

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

The Napa County Board of Education will hold a regular meeting on Tuesday, December 12, 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.**

*The Napa County Committee on School District Organization will meet at the close of the Napa County Board of Education meeting.*

**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: December 12, 2023 03:30 PM Pacific Time (US and Canada)

Topic: NCOE December 12 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/u/kFD1RNcZp>

- D. Welcome to Visitors
- E. Approval of Agenda

- F. Approval of Minutes – November 7, 2023
- G. Election of Officers
  - (1) President
  - (2) Vice-President
  - (3) Trustee Representative
- H. Establishment of Meeting Time/Date and 2024 Board Calendar
- I. 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 [jmccclure@napacoe.org](mailto:jmccclure@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. Trevor Paige, CSBA Public Affairs and Community Engagement Representative at CSBA, presentation on potential changes to CSBA/CCBE 2024. (Sindy Biederman, Vice President).
- B. Students of the Month: Jovani Arguello Marin and Brian Veiga (Nancy Dempsey, Director, Juvenile Court and Community Schools).

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

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

## **4. CONSENT AGENDA ITEMS**

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

- A. Temporary County Certificates: Education Code Section 44332 authorizes the issuance of Temporary County Certificates for the purpose of authorizing salary payments to employees whose credential applications are being processed. (Julie McClure, Associate Superintendent)
- C. Approval of Resolution 2023-22: 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 Napa County Teacher Induction Program Assurances. The Board will be asked to approve the Napa County Teacher Induction Program Assurances. (Ron Eick, Program Manager, Continuous Improvement and Academic Support).
- B. Board Approval Resolution 2023-23: Outdoor Equity Program with Phillips Elementary School. The Board will be asked to approve Resolution 2023-23: Outdoor Equity Program with Phillips Elementary School. (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 Middle School (Jean Donaldson, Board Trustee)
- C. County Board interest in obtaining special legal counsel. Frank Zotter, School and College Legal Services (Board Bylaw 9124 – Attorney). (Julie McClure, Associate Superintendent)

**8. FUTURE AGENDA ITEMS**

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

The regular meeting of the Napa County Board of Education will be held January 9, 2024.

**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 2121 IMOLA AVENUE, NAPA, CA 94559, and the Napa Preschool site, Friday, December 8, 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, November 7, 2023**

**Members present**

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

**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 Janna Waldinger.

**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. Biederman. Ayes - Mr. Parrott, Mr. Donaldson, Mrs. Kresge, Mrs. Biederman, Ms. Waldinger, Mr. Huffman. Noes - None.

**F. APPROVAL OF MINUTES**

The Minutes from the October 3, 2023 meeting were approved on a motion by Mr. Donaldson and a second by Mrs. Biederman. Ayes - Mr. Parrott, Mr. Donaldson, Ms. Waldinger, Mrs. Biederman, Mr. Huffman. *Noes - None. Abstained - Mrs. Kresge.*

**G.** Public Comment was given.

**2. PRESENTATIONS**

Jeff Scott, Teacher, Camille Creek, introduced and congratulated Student of the Month, Dulce Ruiz Ayala.

After a brief reception to honor Dulce Ruiz Ayala, the Board resume the meeting.

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

- Mrs. Biederman reported that she attended Donaldson Way Elementary School's first career fair and gave praise to Ms. Ferris, teacher, who spearheaded the event. The careers represented were for law enforcement, fire, Army, guide dogs, and scientists.

