

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

The Napa County Board of Education will hold a regular meeting on Tuesday, May 7, 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: May 7, 2024, 2024 03:30 PM Pacific Time (US and Canada)

Topic: NCOE May 7 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 – April 2, 2024 and April 17, 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 or 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. **Guidelines for Public Comment during the Public Hearing can be found under Item 3.A.**

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 Awareness Month (Julie McClure, Associate Superintendent, and Jill Barnes, Senior Program Manager, Mental Health and Wellness)

B. Cinco de Mayo at Pope Valley Union School District (Barbara Nemko, Superintendent)

6. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS

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

A. The Board will receive a report from the ad hoc committee appointed at the special meeting on April 17, 2024 that was to review the Mayacamas Countywide Charter Petitioners’ compliance with the conditions of approval adopted by the Board at its March 5, 2024 regular meeting.

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 2024-08: Board Member Compensation. Napa County Board of Education Bylaw 9250(a) provides for compensation to its Board members for attending meetings. The Bylaw further provides for compensation to members who miss meetings of the Board while performing designated services for the county or absent because of illness, jury duty or a hardship deemed acceptable by the Board. (Julie McClure, Associate Superintendent)

8. ACTION ITEMS

- A. Resolution 2024-09 Jewish American Heritage Month. The Board will be asked to approve Resolution 2024-09 Jewish American Heritage Month. (Barbara Nemko, Superintendent)
- B. Resolution 2024-10 Mental Health Awareness Month. The Board will be asked to approve Resolution 2024-10 Mental Health Awareness Month. (Julie McClure, Associate Superintendent)
- C. Board Discussion and Possible Final Approval of the Mayacamas Countywide Charter Petition, pursuant to the conditions under Resolution 2024-05 passed on March 5, 2024). (Don Huffman, Board President)

Staff analysis and proposed findings of fact, the Charter Petition, and related information can be found at the link below:

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

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. Preliminary Budget (Josh Schultz, Deputy Superintendent)
- C. Review of the 2023-24 Second Interim Financial Report for Mayacamas Charter Middle School (Josh Schultz, Deputy Superintendent)
- D. Review of the 2023-24 Second Interim Financial Reports for Napa County School Districts (Josh Schultz, Deputy Superintendent)

- E. First Reading Board Bylaw 9150 Student Board Members (Julie McClure, Associate Superintendent)
- F. Update Ad Hoc Committee for Mayacamas Charter Middle School (Don Huffman, Board President)

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 June 4, 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, May 3, 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, April 2, 2024**

Members present

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

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

F. APPROVAL OF MINUTES

On a motion by Mr. Donaldson and a second by Mrs. Cash, Donaldson, the Minutes from the March 5, 2024 meeting were approved. Ayes - Mr. Parrott, Mr. Donaldson, Mrs. Biederman, Ms. Waldinger, Mr. Huffman, Mrs. Kresge, Mrs. Cash. Noes – None.

G. Public Comment was given.

2. ADJOURN TO CLOSED SESSION (3:50 p.m.)

3. OPEN SESSION

4. REPORT FROM CLOSED SESSION (4:33 p.m.)

The Board reported no action taken.

5. PRESENTATIONS

A. Julie McClure, Associate Superintendent introduced Jill Barnes, Senior Program Manager, Mental Health & Wellness, who presented on school-based Mental Health and Wellness Funding. Ms. McClure noted that this is the first part on this topic

and additional information will be presented again in May, as May is Mental Health Month.

6. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS

- Mr. Donaldson reminded the Board that Rotary is having a fundraiser at the SpiritHorse Ranch in American Canyon on May 4.
- Mr. Huffman reported that the Board received invitations to the Mayacamas Charter Middle School gala on May 4. Mr. Huffman's recommendation is to buy the tickets outright primarily because of conflict of interest.
- Dr. Nemko reported that the After School Program was funded \$990,000 for next year's After School program.
- Dr. Nemko visited Synergy High School on Long Island with the League of Innovative Schools where students work during the day and earn their certification and do their academics asynchronously online, so when they graduate they have a certification and money in the bank.

