakeholder members for the Napa County Perkins consortium.

Prepared by: Gillie Miller, Director of College and Career Readiness

DATE HERE 09/05/2023

<i>Role</i>	<i>Name</i>	<i>Organization/institution Representing</i>	<i>Title</i>	<i>Email/Contact Info</i>
<i>Secondary CTE Faculty</i>	<i>Lacey Boatman</i>	<i>Napa County Office of Education</i>	<i>Program Manager, College & Career Readiness</i>	<i>lboatman@napacoe.org</i>
<i>Secondary Career Counselors and Academic Counselors</i>	<i>Carla Surber</i>	<i>Calistoga Joint Unified School District</i>	<i>College & Career Center Coordinator</i>	<i>csurber@calistogajusd.org</i>
<i>Secondary Administrators</i>	<i>Michael DeFrancesco</i>	<i>Calistoga Joint Unified School District</i>	<i>Director of Educational Services & Human Resources</i>	<i>mdefrancesco@calistogajusd.org</i>
	<i>Lisa Faith</i>	<i>Napa Valley Unified School District</i>	<i>Coordinator, College and Career Readiness</i>	<i>lisa_faith@nvusd.org</i>
	<i>Gillie Miller</i>	<i>Napa County Office of Education</i>	<i>Director, College and Career Readiness</i>	<i>gmiller@napacoe.org</i>
	<i>Monica Ready</i>	<i>Napa Valley Unified School District</i>	<i>Director III Curriculum, Instruction, & English Learner Services - Secondary</i>	<i>mready@nvusd.org</i>
	<i>Ben Scinto</i>	<i>St. Helena Unified School District</i>	<i>Principal</i>	<i>bscinto@sthelenaunified.org</i>
<i>Secondary Instructional Support, Paraprofessionals</i>	<i>Vivian Gomez</i>	<i>Napa County Office of Education</i>	<i>CCR Instructional Support Specialist</i>	<i>vgomez@napacoe.org</i>
	<i>Fernando Bautista</i>	<i>Napa County Office of Education</i>	<i>College and Career Program Specialist</i>	<i>fbautista@napacoe.org</i>
	<i>Alfonso Martinez</i>	<i>Napa County Office of Education</i>	<i>College and Career Program Specialist</i>	<i>amartinez@napacoe.org</i>
<i>Postsecondary CTE Faculty</i>	<i>Christine Tapia</i>	<i>Napa Valley College</i>	<i>Manager, Dual Enrollment and Educational Partnerships</i>	<i>Cristine.tapia@napavalley.edu</i>

<i>Postsecondary Administrators</i>	<i>Doug Marriott</i>	<i>Napa Valley College</i>	<i>Career Education & Workforce Development</i>	<i>Douglas.marriott@napavalley.edu</i>
<i>Postsecondary Career Counseling and Advising Professionals</i>	<i>Dr. Sherry Tennyson</i>	<i>Napa Valley College</i>	<i>Career Consultant</i>	<i>Sherry.tennyson@napavalley.edu</i>
<i>Representatives of Special Populations</i>	<i>Greg Meza</i>	<i>Napa Valley Unified School District</i>	<i>WBL Specialist, Specialized Vocational Services</i>	<i>Gregory_meza@nvusd.org</i>
	<i>Sean Nunez</i>	<i>Department of Rehabilitation</i>	<i>SSMI, Napa Team Member</i>	<i>Sean.nunez@dor.ca.gov</i>
<i>Local Workforce Development Board Member</i>	<i>Bruce Wilson</i>	<i>Workforce Alliance of the NorthBay</i>	<i>Executive Director</i>	<i>bwilson@workfocealliancenoorthbay.org</i>
	<i>Sita Williams</i>	<i>Workforce Alliance of the NorthBay</i>	<i>Community and Business Partnerships Officer</i>	<i>swilliams@workforcealliancenoorthbay.org</i>
<i>Economic Development Member</i>	<i>Jennifer Owen</i>	<i>Economic Development Department</i>	<i>EDD Coordinator</i>	<i>jowen@cityofnapa.org</i>
<i>Local Business & Industry Representative</i>	<i>Whitney Diver McEvoy</i>	<i>President & CEO</i>	<i>Yountville Chamber of Commerce</i>	<i>whitney@yountville.com</i>
	<i>Valerie Zizak-Morais</i>	<i>President & CEO</i>	<i>American Canyon Chamber of Commerce</i>	<i>valerie@amcanchamber.org</i>
	<i>Claudette Shatto</i>	<i>Napa Valley College</i>	<i>Business & Entrepreneurship Program Coordinator and Professor</i>	<i>cshatto@napavalley.edu</i>
<i>Parents and Students</i>	<i>Claudette Shatto</i>	<i>Business & Entrepreneurship Program Coordinator & Professor</i>	<i>Parent</i>	<i>cshatto@napavalley.edu</i>

<i>Youth/Adult Corrections Education Representative</i>	<i>Kent Boltz</i>	<i>Superintendent</i>	<i>Juvenile Hall</i>	<i>Kent.boltz@countyofnapa.org</i>
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NAPA COUNTY OFFICE OF EDUCATION
Barbara Nemko, Ph.D., Superintendent

TO: Napa County Board of Education

DATE: September 5, 2023

FROM: John Zikmund, Human Resources

RE: Personnel Activity

BOARD ITEM: 7A

NEW CERTIFICATED EMPLOYEE

Alice Bikul – Teacher, Camille Creek

Gerid Eastham – CTE Teacher, Camille Creek

NEW CLASSIFIED EMPLOYEE

Anali Herrera– Early Childhood Education Assistant, Early Childhood Services

Deborah McBee – Program Manager, RPDC

Mayte Martinez – Instructional Support Specialist, Camille Creek

Maria Bernabeu - Family Support/Translator, Early Childhood Services

CHANGE IN ASSIGNMENT

Angelia Ochoa – Instructional Coach Coordinator, Early Childhood Services to Program Manager, RPDC

Thanh Tran – Foster Youth Education Liaison to Program Planner, Community Programs

Natiesha Chant – Site Coordinator to Senior Site Coordinator, Community Programs

RESIGNATION

Sage Gundfinger – Administrative Assistant I, RPDC

Gabriela Cortes – Family Support/Translator, Early Childhood Services

Coleen Petersen – Program Manager, College and Career Readiness

Doralba Casas – Associate CD Teacher, Early Childhood Services

Nicole Wilkinson – Sr. Payroll/Benefits Specialist, Fiscal Services

RETIREMENT

None

TERMINATION

None

LAYOFF/NON-RELECTS/TEMPORARY RELEASE NOTICES

None

POSITION VACANCIES

Program Specialist – College and Career Readiness

Instructional Assistant - College and Career Readiness

Early Childhood Education Assistant II (3) – Early Childhood Services

Child Development Teacher (3) – Early Childhood Services

Associate Child Development Teacher (3) – Early Childhood Services

Community School Teacher (1) - Camille Creek

Instructional Support Specialist II – Camille Creek and Crossroads

Special Education Coordinator - Early Childhood Services

Program Coordinator I – College and Career Readiness

Admin. Asst. I – RPDC

Payroll/Benefits Specialist - Fiscal

Accountant – Fiscal Services

Program Manager - RPDC

Business Process Analyst - SELPA

Admin. Asst. II - SELPA

Instructional Coach Coordinator - Early Childhood

Program Manager – Community Programs