- Mrs. Biederman invited the Board and anyone interested to the U.S. Armed Forces Veterans Day celebration at the American Canyon Middle School Gymnasium on November 11 at 11:00 a.m. Mrs. Biederman noted that American Canyon High School, American Canyon Middle School, and Donaldson Way Elementary School will participate in the event.
- Student Board Member, Sebastian Tomas, reported that students at Camille Creek are enjoying the "Fun Friday" events with hour-long lunches prepared by the culinary program and games where everyone participates.
- Dr. Nemko reported that the culinary showcase at Camille Creek included local chefs reviewing menus and sharing food prepared by the students in the culinary program at Camille Creek. Dr. Nemko further reported that the NCOE Cabinet attended the showcase and conducted the monthly meeting at Camille Creek after the event. Dr. Nemko noted that Rotary will come for lunch at Camille Creek on December 6, and the Board is invited to join.
- Dr. Nemko reported that Tammy Lee, Robotics teacher at American Canyon Middle School, was invited to visit and view robots working at Bill Kreslyler's fabrication shop on Mare Island. Ms. Lee is planning a field trip to the Kreslyler & Associates plant to introduce students to these career options.
- Dr. Nemko reminded the Board of the State Board of Education's meeting this week to adopt the 2024-25 LCAP template. Recommendations have been to trim it down, but the equity commission wants to expand it. If the Board thinks we would be better approving a shortened version, ACSA is requesting that everyone call in to voice their opinion. Dr. Nemko reminded the Board that the hardcopy instructions to call in to the meeting are at each Board members seat.
- Dr. Nemko reported that she is working with Napa Valley Education Foundation on an Innovation Summit on February 3 at New Technology High School. The goal is to have teachers be as innovative and up-to-date with technology and project-based learning as possible.
- Dr. Nemko reported that Rotary wanted to do something more directly involved with students, so they came up with volunteer tutoring with reading. Dr. Nemko introduced the Rotary President to community member, Ellyn Elson, who also wanted to encourage community members to become volunteer tutors. Ms. Elson volunteered to develop a structure to make it happen. More information to follow. Dr. Nemko noted she has been in contact with Dr. Mucetti who is on board with the effort. The volunteers will be trained with Lucy Edwards team supported by our grant, and the volunteers will work in the After School program. This is a community push to get our children further along particularly for those are struggling.

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

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

B. On a motion by Mr. Parrott and a second by Mrs. Waldinger and a second by Mr. Parrott, the Board approved Board Compensation (Ann Cash). *Ayes* – Mr. Parrott, Mrs. Kresge, Ms. Waldinger, Mr. Huffman, Mr. Donaldson, Mrs. Biederman. *Noes* – None.

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

There were no Actions Items.

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

Mrs. Kresge reviewed and summarized information from the ED source regarding literacy standards for teacher candidates; AB 873 (Berman) Pupil Instruction: Media Literacy: curriculum frameworks; and, Mrs. Kresge noted that the Board received a summary copy of AB 417 (McCarty) Rising Scholars Network: justice-involved students.

#### **7. INFORMATION ITEMS**

A. Dr. Nemko presented the Notice of Withdrawal Mayacamas Countywide Middle School Charter Petition sent to us from the Mayacamas Charter Middle School representatives and their Board.

B. The Personnel Activity Report was presented.

C. Mr. Schultz presented the NCOE Salary Schedules and noted they are always posted on our website for the public.

D. Lucy Edwards, Director, Continuous Improvement and Academic Support, reported that the Annual Williams visits were conducted on September 8. There are no findings to report except for a small elementary school playground structure which has since been repaired.

E. Mr. Schultz provided the report and reviewed the process and requirements for the Mayacamas Charter Middle School 2023-24 Charter School 20-Day Attendance certification. The 20-day Attendance Report was certified at the end of October and submitted to the California Department of Education.

F. Ms. Waldinger provided an update from Mayacamas Charter Middle School on current events including enrollment numbers, open enrollment, testing, and professional development opportunities.

Public Comment was given.

G. Board members shared their experiences at the CCBE Conference 2023.

H. Mrs. Kresge provided a brief history of Board Bylaw 9121 President. The main purpose of this summary is to define the term limits of the President and Vice President. The suggestions that were made will be presented at a December special meeting for a second reading and Board approval.

I. Mr. Huffman reminded the Board that the election of officers will take place at the December 12 meeting. Board members expressed interest for holding positions of President, Vice President, or Trustee Representative.

## **8. FUTURE AGENDA ITEMS**

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

A **special zoom meeting** of the Napa County Board of Education will be held Tuesday, December 5, 2023.

The next **regular meeting** of the Napa County Board of Education will be held Tuesday, December 12, 2023.