7. CONSENT AGENDA ITEMS

A. On a motion by Mrs. Kresge and a second by Mr. Donaldson, the Board approved Consent Agenda Item 7.A. (Temporary County Certificates). 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 Mr. Parrott, the Board approved the California Basic Educational Skills Test (CBEST) Waiver Blanket Statement indicating that the county intends to employ substitute teachers on CBEST Waiver Blanket Statement. Ayes - Mr. Parrott, Mr. Donaldson, Mrs. Kresge, Mrs. Biederman, Mrs. Cash, Ms. Waldinger, Mr. Huffman. Noes - None.

B. On a motion by Mrs. Kresge and a second by Mr. Parrott, the Board approved Resolution 2024-07 (Declaration of Need for Fully Qualified Educators) that will allow the Napa County Office of Education to ensure, in emergency situations, that all classrooms are fully staffed with qualified certificated personnel in accordance with Education Code 44258.9. Ayes - Mr. Parrott, Mr. Donaldson, Mrs. Cash, Mrs. Kresge, Mrs. Biederman, Ms. Waldinger, Mr. Huffman. Noes - None.

C. On a motion by Mrs. Kresge and a second by Mr. Parrott, the Board approved the recommendation for a 5 percent allowable increase for Board compensation under Education Code 1090. Ayes - Mr. Parrott, Mr. Donaldson, Mrs. Cash, Mrs. Kresge, Mrs. Biederman, Ms. Waldinger, Mr. Huffman. Noes - None.

- D. On a motion by Mr. Parrott and a second by Mrs. Cash, the Board approved Board Bylaw 9005 – Governance Standards. *Ayes* - Mr. Parrott, Mr. Donaldson, Mrs. Cash, Mrs. Kresge, Mrs. Biederman, Ms. Waldinger, Mr. Huffman. *Noes* – None.
- E. On a motion by Kresge and a second by Mr. Parrott, Item 8.E. 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, will follow Item 5.A. Presentations. *Ayes* - Mr. Parrott, Mr. Donaldson, Mrs. Biederman, Mrs. Cash, Mrs. Kresge, Ms. Waldinger, Mr. Huffman. *Noes* – None.

Dr. Nemko introduced Ms. Herdell and noted that the Board was interested in having an outside person as a validator for whether the conditions for approval of the charter were met.

Ms. Herdell provided a summary of her experience and background in education. President Huffman provided instruction on the objectivity needed for the role as designee, and the Board proceeded with interviewing Ms. Herdell.

On a motion by Ms. Waldinger and a second by Mrs. Kresge, the Board considered approving Julie Herdell as sole designee to review the Mayacamas Countywide Charter Petitioners’ compliance with conditions of approval as set forth in the Resolution previously adopted by the Board. *Ayes* – Ms. Waldinger. *Noes* – Mr. Huffman, Mr. Parrott, Mrs. Cash, Mrs. Biederman, Mrs. Kresge, Mr. Donaldson. Motion failed.

On a motion by Mrs. Kresge and a second by Mr. Parrott, the Board approved Julie Herdell to do the investigation and then provide her report to the Board with the Board making the final decision; and, to include the provision for Ms. Herdell to determine whether the legal representation meets her needs. *Ayes* – Ms. Waldinger, Mr. Huffman, Mr. Parrott, Mrs. Cash, Mr. Donaldson, Mrs. Kresge, Mrs. Biederman. *Noes* - None.

Public comment was given.

9. SCHEDULED MATTER

Mrs. Kresge provided state and federal legislative updates as outlined in a handout provided to the Board.

10. INFORMATION ITEMS

A. The Personnel Activity Report was presented.

B. Board Self-Evaluation Options was tabled to the May meeting. Mr. Huffman asked the Board to submit their self-evaluations to him by May 1.

C. Review Board Policy 2140 Evaluation of the Superintendent. Mr. Huffman suggested that Dr. Nemko may consider reaching out to the Board on this matter if she so desires.

Ms. McClure clarified that Board Policy 2140 Evaluation of the Superintendent was included in error when we did the global adoption of our policies with CSBA. Board discussion followed.

D. Dr. Nemko reported there is conversation among other county offices of education about having their own conference to replace the CCBE conferences. Dr. Nemko noted that she will report back at the May meeting.

Mrs. Kresge noted that there are people who are proposing to develop CCBE in another context. The September CCBE conference is happening, and everyone is encouraged to attend.

