

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

The Napa County Board of Education will hold a regular meeting on Tuesday, April 2, 2024, at 3:30 p.m., at the Napa County Office of Education, 2121 Imola Avenue, Napa, CA. **Members of the public may attend the meeting in-person or virtually. Please view Public Participation information below.**

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

<https://napacoe.zoom.us/j/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: April 2, 2024, 2024 03:30 PM Pacific Time (US and Canada)

Topic: NCOE April 2 Board Meeting

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

Please click the link below to join the webinar:

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

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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 – March 5, 2024
- G. Public Comment

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

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

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

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

## **2. ADJOURN TO CLOSED SESSION**

Conference with Legal Counsel – Existing Litigation  
(Government Code Section 54956.9, subd. (d)(1))

*Napa Valley Unified School District v. Napa County Board of Education et al., Napa Superior Court Case 24CV000339*

## **3. OPEN SESSION**

## **4. REPORT FROM CLOSED SESSION**

The Board will report on action taken in closed session.

## **5. PRESENTATIONS**

- A. Mental Health and Wellness Funding (Julie McClure, Associate Superintendent and Jill Barnes, Senior Program Manager, Mental Health and Wellness).

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

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

## **7. 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 2024-06: 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)

## **8. ACTION ITEMS**

- A. Board Approval of the California Basic Educational Skills Test (CBEST) Waiver Blanket Statement indicating that the county intends to employ substitute teachers on CBEST Waivers during the school year. The Board will be asked to approve the CBEST Waiver Blanket Statement. (Julie McClure, Associate Superintendent)
- B. Adoption of Resolution 2024-07 (Declaration of Need for Fully Qualified Educators): The Board will be asked to approve Resolution 2024-06 that will allow the Napa County Office of Education to ensure, in emergency situations, that all classrooms are fully staffed with qualified certificated personnel in accordance with Education code 44258.9. (Julie McClure, Associate Superintendent)
- C. Board Approval Implementation of Education Code 1090 – Board Compensation. The Board will be asked to approve Implementation of Education Code 1090 – Board Compensation. (Josh Schultz, Deputy Superintendent)
- D. Second Reading and Board Approval Board Bylaw 9005 – Governance Standards. The Board will be asked to approved Board Bylaw 9005 – Governance Standards. (Julie McClure, Associate Superintendent)
- E. 5:00 p.m. Board Discussion and possible Action to interview Julie Herdell for consideration as the Board’s designee to review the Mayacamas Countywide Charter Petitioners’ compliance with conditions of approval as Set forth in the Resolution previously adopted by the Board; and appointment of Julie Herdell as said designee. (Josh Schultz, Deputy Superintendent)

## **9. 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)

## **10. INFORMATION ITEMS**

- A. Personnel Activity Report: vacancies, listing of personnel appointments, terminations, transfers, etc. (Julie McClure, Associate Superintendent)
- B. Review Board Self-Evaluation Options (Barbara Nemko, Superintendent)
- C. Review BP 2140 Evaluation of the Superintendent (Julie McClure, Associate Superintendent)

- D. Update CSBA’s action to dismantle CCBE (Barbara Nemko, Superintendent)
- E. Update Student Board Member (Julie McClure, Associate Superintendent)
- F. Williams Uniform Complaints Procedures Quarterly Report (Josh Schultz, Deputy Superintendent)
- G. Staff Appreciation Luncheon (week of May 6 – May 10, 2024). (Julie McClure, Associate Superintendent)

**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 May 7, 2024.

**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, March 29, 2024. Informational material is available for review at the NCOE.

NCOE Board of Education

Ellen Sitter, Recording Secretary

**MEETING OF THE NAPA COUNTY BOARD OF EDUCATION  
Tuesday, March 5, 2024**

**Members present**

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

**1. ORGANIZATION**

**A. CALL TO ORDER**

President Huffman called the meeting to order at 2:00 p.m.

**B. FLAG SALUTE**

The salute to the Flag was led by Ann Cash.

**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**

At the request of Mr. Huffman, the Agenda shall be amended to table Item 8.B. Second Reading and Board Approval Board Bylaw 9005 – Governance Standards and Item 10.B. Board Self-Evaluation to the April meeting. On a motion by Mrs. Waldinger and a second by Mrs. Kresge, the amended Agenda was approved. Roll Call Vote: Ayes - Mr. Parrott, Mr. Donaldson, Mrs. Biederman, Mrs. Cash, Mrs. Kresge, Ms. Waldinger, Mr. Huffman. Noes – None.

**F. APPROVAL OF MINUTES**

At the request of Mrs. Biederman, the Minutes from the February 13, 2024 meeting shall be amended to reflect, under Item 7.D. Information Items, that Mrs. Biederman requested review of Superintendent’s Policy 2140 Evaluation of the Superintendent to be on the April agenda. On a motion by Mrs. Biederman and a second by Ms. Waldinger, the Board approved the amended Minutes from the February 13, 2024 meeting. Roll Call Vote: Ayes - Mr. Parrott, Mr. Donaldson, Ms. Waldinger, Mrs. Biederman, Mr. Huffman, Mrs. Cash, Mrs. Kresge. Noes – None.

G. Public comment was given.

**2. ADJOURN TO CLOSED SESSION (2:15 p.m.)**

**3. OPEN SESSION**

#### **4. REPORT FROM CLOSED SESSION (3:30 p.m.)**

The Board reported no action taken.

#### **5. PRESENTATIONS**

There were no presentations.