### **10. ADJOURNMENT**

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

Respectfully submitted,

Barbara Nemko, Secretary  
es

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

**MEETING OF THE NAPA COUNTY BOARD OF EDUCATION  
Tuesday, October 3, 2023**

**Members present**

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

**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 Mr. Parrott. Ayes - Mr. Parrott, Mr. Donaldson, Mrs. Biederman, Ms. Waldinger, Mr. Huffman, Mrs. Cash. Noes - None.

**F. APPROVAL OF MINUTES**

The Minutes from the August 30, 2023 and September 5, 2023 meetings were approved on a motion by Ms. Waldinger and a second by Mr. Parrott. Ayes - Mr. Parrott, Mr. Donaldson, Ms. Waldinger, Mrs. Biederman, Mr. Huffman, Mrs. Cash. Noes - None.

**G.** Public Comment was given.

**2. PRESENTATIONS**

There were no presentations.

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

- Dr. Nemko reported that our Golden Bell award has been confirmed, and Camille Creek won for their outstanding program.
- Dr. Nemko reported that she visited the Napa Valley College Child Center last week. Dr. Nemko noted that the WiFi problem at the preschool has been fixed, and the instructors can now use the Digital Early Literacy and Math Shelf programs effectively.



- Julie McClure shared slides with information showcasing the four grants recently awarded to our Community Programs to support all of the districts: 1) Stop School Violence Grant focusing on safety and prevention; 2) Enhancing School Capacity to Address School Violence Grant; 3) Renewal of our Tobacco-Use Prevention Education Program Grant; and, 4) Foster Youth Services Coordinating Program Grant to ensure foster youth have access to comprehensive educational support. Ms. McClure further reported on submitted and pending grants not yet awarded.
- Dr. Nemko reported on a group of community members who want to form a Napa County Volunteer Readers' Association for elementary and middle school students. The impetus for the program is based on studies of incarcerated people reading at a 4<sup>th</sup> grade level. Community members who are interested in the program will gather on November 9, 4:00 to 6:00 p.m., at the NCOE to train together in techniques for reading to children and having children read to volunteers.
- Dr. Nemko reported that she recently visited Touro University's Education Department open house. Touro has developed a Masters program in mathematics. Dr. Nemko further reported on a program on the East Coast called *Math for America*, and we will talk to them soon to see if we can replicate a pilot program like theirs in Napa County.
- Dr. Nemko reported that she and Dr. Mucetti visited Ethnic Studies pilot programs this morning at New Tech High, Vintage High, and Valley Oak High.
- Dr. Nemko reported that her first meeting on the Ethnic Studies Advisory Committee for the San Diego County Office of Education, which is developing a model ethnic studies program, is next week.

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

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

B. On a motion by Mr. Parrott and a second by Mrs. Cash, the Board approved Board Compensation (Jennifer Kresge). *Ayes* – Mr. Parrott, Ms. Waldinger, Mr. Huffman, Mrs. Cash, Mr. Donaldson, Mrs. Biederman. *Noes* – None.

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

A. On a motion by Ms. Waldinger and a second by Mrs. Biederman, the Board approved Resolution 2023-19 (GANN Limit Calculations): to approve calculations of local revenue in accordance with the Provision of Proposition 4 (1979). *Ayes* – Mr. Parrott, Ms. Waldinger, Mr. Huffman, Mrs. Cash, Mr. Donaldson, Mrs. Biederman. *Noes* – None.

B. On a motion by Ms. Waldinger and a second by Mr. Donaldson, the Board approved Resolution 2023-20 to approve the Grant of Funds from the State Coastal

Conservancy for COOL School at the Coast. Ayes - Mr. Parrott, Mrs. Cash, Mr. Huffman, Mr. Donaldson, Mrs. Biederman, Ms. Waldinger. Noes – None.

## **6. SCHEDULED MATTER**

Scheduled Matter was tabled to the November meeting.

## **7. INFORMATION ITEMS**

A. Update on Mayacamas Countywide Middle School Charter Petition. Dr. Nemko reported there is nothing to report at this time.