E. Update Student Board Member was tabled to the May meeting.

F. Mr. Schultz reported no complaints for the Williams Uniform Complaints Procedures Quarterly Report.

G. Mr. Huffman asked Ellen Sitter to send an email to the Board to confirm May 2 for the Staff Appreciation Luncheon.

11. FUTURE AGENDA ITEMS:

12. NEXT MEETINGS OF THE NAPA COUNTY BOARD OF EDUCATION

The next regular meeting of the Napa County Board of Education will be held Tuesday, May 7, 2024.

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:35 p.m.

Respectfully submitted,
Barbara Nemko, Secretary
es

Approved _____ Date _____

SPECIAL MEETING OF THE NAPA COUNTY BOARD OF EDUCATION
Tuesday, April 17, 2024

Members present

Jean Donaldson, Janna Waldinger, Don Huffman, Sindy Biederman

Remote Attendance: Gerry Parrott, Jennifer Kresge

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 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. Wadlinger and a second by Mr. Donaldson. Roll Call Vote: *Ayes* - Mr. Parrott, Mr. Donaldson, Mrs. Biederman, Ms. Waldinger, Mr. Huffman. *Noes* – None. Mrs. Kresge did not vote.

F. APPROVAL OF MINUTES

There were no Minutes to approve.

G. Public Comment was given.

Mrs. Biederman acknowledged and gave her condolences regarding the recent student shooting incident and the traumatic affect this has had on students and the community.

On a motion by Ms. Waldinger and a second by Mr. Donaldson, the Board accepted Mrs. Kresge's request to vote based on approved family medical circumstances. Roll Call Vote: *Ayes* - Mr. Parrott, Mr. Donaldson, Mrs. Biederman, Ms. Waldinger, Mr. Huffman. *Noes* – None. Mrs. Kresge did not vote.

2. DISCUSSION AND POSSIBLE ACTION

A. On a motion by Mr. Donaldson and a second by Mrs. Biederman, the Board voted to appoint an ad hoc committee of the Board to review the Mayacamas Countywide

Charter petitioners' compliance with conditions of approval as set forth in the Resolution previously adopted by the Board. Roll Call Vote: Ayes - Mr. Parrott, Mr. Donaldson, Mrs. Biederman, Ms. Waldinger, Mr. Huffman. Noes - Mrs. Kresge.

Mr. Donaldson and Mrs. Biederman accepted the appointment, by President Huffman, as an ad hoc committee of the Board to review the Mayacamas Countywide Charter petitioners' compliance with conditions of approval as set forth in the Resolution previously adopted by the Board.

B. On a motion by Ms. Waldinger and second by Mrs. Kresge for approval for the Board itself to verify whether petitioners have complied with such conditions. Roll Call Vote: Ayes - Ms. Waldinger, Mrs. Kresge, Mr. Parrott. Noes - Mr. Donaldson, Mr. Huffman, Mrs. Biederman. The vote does not pass.

Public Comment was given.

3. NEXT MEETINGS OF THE NAPA COUNTY BOARD OF EDUCATION

The next regular meeting of the Napa County Board of Education will be held Tuesday, May 7, 2024.

4. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:28 p.m.

Respectfully submitted,
Barbara Nemko, Secretary
es

Approved _____ Date _____

**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 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 _____



School-Based Mental Health Programs & Services

Napa County Board of Education
5/7/2024



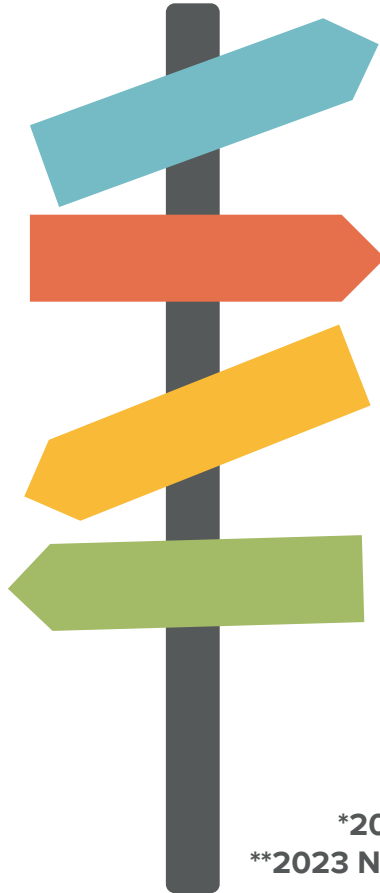
STUDENT NEED FOR SUPPORT

36%

*of high school students
felt chronically sad
or hopeless**

50%+

*of Napa County youth
struggle with depression,
anxiety and other mental
illness***