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

- Dr. Nemko announced that the League of Innovative Schools, which is part of Digital Promise, has been working with Verizon on the Virtual Innovative Learning System Program. Nancy Dempsey applied for Camille Creek, and they have been selected as part of the School of Choice Virtual Learning System Program. The program consists of full support for teachers, professional learning, and every student will receive a Chromebook. Camille Creek is the first Court and Community school to be a part of this initiative where students are doing real world work as it relates to learning.
- Dr. Nemko encouraged the Board to see the Vintage High School production of *Phantom of the Opera* at the district auditorium.
- Dr. Nemko reported that the CTE Coalition for County Offices asked her to testify in Sacramento tomorrow on the Governor's Master Plan for Career Technical Education.
- Dr. Nemko reported that the League of Innovative Schools will be meeting this month in Minneola, New York to visit Synergy High School. Synergy is a school created for students to do their academic learning asynchronously and their vocational learning live during school hours. Students will earn a certification in a trade as well as their high school diploma. Dr. Nemko also noted that, while at the conference, she will present on social and emotional learning.
- Mrs. Kresge reported that she attended the Sonoma TEDx at Sonoma Country Day school. Mrs. Kresge further reported that one of the presenters, who had struggled to get an education, developed an organization to help students go to college. Mrs. Kresge brought with her a couple books from this event for the NCOE staff.
- Mrs. Kresge reported that the St. Helena Cameo Cinema has their own film festival on developing a business in the wine industry or culinary arts. Mrs. Kresge suggested that Camille Creek may be interested.
- Mrs. Kresge reported on the matter of CSBA's intent to dismantle the CCBE and fold it into a new Region 14. Mrs. Kresge provided a letter to the Board from San Mateo County Board of Education where these concerns are addressed. Mrs. Kresge asked that this topic be an Information Item on the April agenda for Board discussion.
- Mrs. Biederman reported that she attended the American Canyon High School Band Percussion Tournament.
- Mr. Huffman reported that he received personal phone calls from Senator Bill Dodd, retired Governor Jerry Brown, and Nora Ortiz regarding general discussions about various items with NCOE's prerogatives.

- Mr. Donaldson reported that he received a personal phone call from Senator Bill Dodd and retired Governor Jerry Brown.
- Mrs. Kresge reported that she received personal phone calls from members of the St. Helena School District Board.

## **7. CONSENT AGENDA ITEMS**

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

B. No action was taken on Consent Agenda Item 7.B. (Board Member Compensation).

## **8. ACTION ITEMS**

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

B. On a motion by Ms. Waldinger and a second by Mrs. Kresge, the Board tabled review and approval Board Bylaw 9005 - Governance Standards to the April meeting. Roll Call Vote: *Ayes* - Mr. Parrott, Mr. Donaldson, Mrs. Cash, Mrs. Kresge, Mrs. Biederman, Ms. Waldinger, Mr. Huffman. *Noes* - None.

## **9. SCHEDULED MATTER**

Mrs. Kresge provided highlights on current legislation being considered, e.g., a bill pending regarding the use of smart phones, social media, the effects on teens and their interactions within the virtual world; and, specifically how this hampers their social and emotional learning. Mrs. Kresge further noted other bills and laws being considered and reminded the Board that she will send this information to Ellen Sitter who will forward to the Board.

Mrs. Cash reported on Senator Bill Dodd's Senate Bill 1380 which gives greater authority to local school district boards in considering charter school applications that would negatively impact their financial stability.

## **10. INFORMATION ITEMS**

A. The Personnel Activity Report was presented.

B. Board Self-Evaluation Options was tabled to the April meeting.

The Board adjourned for a short break at 4:15 p.m.

**11. PUBLIC HEARING ON MAYACAMAS COUNTYWIDE CHARTER PETITION WITH ACTION TO BE TAKEN (5:00 p.m.)**

A. A Public Hearing was opened at 5:00 p.m. and was held on the matter to consider Action to Grant or Deny the Mayacamas Countywide Charter Petition.

- i. Josh Schultz, Lucy Edwards, and Barbara Nemko summarized the NCOE findings of fact.
- ii. Jolene Yee, Lauren Dailey, and John Lemmo summarized the petition being presented.
- iii. Board members asked questions of staff and petitioners.
- iv. Public comment was given.
- v. On a motion by Ms. Waldinger and a second by Mrs. Kresge, the Board agreed to Conditionally Approve the Petition to Form the Mayacamas Countywide Middle School. Roll Call Vote: Ayes – Mrs. Kresge, Mr. Huffman, Ms. Waldinger, Mr. Parrott, Mr. Donaldson. Noes – Mrs. Biederman, Mrs. Cash.

The Public Hearing closed at 7:15 p.m.

Public comment was given.

**12. FUTURE AGENDA ITEMS:** Review Superintendent’s Policy 2140 Evaluation of the County Superintendent.

**13. NEXT MEETINGS OF THE NAPA COUNTY BOARD OF EDUCATION**

The next regular meeting of the Napa County Board of Education will be held Tuesday, April 2, 2024.

**14. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:54 p.m.

Respectfully submitted,  
Barbara Nemko, Secretary  
es

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



**MEETING OF THE NAPA COUNTY BOARD OF EDUCATION  
Tuesday, February 13, 2024**

**Members present**

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

**1. ORGANIZATION**

**A. CALL TO ORDER**

President Huffman called the meeting to order at 2:00 p.m.

**B. FLAG SALUTE**

The salute to the Flag was led by Jean Donaldson.

**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. Biederman, Ms. Waldinger, Mr. Huffman. *Noes* - None. Mrs. Kresge not present to vote. Mrs. Cash participated remotely but did not vote.