Public Comment was given.

B. The Personnel Activity Report was presented.

C. Mr. Schultz reviewed the Unaudited Actual Expenditures and Income for the 2022-2023 fiscal year noting that the numbers represent our understanding on expenditures and revenues. Mr. Schultz further noted that the final entries will be reviewed by the auditors.

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

E. The Board and NCOE staff reviewed Board Bylaw 9124 Attorney.

Public Comment was given.

F. Mr. Donaldson provided an update on the Mayacamas Charter Middle School.

Public comment was given.

G. CCBE Conference Report was tabled to the November meeting.

## **8. FUTURE AGENDA ITEMS**

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

The next regular meeting of the Napa County Board of Education will be held Tuesday, November 7, 2023.

## **10. ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:47 p.m.

Respectfully submitted,

Barbara Nemko, Secretary  
es

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

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

**Item: 1.H.**  
**Date: December 12, 2023**

**Title:** Draft 2024 Board Calendar.

**History:**

Historically, regular meetings of the Board have been held on the first Tuesday of every month at 3:30 p.m. Every year, there are certain legal and operational requirements that that require additional or rescheduled meetings.

- A second meeting in June is typically needed for the adoption of the budget and LCAP.
- In December the first Tuesday of the month is too early in the month to meet the requirement for holding the annual organizational meeting, which must be on or after the second Friday of December.

Staff proposes the following calendar of regular meetings:

- Set the January regular meeting for Tuesday, January 9, 2024, to avoid holiday conflicts.
- Set the first Tuesday of the month at 3:30 p.m. as the regular meeting time for the months of February through November.
- Add an additional regular meeting for Tuesday, June 18 at 3:30 p.m. to adopt the LCAP and Budget.
- Set the December regular / Annual Organizational meeting for Tuesday, December 10 at 3:30 p.m.

The full calendar as proposed:

• January 9	• July 16
• February 6	• August 6
• March 5	• September 3
• April 2	• October 1
• May 7	• November 5
• June 4	• December 10
• June 18	

**Current Proposal:**

Review and approve a 2024 Board calendar.

**Funding Source:** NA.

**Specific Recommendation:**

Approve Board calendar.

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

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

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

**Item 4-A**  
**December 12, 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 **December 12, 2023** meeting.

**Prepared by:** Sarah White, Credentials Analyst  
12/7/2023

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

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

DATE: December 12, 2023  
Item 4-A

<b><u>NAPA COUNTY OFFICE OF EDUCATION</u></b>			
<b><u>NAME</u></b>	<b><u>TYPE</u></b>	<b><u>DOJ CLEARED</u></b>	<b>Waiver 72-HR Public Notice</b>
			YES
Gibbon, Brenda	CCSD Waiver	11/7/2023	
<b><u>NAPA VALLEY UNIFIED SCHOOL DISTRICT</u></b>			
<b><u>NAME</u></b>	<b><u>TYPE</u></b>	<b><u>DOJ CLEARED</u></b>	
Huerta, Esmeralda	PPS School Counselor	11/13/2023	
Henry, Hannah	PIP MD cred	4/28/2016	
Illingworth, Matthew	STSP SS cred. ENGL	10/2/2019	

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

**Item 5.A.**

**Date: 12/12/2023**

**TITLE:** Napa County Teacher Induction Program Assurances

**HISTORY:** The Napa County Teacher Induction Program is the final tier of preparation for new teachers to earn their California clear credential. The program offers site-based, job-embedded support from skilled mentors for teachers in their first and second year of teaching. To become an accredited teacher preparation program in California, an institution must agree to meet the needs of beginning teachers as outlined in the standards set by the Commission on Teacher Credentialing. Once the Commission grants full institutional approval, the institution is then required to regularly participate in a seven-year accreditation cycle. Accreditation assures candidates and the public that the institution is of high quality, meets state standards, and is allowed to recommend candidates for state licensure. Precondition reports are submitted and reviewed in Years 1 and 4 of the accreditation cycle. Institutions and the programs they sponsor must be in compliance with Preconditions at all times. Institutions and their programs must provide a response to each Precondition and include appropriate supporting evidence and/or documentation.