*Mood disorders are
the leading cause of
hospitalization for
youth ages 5-24***

1 in 7

*Napa County high
school students had
seriously considered
attempting suicide*

*2022-23 California Healthy Kids Survey

**2023 Napa County Community Health Assessment



RESOURCES

NCOE has
provided

\$5,504,686

to Napa County School
Districts

Mental Health Student Services Act (MHSSA)

District Specific Projects designed to prevent mental illness from becoming disabling and reduce wait time for treatment.

Student Behavioral Health Incentive Project (SBHIP)

District selected county wide interventions to increase behavioral health workforce and wellness programs and services.

School Health Demonstration Project (SHDP)

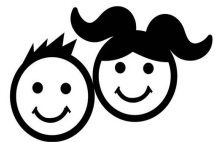
Technical Assistance and coaching to support billing for school-based mental health services for sustainability.

CalHOPE: Foundational Tier 1 Support Social-Emotional Learning



NCOE SUPPORT FOR STUDENTS & FAMILIES

COMMUNITY PROGRAMS



Programs & Services
for **Students and Families**



SUPPORT • LEADERSHIP • COMMUNITY



Training & Assistance
for **Districts and Schools**



NCOE SUPPORT FOR STUDENTS & FAMILIES

EARLY CHILDHOOD



Programs & Support
for **Students and Families**



The Wellness Project LLC



Professional Learning
for **Staff**



TRAUMA-RESPONSIVE FAMILY
ENGAGEMENT IN EARLY
CHILDHOOD
Practices for Equity and Resilience



SUPPORT IN THE SCHOOLS

California MTSS Continuum of Support

Universal Design for Learning and differentiated instruction are integrated and implemented at all levels of the continuum of support to ensure the academic, behavior, social-emotional, and mental health development of ALL students in the most inclusive and equitable learning environment.



ALL STUDENTS

UNIVERSAL SUPPORT

Evidence-based practices are accessible by ALL students where the integration and implementation of Universal Design for Learning and differentiated instruction support academic, behavior, social-emotional, AND mental health development.



SOME STUDENTS

SUPPLEMENTAL SUPPORT

Additional services are provided to some students to support academic, behavior, social-emotional, and/or mental health through the integration and implementation of Universal Design for Learning and differentiated instruction. Supplemental supports are provided in addition to, not in place of universal supports, and available to all students regardless of identification for specialized services based on need through the use of diagnostic and progress monitoring assessments.



FEW STUDENTS

INTENSIFIED SUPPORT

Targeted supports are provided to students with greater needs to support academic, behavior, social-emotional, and/or mental health through the integration and implementation of Universal Design for Learning and differentiated instruction. Intensified supports are provided in addition to, not in place of universal supports, via specialized service providers, and available to all students regardless of identification for specialized services based on need through the use of diagnostic and progress monitoring assessments.



NCOE Programs
and Services
support all tiers
along the MTSS
Continuum





Shifting Student Outcomes



Camille Creek
COMMUNITY SCHOOL

The Creation of the Family Support Liaison (FSL)

FAMILY SUPPORT TEAM

WHO ARE WE?



Coordinator
School Social Worker
Family Support Liaison x2

Bilingual - Bicultural

WHAT DO WE DO?

Build & maintain rapport with guardians
Create mutual trust & empowerment



FAMILY SUPPORT TEAM

HOW DO WE WORK?