**F. APPROVAL OF MINUTES**

At the request of Mrs. Biederman, the Minutes from the January 9, 2024 meeting shall be amended to reflect that Mrs. Biederman received an email from American Canyon constituents citing concern regarding the NCOE allegations printed in the Napa Register and the Press Democrat. Mrs. Biederman noted that she requested, in writing, this item be placed on the agenda on November 13 and an oral request on December 5, 2023. Mrs. Biederman further noted that she will request this matter be placed on the next agenda and defer it to our attorney to decide if the matter should be an open or closed session on a future agenda. On a motion by Ms. Waldinger and a second by Mr. Donaldson, the Board approved the Minutes from the January 9, 2024 meeting as amended. *Ayes* - Mr. Parrott, Mr. Donaldson, Ms. Waldinger, Mrs. Biederman, Mr. Huffman. *Noes* - None. Mrs. Kresge not present to vote. Mrs. Cash participated remotely but did not vote.

G. There was no public comment.

## **2. PRESENTATIONS**

- A. Julie McClure, Associate Superintendent presented, on behalf of Lucy Edwards and Nancy Dempsey, the NCOE Mid-Year LCAP Report on mid-year outcome data and expenditures for Camille Creek Community School.

President Huffman introduced, Nevaeh Ontiveros, a candidate for student board member from Camille Creek.

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

- Mrs. Biederman reported that she volunteered as a mock judge at the American Canyon High School academic decathlon for speech and interview questions in preparation for their regional and state competition. Mrs. Biederman thanked Dr. Nemko for letting her know about this event. The students went on to the regional competition and won a grand total of 35 individual medals in addition to 18 team medals, earning the school a total of 53 medals. They scored third place out of 17 teams and advanced to the upcoming state competition on March 21.
- Mr. Donaldson reported that he also participated in the student interviews at the academic decathlon and noted that the students did an excellent job.
- Mrs. Biederman reported that she joined the American Canyon Middle School robotics students on their field trip to UC Davis. The students participated in the viticulture and enology program with hands-on experience. The students had lunch with the college students afterward.
- Mr. Donaldson asked the Board to save the date for the Rotary fundraiser at Spirit Horse Ranch in American Canyon on May 4 from 4:00 to 8:00 p.m. Proceeds from the event will go to Spirit Horse Ranch and Camille Creek.
- Mrs. Cash reported that she and Alan Cash participated as judges at the American Canyon High School academic decathlon and look forward to doing this again.
- Mrs. Kresge gave a shout out to SELPA Director, Kelsey Petithomme, after receiving a message from a client who was helped by Kelsey with an IEP for her child. The parent was very thankful for the help and resources Ms. Petithomme provided.
- Dr. Nemko reported that Heather Brooks' class at Calistoga Junior/Senior High School, was awarded the Lemelson-MIT InvenTeams grant. This is a national grant, and there are only eight awarded across the country. The requirement is to find a real-world problem and develop a solution for it. The students came up with *How to Keep Wild Land Fire Fighters Cool on the Job*. The students will be presenting their work at Ives Hall, Room 101, Sonoma State University on Thursday at 9:30 a.m.
- Dr. Nemko reported that Calistoga Joint Unified School District is having a groundbreaking event on February 17 at 3:00 to tear down old portables to make way to build a STEM building.

- Dr. Nemko reported that, in collaboration with Napa Valley Education Foundation, we participated in an innovation summit with mostly teachers and a few superintendents about AI and how it fits into project-based learning.
- Dr. Nemko presented at the STEAM symposium, a statewide conference, in Long Beach.
- Dr. Nemko reported that she and Mrs. Biederman went to Mare Island with Tammy Lee's American Canyon Middle School robotics class to see Bill Kreysler's fabrication operation.
- Dr. Nemko reported that former California State Superintendent, Tom Torlkason, is working with a foundation to get middle school students more aware of career areas available in apprenticeship programs. Dr. Nemko further noted that she, along with Janet Tufts and Kim Kern, visited the electrical apprenticeship office in Napa. The plan is for 7<sup>th</sup> and 8<sup>th</sup> grade students to visit the program to see what options are available to them.
- Dr. Nemko encouraged the Board to view the guest speakers from our Black History event on the NCOE website.
- Mrs. Kresge reported that she recently attended a free workshop on how people experienced the fires. Mrs. Kresge further noted that the Board might consider this workshop in the future.

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

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

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

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

A. On a motion by Ms. Waldinger and a second by Mr. Parrott, the Board approved the Comprehensive School Safety Plan. Ayes - Mr. Parrott, Mr. Donaldson, Mrs. Kresge, Mrs. Biederman, Ms. Waldinger, Mr. Huffman. Noes - None.

B. On a motion by Mrs. Biederman and a second by Mrs. Kresge, the Board approved Resolution 2024-03: AmeriCorps Planning Grant 2024-2025 "AmeriCorps Neighbor2Neighbor Program" AmeriCorps Program Contract. Ayes - Mr. Parrott, Mr. Donaldson, Mrs. Kresge, Mrs. Biederman, Ms. Waldinger, Mr. Huffman. Noes - None.

C. No action taken on Board discussion regarding possible conflict of interest.

## **6. SCHEDULED MATTER**

Mrs. Kresge reported on the article in *The Week Magazine* on the crisis in schools regarding absenteeism, and noted that a CSBA article mentioned the same problem. Mrs. Kresge noted the importance of students engaging in a school environment as opposed to the greater concern of their falling behind by staying home connecting via computers. Mrs. Kresge voiced concern that this level of absenteeism will become the post pandemic baseline, and that students may never return to school again.