**CURRENT PROPOSAL:** This request is for the Board to approve Assurances that all the general and program Preconditions are met for the Napa County Teacher Induction Program. Preconditions specify requirements of accreditation for teacher preparation programs set forth by the California Commission on Teacher Credentialing. These assurances must be board approved to show institutional support during the accreditation cycle. Upon Board approval, these Assurances will be submitted to the Commission on March 31, 2024.

**FUNDING SOURCE:** Not a budget item

**SPECIFIC RECOMMENDATION:** Approval of Assurances

Prepared by: Ron Eick

Date prepared: October 18, 2023

## Napa County Office of Education Teacher Induction Program Assurances

I, the undersigned Superintendent of School for Napa County and sponsor for the Napa County Teacher Induction Program, submit the following to assure our institution will adhere to the General Preconditions of the Commission on Teacher Credentialing for ongoing accreditation.

### General Precondition 1b

Napa County Office of Education Unit Leadership will continue to support the teacher induction program and provide the necessary resources for ongoing operation. Program support occurs through regular contact between Unit Leadership and Program Leadership to analyze data, review Advisory Board recommendations, and address questions or concerns. The Napa County Board of Education members are kept informed during annual presentations and included in program events.

### General Precondition 2 – Enrollment and Completion

Once a candidate applies for and is enrolled in the NCOE Teacher Induction Program, the institution will offer the approved program, meeting the adopted standards, until the candidate:

- i. completes the program;
- ii. withdraws from the program;
- iii. is dropped from the program based on established criteria; or
- iv. is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization

In the event a candidate's enrollment status changes, an Enrollment Status Form will document the case and be retained in the institution's secure files. While NCOE does not anticipate the closing of the teacher induction program, should the program close or become inactive, the institution's teach out plan will provide each candidate with a record of completed requirements and documentation for transfer to another local program.

### General Precondition 3 – Responsibility and Authority

The Napa County Superintendent of Schools, Dr. Barbara G. Nemko, is responsible for oversight of the NCOE Teacher Induction Program and has the authority to designate institutional resources. The NCOE Teacher Induction Program Manager is an administrative member of the Continuous Improvement and Academic Services Department and has the primary responsibility and authority for program implementation. Upon completion of all program requirements candidates are recommended for a California Clear Credential by the NCOE Credentials Analyst only, who is a current NCOE employee.

#### **General Precondition 4 – Lawful Practices**

Napa County Office of Education [Superintendent Policy 4010](#) outlines nondiscrimination policy in County Office Programs and Activities as it pertains to induction program candidates and mentors.

*“The County Board of Education is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, 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.”*

[Superintendent Policy 4030](#) outlines nondiscrimination policy in employment as it pertains to County Office employees, district employees, and job applicants.

#### **General Precondition 5 – Commission Assurances**

Napa County Office of Education will (a) assure that the sponsor will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission, (b) assure that all candidates participating in public school-based field activities hold a Certificate of Clearance from the Commission, (c) assure that the approved program sponsor will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member, and (d) assure that the approved program sponsor will participate fully in the Commission’s accreditation system, including the timely submission of documents required for accreditation.

#### **General Precondition 6 – Requests for Data**

The NCOE Teacher Induction Program Manager will respond to all requests from the Commission for data within the time limits specified and update institutional contact information annually. It is the responsibility of the NCOE Teacher Induction Program Manager to update and submit program data via the CTC Accreditation Data System (ADS) annually.

#### **General Precondition 7 – Veracity in all Claims and Documentation Submitted**

The NCOE Teacher Induction Program affirms the veracity of all statements and documentation submitted to the Commission on Teacher Credentialing.

#### **General Precondition 11 – Student Records Management, Access, and Security**

NCOE Teacher Induction candidate records containing sensitive information are housed in a locked file cabinet in the central administrative building at the Napa County Office of Education. This area is not accessible to the public and requires approval from department staff for admittance. Candidate records include the application, transcripts, and induction completion forms (41-4), and any additional sensitive



documentation required to confirm eligibility, complete enrollment, or record changes in enrollment status.