TEAM PRIORITIES



OUTCOMES

100%

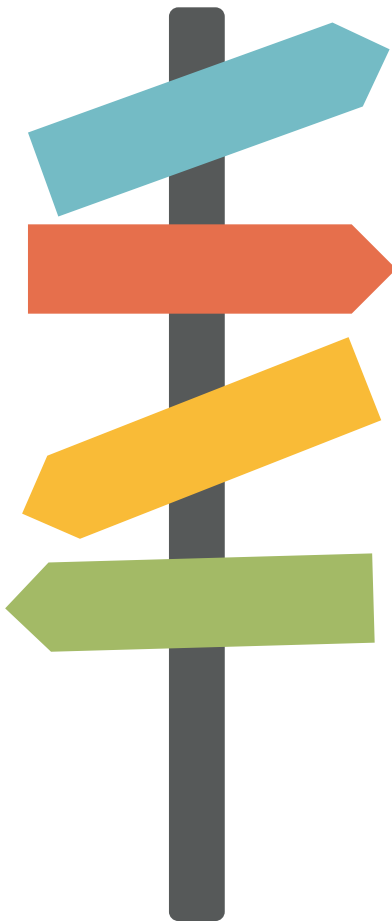
*of parents feel welcome
in the school environment*

98%

*see school staff as **partners***

100%

*understand their role
in helping their student*



1,326

contacts with families

**22-23 SY*

1,513

student contacts
with SSW & AMFT

**22-23 SY*

Student work
production



10%

**20-21/21-22 SY*

Graduation rate



5%

**20-21/21-22 SY*

Attendance rate

81%

**22-23 SY*



Camille Creek
COMMUNITY SCHOOL





THANK YOU!

NAPA COUNTY HEALTH & HUMAN SERVICES



N A P A C O U N T Y

**Health & Human
Services Agency**





School-Based Mental Health Sustainability Funding

Napa County Board of Education
4/2/2024



STUDENT DATA



California
Children's
Trust

California's Children are in a Mental Health Crisis:



Increase in inpatient visits for suicide, suicidal ideation and self injury for children ages 1-17 years old, and 151% increase for children ages 10-14



Increase in mental health hospital days for children between 2006 and 2014



Increase in the rate of self-reported mental health needs since 2005



California ranks low in the country for providing behavioral, social and development screenings that are key to identifying early signs of challenges



STUDENT DATA

CALIFORNIA
healthy kids
SURVEY

2022-2023 Survey

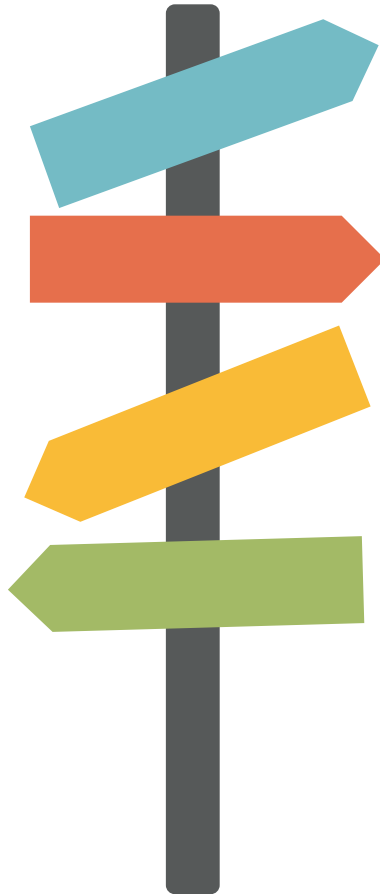
35%

of 7th graders

38%

of 11th graders

*felt chronically sad
or hopeless*



Napa County high
school students
had seriously
considered
attempting suicide

14%



RESOURCES & SUPPORT

NCOE has
provided

\$5,504,686

to Napa County School
Districts

Mental Health Student Services Act (MHSSA)

District Specific Projects designed to prevent mental illness from becoming disabling and reduce wait time for treatment.

Student Behavioral Health Incentive Project (SBHIP)

District selected county wide interventions to increase behavioral health workforce and wellness programs and services.

School Health Demonstration Project (SHDP)

Technical Assistance and coaching to support billing for school-based mental health services for sustainability.

CalHOPE: Foundational Tier 1 Support Social-Emotional Learning



DISTRICT SPECIFIC PROJECTS



NVUSD

Staffing for Wellness Centers
District Social Workers to “Screen-Triage-Connect”

CJUSD

Increased contract
time for on-site
counseling and
ensure students
have
individualized
treatment plans



Camille Creek, Howell, Pope

Shared contract for Social Worker to provide
screening, direct services, and parent
education to reduce stigma



SHUSD

Establish a Health & Wellness
Center on the high school site



[Learn more here](#)