## **7. INFORMATION ITEMS**

- A. The Personnel Activity Report was presented.
- B. Mr. Schultz presented the annual 2024-25 Budget Calendar for information purposes.
- C. Ms. McClure reviewed Board Bylaw 9005 – Governance Standards with the updated changes. A Second Reading and Board approval of Board Bylaw 9005 – Governance Standards will take place at the March meeting.
- D. Ms. McClure reviewed Board Bylaw 9123.1 Clerk of the Board and Executive Officer with Superintendent Policy 2110 - County Superintendent Responsibilities and Duties and Superintendent Policy 2111 - County Superintendent Governance presented as reference only.

Mrs. Biederman requested that Future Agenda items requested by the Board be listed on the agenda and a separate log of requests, filled and pending by the Board for items on the agenda, be kept in the Superintendent's Office.

Mrs. Biederman requested that Superintendent's Policy 2140 Evaluation of the Superintendent be reviewed at the March meeting.

- E. Mr. Huffman reviewed the Board's request to have separate legal counsel for the Board. Mr. Huffman referenced NCOE attorney Frank Zotter's letter regarding the historical background and process for the Board to select their own attorney. The Board discussed the process and need for further clarification.

Mr. Schultz noted that NCOE Attorney Jessica Ozalp from School and College Legal Services will be present at the March meeting. Mr. Schultz further noted that the NCOE has signed up for CSBA legal services.

- F. Board self-evaluation options was tabled to the March meeting.
- G. The Board was reminded that the Ethics Training for the Board is Tuesday, March 5 from 12:00 noon to 3:00 p.m. Lunch will be served.
- H. Mr. Schultz presented the Mayacamas Charter Middle School First Interim review.

Public Comment was given.

Mrs. Kresge reported that she will report back on the possibility for Gregg Kresge to present at a future meeting on electric school buses.

**8. PUBLIC HEARING ON MAYACAMAS COUNTYWIDE CHARTER PETITION**  
**4:00 p.m.**

NOTE: Speakers were allowed to sign up in advance at <https://bit.ly/ncoecommentfeb2024>.

- A. A Public Hearing opened at 4:00 and was held on the matter of the Mayacamas Countywide Charter Petition to gauge public opinion regarding the petition. (Josh Schultz, Deputy Superintendent)

Petition and related information can be found at the link below:

<https://napacoe.org/board-of-education/mayacamas-countywide-middle-school-charter-petition/>

The Public Hearing closed at 5:00 p.m.

Public comment was given.

- 9. FUTURE AGENDA ITEMS:** Review Superintendent's Policy 2140 Evaluation of the County Superintendent.

**10. NEXT MEETINGS OF THE NAPA COUNTY BOARD OF EDUCATION**

The next regular meeting of the Napa County Board of Education will be held Tuesday, March 5, 2024.

**11. ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:23 p.m.

Respectfully submitted,  
Barbara Nemko, Secretary  
es

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

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

**Item 7-A**  
**April 2, 2024**

**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 **April 2, 2024** meeting.

**Prepared by:** Sarah White, Credentials Analyst  
3/20/2024

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

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

DATE: **April 2, 2024**

**Item 7-A**

**NAPA COUNTY OFFICE OF EDUCATION**

<b><u>NAME</u></b>	<b><u>TYPE</u></b>	<b><u>DOJ CLEARED</u></b>
Navarrete Giron, Erika	Child Development permit	3/18/2024

Waiver 72-HR

Public Notice

**NAPA VALLEY UNIFIED SCHOOL DISTRICT**

<b><u>NAME</u></b>	<b><u>TYPE</u></b>	<b><u>DOJ CLEARED</u></b>
Gutierrez, Sarah	CTE FaB	5/4/2022
Tellez, Marina	SS Health Science	8/3/2018
Gutierrez, Miguel	SS PE	10/16/2014
Plancarte, Roxana	Admin Services	3/1/2024

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

**Item 8.A.**  
**April 2, 2024**

**TITLE:**

2024-2025 California Basic Educational Skills Test (CBEST) Waiver for Substitute Teachers

**HISTORY:**

For 2024-2025 California Basic Educational Skills Test (CBEST) Waiver requests for first time 30-Day Substitutes, the California Commission on Teacher Credentialing (CCTC) allows the Governing Board to adopt a blanket statement indicating that the County intends to employ substitute teachers on 30-Day Substitute CBEST Waiver during the school year. This declaration needs to be approved only once for all 30-Day Substitute CBEST Waivers requested for the 2024-2025 school year. This authorization will extend to all public school districts, which accept 30-Day Substitute CBEST Waivers, under the Napa County Office of Education jurisdiction.

**CURRENT PROPOSAL:**

The Governing Board of Napa County Office of Education declares that the County has been unable to recruit an adequate supply of day-to-day substitute teachers who have had an opportunity to take and pass the California Basic Skills Test. The County schools anticipate employing approximately one hundred (100) substitutes on 30-Day Substitute Variable Term Basic Skills Requirement Waivers for the 2024-2025 school year.

**FUNDING SOURCE:**

Not Applicable

**RECOMMENDATION:**

It is recommended that the Napa County Board of Education approves a blanket statement indicating that the County intends to employ substitute teachers on Variable Term Basic Skills Requirement Waiver during the school year presented at this **April 2, 2024** meeting.

**Prepared by:** Sarah White Credentials Analyst  
03/11/2024



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

**Item 8.B.**  
**April 2, 2024**

**TITLE:**

Resolution #2023-07- Declaration of Need For Fully Qualified Educators.