Candidates may request access to copies of records containing sensitive information via email or phone and induction staff will initiate secure transmission. All other documentation, including the Individual Learning Plan, is openly accessible to candidates on an ongoing basis in Google Drive.

Records remain securely housed at the County Office for a minimum of seven years, beyond which only the 41-4 form is retained. If candidate records are scheduled to be destroyed, the candidate will receive notification at the email listed on their enrollment application.

**General Precondition 12 – Disclosure**

The NCOE Teacher Induction Program does not use any outside entity to provide direct educational services to candidates.

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Napa County Superintendent of Schools  
Dr. Barbara G. Nemko

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Date

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

**Item # 5.B**

**12/12/2023**

**TITLE:** Board Resolution Approving the Application for OUTDOOR EQUITY GRANTS PROGRAM GRANT FUNDS

**HISTORY:**

The Outdoor Equity Program will increase the ability of residents in underserved communities, with an emphasis on students eligible for free or reduced-price meals, foster youth, and students of limited English proficiency, to participate in outdoor experiences at state parks and other public lands. OEP's focus is on providing funding for transportation, logistics, program operations, and capacity costs associated with reaching historically underserved urban and rural communities throughout California. OEP grants will improve the health and wellness of Californians through new educational and recreational activities, service learning, career pathways, and leadership opportunities that strengthen a connection to the natural world.

**CURRENT PROPOSAL:**

NCOE proposes an OEP project based in the COOL School Expanded Learning Program at Phillips Elementary School. Students and families will engage in activities on & near campus to learn about the natural environment, and will take field trips to state parks and other outdoor settings that would otherwise be challenging for them to access. The project will be for a three-year period starting in the 2024-2023 school year.

**FUNDING SOURCE:**

State of California – Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
Outdoor Equity Grants Program

**SPECIFIC RECOMMENDATION:**

The Board wishes to express its support of the OEP application, and approves the attached authorizing resolution.

Prepared by: Francesca Soriano-Hersh  
On 12/5/2023

**RESOLUTION OF THE \_\_\_\_\_ OF \_\_\_\_\_  
Approving the Application for  
OUTDOOR EQUITY GRANTS PROGRAM GRANT FUNDS**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Outdoor Equity Grants Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope program;

NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ hereby:

APPROVES THE FILING OF AN APPLICATION FOR THE \_\_\_\_\_; AND

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the program(s) included in this application, the sufficient funds to complete the program(s); and
2. Certifies that if the grant is awarded, the Applicant has or will have sufficient funds to operate the program(s) as described in the Grant Selection Criteria response, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to \_\_\_\_\_ to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

I, the undersigned, hereby certify that the foregoing Resolution Number \_\_\_\_\_ was duly adopted by the \_\_\_\_\_ following a roll call vote:

Ayes: \_\_\_\_

Noes: \_\_\_\_

Absent: \_\_\_\_

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(Clerk, Print Name and Sign)

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

TO: Napa County Board of Education

DATE: December 12, 2023

FROM: John Zikmund, Human Resources

RE: Personnel Activity

BOARD ITEM: 7A

NEW CERTIFICATED EMPLOYEE

Brenda Gibbon – Culinary Teacher, College and Career Readiness

NEW CLASSIFIED EMPLOYEE

Dalia Palomera - Site Coordinator, Community Programs

Lilea Avila – ECE Assistant, Early Childhood Services

Manoj Warriar – Site Coordinator, Community Programs

Kelly Cunningham Bua – Admin. Assistant. I, RPDC

CHANGE IN ASSIGNMENT

Alicia Betschart- Admin. Assistant II to Business Process Analyst Community Programs

RESIGNATION

Shane Staab – Business Process Analyst

RETIREMENT ANNOUNCEMENTS

Brian Dake, Director, Information Technology

TERMINATION

None

LAYOFF/NON-RELECTS/TEMPORARY RELEASE NOTICES

None

POSITION VACANCIES

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 (1) – Early Childhood Services