**HISTORY:**

In the past, the County Superintendent was authorized to apply for emergency credentials (now called emergency permits) on behalf of either the Napa County Office of Education or any district in Napa County, upon request, on an as-needed basis.

As of July 1, 1994, no district or county office will be allowed to apply for an emergency permit unless an approved Declaration of Need For Fully Qualified Educators is on file, prior to the emergency permit application, at the Commission on Teacher Credentialing. The Napa County Office and each district in Napa County must declare an anticipated need to its governing board. The Declaration is executed annually and needs to be on file before the beginning of the school year and will expire on the following June 30.

As in the past, the Superintendent retains the authority to issue Temporary County Certificates for the purpose of authorizing salary payment for those certificated employees whose applications are in progress.

**CURRENT PROPOSAL:**

Adoption of the Declaration of Need for Fully Qualified Educators would allow the Napa County Office of Education to ensure, in emergency situations, that all classrooms are fully staffed with qualified certificated personnel in accordance with EC 44258.9.

**FUNDING SOURCE:**

Not Applicable

**RECOMMENDATION:**

It is recommended that the Napa County Board of Education approve and adopt Resolution number #2023-07

**Prepared by:**Sarah White, Credentials Analyst  
03/11/2024

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

**RESOLUTION #2023-07**  
**DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS**

WHEREAS emergency permits are issued by the Commission on Teacher Credentialing in accordance with Division VIII of Title 5 California Code of regulations for the purpose of staffing classrooms, in emergency situations, with qualified certificated personnel; and

WHEREAS as of July 1, 1994, pertinent sections of the above reference regulations have been amended, the procedure for applying for emergency permits has changed and now requires the adoption of a Declaration of Need for Fully Qualified Educators; and

WHEREAS the Napa County Office of Education has anticipated intermittent need for employment personnel that may not as yet be fully credentialed;

NOW, THEREFORE, BE IT RESOLVED, that the Napa County Board of Education authorizes a Declaration of Need for Fully Qualified Educators.

PASSED AND ADOPTED by the Napa County Board of Education on April 2, 2024 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**STATE OF CALIFORNIA**  
**COUNTY OF NAPA**

I, Barbara Nemko, Secretary of the Napa County Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regular called and conducted meeting held on said date.

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Secretary, Napa County Board of Education

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

**Item: 8.C.**  
**April 2, 2024**  
**Board Meeting**

**TITLE:**

Implementation of Education Code 1090

**HISTORY:**

Education Code 1090 sets the amount of compensation for all Board members. Per the code the compensation for Napa County Board of Education members is currently set at \$366.28 per month. The code allows the Board to increase their compensation by 5% annually based on the current monthly payment, but the increase cannot be retroactive. The Board last chose to increase member compensation in April of 2023.

**CURRENT PROPOSAL:**

Pursuant to E.C. 1090, adjust Board compensation by the allowable 5%.

**FUNDING SOURCE:**

General Fund

**SPECIFIC RECOMMENDATION:**

It is recommended that the Board approve to increase compensation by the allowable 5% effective April 2, 2024. This would bring Board compensation up to \$384.59 per month.

**PREPARED BY:**

Josh Schultz, Deputy Superintendent  
JS/es

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

**Item: 8.D.**  
**April 2, 2024**  
**Board Meeting**

**TITLE:** Second Reading and Board Approval Board Bylaw 9005 Governance Standards

**HISTORY:**

Board Bylaw 9005: Governance Standards outlines expectations for Board Members related to the conduct of their governance function.

As requested at the First Reading, additional language from the Sonoma County policy has been integrated into NCOE's Board Bylaw 9005, including an additional section on ethics.

**CURRENT PROPOSAL:**

Board approval attached NCOE Board Bylaw 9005 Governance Standards.

**FUNDING SOURCE:** n/a

**PREPARED BY:**

Julie McClure, Associate Superintendent  
2/23/24

**Board Bylaw 9005: Governance Standards**

Status: DRAFT

Original Adopted Date: 01/06/2004 | Last Revised Date: 01/05/2021 | Last Reviewed Date: 01/05/2021

The County Board of Education believes that its primary responsibility is to act in the best interests of every student in every school or program operated by the County Office of Education. The members of the County Board of Education have a duty to represent students, constituents, and the educational community. The County Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the county office. To maximize County Board effectiveness and public confidence in its governance, County Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct, and provide stewardship of public resources.

The County Board members are expected to work with each other and with the County Superintendent of Schools and staff to ensure that a high-quality equitable education is provided to students in county office schools and/or programs, and that high-quality services are provided to school districts within the jurisdiction of the County Office and to the community.

Each individual County Board member shall:

1. Keep learning and achievement for all students as the primary focus
2. Value, support and advocate for public education
3. Recognize and respect differences of perspective and style on the County Board and among staff, students, parents/guardians and the community
4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
7. Understand the distinctions between County Board, County Superintendent and staff roles, and refrain from performing management functions that are the responsibility of the County Superintendent and staff
8. Understand that authority rests with the County Board as a whole and not with individual County Board members

The County Board shall endeavor to foster members also shall assume collective responsibility for building unity and creating a positive organizational culture that promotes the following standards. To operate effectively, the County Board shall have a unity of purpose and:

1. Keep focused on student learning and achievement, as well as the role of the county office in providing services to school districts and the community
2. Support and encourage County Office services to local school districts, the community and regional educational consortiums
3. Work in partnership collaboratively with the County Superintendent
4. Communicate a common vision
5. Operate openly, with trust and integrity
6. Govern in a dignified and professional manner, treating everyone with civility and respect
7. Govern within the law and County Board-adopted policies and procedures
8. Take collective responsibility for the County Board's performance
9. Periodically evaluate their own effectiveness of the County Board of Education based upon the annually

## adopted goals and objectives

10. Ensure opportunities for the diverse range of views and encourage in the community interest and participation in subjects within the to inform County Board's jurisdiction. deliberations

### Ethics

Each individual County Board member is expected to adhere to the following principles:

#### 1. Equity in attitude

- a. To be fair, just, and impartial in all decisions and actions.
- b. To accord others the respect we wish for ourselves.
- c. To encourage expressions of different opinions and listen with an open mind to others' ideas.

#### 2. Trustworthiness in stewardship

- a. To be accountable to the public by representing Board and Superintendent policies, programs, priorities and progress accurately.
- b. To be responsive to the community by seeking its involvement in appropriate Board affairs and by communicating its priorities and concerns.
- c. To work to ensure prudent and accountable use of Board and Superintendent resources.
- d. To make no personal promise or take private action that may compromise performance of responsibilities.

#### 3. Honor in Conduct

- a. To tell the truth
- b. To share views while working for consensus
- c. To respect the majority decision as the decision of the Board
- d. To base decisions on law, rules, and fact rather than supposition, opinion, or public favor

#### 4. Integrity of character

- a. To refuse to surrender judgment to any individual or group at the expense of the Board as a whole
- b. To consistently uphold all applicable laws, rules, policies, and governance procedures
- c. To keep confidential information that is privileged by law or that will needlessly harm the Board or Superintendent if disclosed.

#### 5. Commitment to service

- a. To focus attention on fulfilling the Board's responsibilities of goal setting, policy making and program evaluation.
- b. To diligently prepare for and attend Board meetings.
- c. To avoid personal involvement in activities the law or the Board has delegated to the County Superintendent.
- d. To seek continuing education that will enhance the ability to fulfill duties effectively.

#### 6. Student-centered focus

To be continuously guided by what is best for all students of the County.

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

TO: Napa County Board of Education

DATE: April 2, 2024

FROM: John Zikmund, Human Resources

RE: Personnel Activity

BOARD ITEM: 10A

NEW CERTIFICATED EMPLOYEE

Hanada Almasri – Child Development Teacher, Early Childhood Services

Erika Navarrete Giron – Child Development Teachers, Early Childhood Services

NEW CLASSIFIED EMPLOYEE

Vanessa Loyola – Food Service Assistant, Camille Creek

Jasmine Cervantes Casillas – Early Childhood Education Assistant, Early Childhood Services

CHANGE IN ASSIGNMENT

None

RESIGNATION

Mathew Heizman– Child Development Teacher, Early Childhood Services

Vicki Griffo – Director of Data Resources, RPDC

Kathya Ponce– Child Development Teacher, Early Childhood Services

Fernando Cardenas Prado – Program Coordinator I, Community Programs

RETIREMENT ANNOUNCEMENTS

None

TERMINATION

None

LAYOFF/NON-REELECTS/TEMPORARY RELEASE NOTICES

CTE Teachers (10) –

Maren Powers – Teacher CTE Agricultural Science

Anna Eshoo – Teacher CTE Career Choices

Allen Calhoun – Teacher CTE Culinary Arts

Derek McClintick – Teacher CTE Culinary & Hospitality

Lisa Gottfried – Teacher CTE Digital Media

Patrick Bynum – Teacher CTE Engineering and Robotics

Leauretta Boulding – Teacher CTE Medical Science

John Paul Castillo – Teacher CTE Multimedia Production

Ronald Solomon – Teacher CTE Precision Machining Technology

Shawn Sandahl – Teacher CTE Printing and Graphics

Christa Fox – Programmer Analyst, RPDC

Camille King – Director of Instructional Development

Karl Turner III – Culinary Teacher, SHUSD

POSITION VACANCIES

Speech and Language Therapist – Early Childhood Services

Early Childhood Education Assistant (2) – Early Childhood Services

Child Development Teacher (2) – Early Childhood Services

Associate Child Development Teacher (1) – Early Childhood Services

Program Coordinator I – College and career Readiness

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

**Item: 10.B.**  
**April 2, 2024**  
**Board Meeting**

**TITLE:** Board Review Self-Evaluation Options

**HISTORY:**

The Board requested information on Board Self-Evaluation options. Board self-evaluation options from CCBE are attached in the packet.

**CURRENT PROPOSAL:**

Board review the CCBE Board Self-Evaluation process and options.

**FUNDING SOURCE:** n/a

**PREPARED BY:**

Barbara Nemko, Superintendent  
3/19/24

BN/es



# County Board Self-Evaluation

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**Why do county boards of education evaluate themselves?** Governing boards, be they a public board or a nonprofit board, have a fundamental responsibility to evaluate their effectiveness.

CCBE believes board self-evaluation can strengthen board performance.

1. *County boards evaluate themselves to demonstrate that county leadership is committed to continuous improvement at every level - beginning at the top.* Counties are learning organizations in two ways. First, their mission is to help children learn. Equally important though is that counties *need to learn*. In order for counties to be highly effective, they must invest in the professional development of every adult in the system, including the county governing board.
2. *County boards evaluate themselves to identify specific ways the board can improve its governance work.* The board can evaluate three areas that are all interconnected. First, the board can evaluate how well they function internally. For example: “How effective are communications among board members and with the county superintendent?” Second, the board can evaluate how well it fulfills its governing responsibilities to the county. For example: “How well do we adopt budgets aligned to county goals? Third, the board can evaluate to what extent its governance decisions help the county office achieve its long-range goals? For example: Did we meet our target of improving attendance rates?”
3. *County boards evaluate themselves to demonstrate accountability to the community that elected them.* County board members are elected by the community. The board has an obligation to report back to the community on how well the board and the county office of education are functioning.