Special Education Coordinator - Early Childhood Services

Program Coordinator I – College and Career Readiness

Curriculum and Instruction Manager – Continuous Improvement and Academic Support

Special Education Teacher – Early Childhood Services Infant Program

Instructional Support Specialist – Camille Creek

Site Coordinator – Community Programs

**Board Bylaw 9124: Attorney**

**Status:** ADOPTED

**Original Adopted Date:** 12/05/2017 | **Last Revised Date:** 01/05/2021 | **Last Reviewed Date:** 01/05/2021

The County Board of Education recognizes that the complex legal environment in which it discharges its functions creates the need for sound and dependable legal services and advice. The County Board also recognizes that a County Superintendent of Schools is not limited by statute as to what legal services he/she may contract with legal counsel to perform.

The County Board may arrange to obtain legal services and advice in accordance with law. In 86 Ops. Cal. Atty. Gen. 57 (2003), the Attorney General has concluded that, except in the special circumstances outlined in Education Code 1042 as discussed below, the County Board may not appoint, in addition to the same or "shared" legal counsel, outside legal counsel to provide unrestricted, independent advice. 86 Ops. Cal. Atty. Gen. 57 (2003).

### **General Legal Services and Advice**

As authorized by law, the County Board will work with the County Superintendent to appoint a shared legal counsel. Subject to County Board approval, the County Superintendent may hire and fix the compensation to be paid to an independent contractor or a law firm to serve as shared legal counsel for the County Board and County Superintendent. When the proposed appointee is an employee of the County Superintendent, the County Superintendent shall fix his/her compensation and shall be responsible for his/her evaluation as an employee.

If the County Board and County Superintendent cannot agree on the appointment of a shared legal counsel, the County Board shall permit the County Superintendent to appoint the shared legal counsel. The shared legal counsel shall provide general legal services and advice to the County Board except when the County Board decides to exercise its right to seek special legal services and advice pursuant to Education Code 1042.

The shared legal counsel must be admitted to practice law in California but is not required to have any certification qualifications. (Education Code 35041.5)

The duties of the shared legal counsel may include:

1. Rendering legal advice to the County Board, County Superintendent, and county office of education employees and officers as appropriate
2. Serving the County Board and County Superintendent in the preparation and conduct of school district litigation and administrative proceedings
3. Rendering advice in relation to school bond and tax increase measures and preparing all legal papers and forms necessary for the voting of school bond and tax increase measures in the district(s).
4. Rendering administrative duties as may be assigned by the County Superintendent or by the County Board

The County Board may request to have shared legal counsel attend a board meeting to provide legal advice or to prepare a written legal opinion on issues within the jurisdiction of the County Board including, but not limited to, expulsion appeals, charter school petitions and appeals, interdistrict transfer appeals, open meeting laws, real property transactions, the county office budget, and the county office local control accountability plan.

The County Board may consult with the shared legal counsel on matters affecting the operations of the County Board. The County Board may consult with the shared legal counsel as a group. The County Board also may authorize a specific County Board member to consult with the shared legal counsel on behalf of the County Board. Any individual County Board member who consults with the shared legal counsel on behalf of the County Board shall report the conversation to the County Board and when requested, the shared legal counsel shall provide his/her advice or opinion directly to the County Board. Consultation with the shared legal counsel shall occur in open session except when closed session is authorized by law. (Government Code 54962)

### **Special Legal Services and Advice**

The County Board may contract with a trained, experienced, and competent legal counsel other than the shared legal counsel, to furnish special services and advice in any of the following situations:

1. When, for reasons beyond the County Board's control, the shared legal counsel has a conflict of interest or has failed to render timely advice in a particular matter

2. The services being sought by the County Board are in addition to those usually, ordinarily and regularly obtained from the shared legal counsel
3. The County Board desires a second legal opinion in a particular matter

In such situations, the County Board shall fix the compensation to be paid for the special services or advice, and may pay such compensation from any available funds. (Education Code 1042)

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