## Instructions

1. The board self-evaluation form should be given to each county board member.
2. County board members complete the board self-evaluation and submit their responses.
3. The board can designate a board member to tabulate responses, or the board can ask the superintendent to assign staff to do this work.
4. The board president and superintendent must place board self-evaluation on the agenda of an open session of the county board of education meeting.
5. The summary results should be provided to board members with other board agenda materials.

## Preparing for the Discussion

### 1. Tabulate the results.

Tally the responses identifying the total number of times each rank was selected for each item.

### 2. Place ‘Board Self Evaluation’ on the agenda for a future county board meeting.

The county board could place the discussion of these results on the agenda of any regular board meeting. However, fully reviewing these results can take time, and the county board may be best served by scheduling a special governance study session – *in open session* - to discuss the results.

## County Board Self-Evaluation

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### 3. The conversation at the meeting.

The board can improve its cohesiveness by discussing the range of responses, learning each member's rationale for their ratings. As the board discusses these results, remember a few critical points.

- The tabulation displays a range of perceptions, *not facts*.
- The benefit of self-evaluation is not in the results, but in the *quality of your conversation* in response to the results.
- You can't talk about everything – there's too much. *Focus* on what matters most.
- Each member should *try to understand* the views of other board members. It's okay to differ in opinion; you don't always need agreement. *You do need understanding*. In some cases, the board may find that members have different expectations for what deserves an 'Almost always' vs. an 'often', but that there is general agreement on how the board is performing.

#### Process for the conversation

##### Step 1: Confirm the perceived strengths.

Identify all items in which a majority of the board *ranked at item as "often" or almost always*.

##### Step 2: Confirm the perceived areas for growth.

Identify all items in which a majority of the board *ranked at item as "less often or "rarely*.

##### Step 3: Identify areas where perceptions are mixed.

Identify items where the highest and lowest ratings differ by 2 or more. Look for:

- Distribution - three or all four of the ratings are applied to an item.
- Splits – a '0' in 'Often' or 'Less Often' with votes on either side.

##### Step 4: Focus.

From the results from steps 2 and 3 above, the board should select - through consensus or vote - *a limited number* of areas [three to five] to focus the discussion. The board should answer the question: *Which areas of improvement will be most beneficial to the county office of education and the county board?*

##### Step 5: Set goals.

Set specific, measurable, time-bound goals for improving board performance in each area.

##### Step 6: Integrate board performance into the regular agenda.

Clarify when progress towards the board's improvement goals will be reviewed at future board meetings.

#### FAQs

*Does the Brown Act apply to board self-evaluation?*

Yes. The Brown Act applies. The results should not be discussed until the item is posted as an open-session agenda item at a publicly noticed board meeting.

*Can we discuss the results in closed session?*

No. Board self-evaluation does *not* qualify as a closed session item. Board self-evaluation is conducted in open session.

# County Board Self-Evaluation

<b>I. Board unity, roles and relationships</b>	<b>Almost always</b>	<b>Often</b>	<b>Less Often</b>	<b>Rarely</b>	<b>Not sure</b>
1. The board has adopted a set of common beliefs about the value of public education, the attributes of good governance, and the ability of students to achieve.					
2. When an issue is decided by majority vote, all board members support the board decision.					
3. The board has adopted policies, bylaws and protocols to manage board operations.					
4. The board understands the role and responsibilities of the board and the county superintendent.					
5. The board maintains a productive partnership with the county superintendent.					
6. Board members keep confidential matters confidential.					
7. The board treats the superintendent and staff with respect.					
8. The Board manages any conflicts between board members in a productive manner.					
9. The board has adopted and follows a set of behavioral norms for meetings.					
10. Board members treat each other with respect.					

<b>II. Communication between meetings</b>	<b>Almost always</b>	<b>Often</b>	<b>Less Often</b>	<b>Rarely</b>	<b>Not sure</b>
11. The board has agreements on how to communicate with each other and the superintendent between board meetings.					
12. All board members receive timely information.					
13. All board members receive adequate information.					
14. All board members receive the same information.					
15. Board members avoid surprises at meetings by discussing questions with the superintendent in advance whenever possible.					
16. The board has agreements on how concerns from the community will be handled.					

## County Board Self-Evaluation

III. Board Meetings	Almost always	Often	Less Often	Rarely	Not sure
17. Board members come to board meetings prepared.					
18. The board uses data during board meetings.					
19. Board meetings start on time.					
20. There is a good relationship between how long the board spends on an agenda item and the importance of the item.					
21. The board creates a welcoming and positive environment for community input at board meetings.					

IV. Board Development	Almost always	Often	Less Often	Rarely	Not sure
22. The board agrees on the process for choosing officers.					
23. The board plans for the development and training of the board.					
24. The board orients new members.					
25. The board periodically reviews its policies and governance agreements.					
26. The board periodically evaluates the effectiveness of board meetings.					
27. The board periodically evaluates the board's performance.					

V. Setting Direction	Almost always	Often	Less Often	Rarely	Not sure
28. The board adopts its mission, vision and long-range priorities in collaboration with the superintendent.					
29. The board is focused on and committed to raising student learning and achievement.					
30. Prior to adopting the COE Local Control Accountability Plan (LCAP), the board holds at least one public hearing to solicit recommendations and comments regarding the LCAP from the public.					
31. The board holds an additional meeting at which the board adopted the COE LCAP.					
32. The board adopts courses of study for county office programs including juvenile schools, community schools, and ROC/P programs.					

## County Board Self-Evaluation

<b>VI. Fiscal</b>	<b>Almost always</b>	<b>Often</b>	<b>Less Often</b>	<b>Rarely</b>	<b>Not sure</b>
33. The board has a sound process for determining the superintendent's compensation.					
34. The board is engaged with the superintendent in the budget process.					
35. The board adopts the COE LCAP by July 1 of each year that ensures fiscal solvency and is aligned to the COE LCAP.					
36. The board approves interim financial reports.					

<b>VII. Judicial</b>	<b>Almost always</b>	<b>Often</b>	<b>Less Often</b>	<b>Rarely</b>	<b>Not sure</b>
37. The board has adopted rules and regulations that guide the charter school petition appeals process.					
38. The board reviews and takes action on charter school appeals as needed.					
39. The board has adopted rules and regulations that guide the inter-district transfer appeals process.					
40. The board reviews and takes action on student inter-district transfer appeals.					
41. The board reviews and takes action on student expulsion appeals.					

<b>VIII. Accountability</b>	<b>Almost always</b>	<b>Often</b>	<b>Less Often</b>	<b>Rarely</b>	<b>Not sure</b>
42. The board monitors progress towards its goals.					
43. The board monitors the implementation of board policies.					
44. The county board ensures that each countywide benefit charter school fulfills the terms of its charter.					

<b>IX. Engagement &amp; Advocacy</b>	<b>Almost always</b>	<b>Often</b>	<b>Less Often</b>	<b>Rarely</b>	<b>Not sure</b>
45. The board communicates a common vision.					
46. The board provides community leadership on educational issues.					
47. The board advocates on behalf of students and public education.					
48. The board is represented at key COE events.					
49. The board celebrates accomplishments of staff and students.					
50. The board maintains cooperative relationships with school district board members and personnel.					

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

**Item: 10.C.**  
**April 2, 2024**  
**Board Meeting**

**TITLE:** Board Review Board Policy 2140 Evaluation of the Superintendent

**HISTORY:**

This policy was active from 2011 to 2021. The policy was eliminated in the 2021 global adoption of policies when we did our last review and changed platforms with CSBA.

The Board requested information on BP 2140 Evaluation of the Superintendent.

**CURRENT PROPOSAL:**

Board review Board Policy 2140 Evaluation of the Superintendent.

**FUNDING SOURCE:** n/a

**PREPARED BY:**

Julie McClure, Associate Superintendent  
3/19/24

JM/es

**EVALUATION OF THE SUPERINTENDENT**

The Governing Board shall annually conduct a formal evaluation of the Superintendent's performance in order to assess his/her effectiveness in leading the County Office toward established goals and objectives. The Superintendent and Board shall establish an appropriate schedule for the annual evaluation process.

*(cf. 0000 - Vision)*  
*(cf. 2121 - Superintendent's Contract)*  
*(cf. 9000 - Role of the Board)*

Evaluation criteria shall be based on County Office goals and objectives and agreed upon prior to the evaluation by the Board and Superintendent. Specifics of the evaluation criteria are identified in Board Policy 2111 (General Governance Standards) and Board Policy 2120 (Roles of the Superintendent). With respect to Board Policy 2120, particular attention will be directed towards evaluating the level of success achieved in meeting the objectives established in the yearly Strategic Plan. The evaluation shall provide commendations in areas of strength, provide recommendations for improving effectiveness, and serve as a basis for making decisions about salary increases.

*(cf. 2110 - Superintendent Responsibilities and Duties)*

Prior to the evaluation, the Superintendent may prepare and distribute to the Board a progress-report toward County Office goals, the Superintendent's self-appraisal of accomplishments and performance, and a review of action taken to address any Board recommendations from the previous evaluation.

Each Board member shall independently evaluate the Superintendent's performance and submit his/her evaluation to the Personnel Standing Committee. Personnel Standing Committee to draft evaluation form and scale to be used by Trustees. The Personnel Standing Committee shall examine all Board members' evaluations and reach a consensus on the evaluation. The Personnel Standing Committee shall then develop a single evaluation representing the Board's collective judgment and provide a copy to the Superintendent.

The Personnel Standing Committee shall meet in closed session with the Superintendent to discuss the evaluation. (Government Code 54957)

*(cf. 9321 - Closed Session Purposes and Agendas)*

## Evaluation of the Superintendent

BP 2140 (b)

The Superintendent shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional evidence of his/her performance or County Office progress.

The Superintendent and Board president shall sign the evaluation as evidence that the evaluation has been discussed, and shall place the evaluation in the Superintendent's personnel file.

After each evaluation has been completed, the Board shall meet in open session to give the Board and Superintendent an opportunity to jointly identify priorities for the next year.

*(cf. 2111 - Superintendent Governance Standards)*  
*(cf. 3100 - Budget)*  
*(cf. 9005 - Governance Standards)*  
*(cf. 9400 - Board Self-Evaluation)*

### Legal Reference:

GOVERNMENT CODE  
54957 Closed session, personnel matters

### Management Resources:

CSBA PUBLICATIONS  
*Maximizing School Board Leadership: Human Resources, 1996*

### WEB SITES

CSBA: <http://www.csba.org>  
ACSA: <http://www.acsa.org>

Policy Adopted: October 23, 1990  
Policy Revised: February 3, 2007  
Policy Revised:

NAPA COUNTY OFFICE OF EDUCATION  
Napa, California