GRANTS IN THE WORKS



Department of Health Care
Access and Information

**Certified Wellness Coach
Employer Support Grant**



**School-Linked Partnership &
Capacity Grant**



WELLNESS COACH ROLE

Services and Competencies of the Certified Wellness Coach

Services

Activities core to the Certified Wellness Coach roles

- 1 Wellness promotion and education
- 2 Screening
- 3 Care coordination and extension
- 4 Individual support
- 5 Group support
- 6 Crisis referral

Additional Competencies

Demonstrated areas of knowledge to be evaluated against during field experience

- 7 Cultural responsiveness, humility, and mitigating implicit bias
- 8 Professionalism, ethics, and legal mandates
- 9 Communication
- 10 Operating in role and different environments



SCHOOL-LINKED CAPACITY GRANT

Grant Program

- Funding allocated to 58 County Offices of Education

Readiness

- Provider capacity
- Partnerships
- Infrastructure

Fee Schedule

- New funding
- Multi-payer
- Designed to be approachable reimbursement model

\$1,100,000 allocated to Napa County to support sustainability



FISCAL LANDSCAPE

Courtesy of [Michael Lombardo Consulting](#)

**Eight years of
Mostly One-Time
Funding**

**Ways to Sustain
Investments**

\$18 M
Triage School
MH
Collaboration

\$89 M
MHSSA

\$13.2 B
ESSER

\$4 B
Expanded
Learning

\$1 B
Educator
Workforce
Development

\$0.1 B
Juvenile justice
realignment

\$4.1 B
Community
Schools

\$4.7 B
CYBHI

\$2.7 B
Universal
Pre-K

\$2.6 B
Bridge Housing

\$7.2 B
CalWORKS

\$5 B
CalAIM

\$0.6 B
School Meals

LCFF
Medi-Cal
LEA BOP
FQHC
Specialty MH
Managed Care

**DHCS Fee
Schedule**

FFPSA

Note: Figures approximate



MULTI-PAYER FEE SCHEDULE

Permanent and sustainable funding mechanism requiring all payers to reimburse LEAs at 100% of Department of Health Care Services (DHCS) published rate for school-based and school linked mental health services.

Services

- Psychoeducation
- Screenings & Assessments
- Therapy
- Care Coordination

Providers

- LEA employed staff
- Contracted providers
- Affiliated providers

Payers

- All commercial health care plans
- Medical Managed Care Plan
- Medi-Cal FFS
- Disability Insurers



RESOURCES & SUPPORT



CAMILLE CREEK WELLNESS CENTER

A neon sign on a black background. The text 'Camille Creek Wellness Center Grand Opening' is written in a yellow cursive font. Surrounding the text are various neon icons: a pink flamingo, a yellow smiley face, a green pizza slice, a purple and blue circuit board, a green apple, and a green sandwich. At the bottom left is the 'On The Move' logo, and at the bottom right is the 'Voices Youth Programs' logo.

Camille Creek
Wellness
Center Grand
Opening

Thursday, April 4th, 2024, from
2:00pm to 3:30pm
Appetizers will be served
For any questions please contact
Principal Nancy Dempsey
ndempsey@napacoe.org


On The Move


Voices
YOUTH PROGRAMS



MORE TO COME...





THANK YOU!

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

Item 7-A
May 7, 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 **May 7, 2024**, meeting.

Prepared by: Sarah White, Credentials Analyst
04/29/2024

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

TO: Napa County Board of Education

DATE: May 7, 2024

FROM: Sarah White, Credentials Analyst

Item 7-A

NAPA COUNTY OFFICE OF EDUCATION

NAME

TYPE

**DOJ
CLEARED**

Waiver 72-HR

Public Notice

YES

Ana Lua

Child Development Teacher

3/21/2024

NAPA VALLEY UNIFIED SCHOOL DISTRICT

NAME

TYPE

**DOJ
CLEARED**

Thomas Hinesley

ED SPED

7/14/2015

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

RESOLUTION IN SUPPORT OF JEWISH AMERICAN HERITAGE MONTH

NAPA COUNTY BOARD OF EDUCATION

RESOLUTION No 2024-09

WHEREAS, Jewish Americans have been an important part of the American story and have greatly contributed to all areas of American life and culture since our nation’s earliest days; and

WHEREAS, on April 20, 2006, the Federal Government proclaimed May as Jewish American Heritage Month, stating, “As a nation of immigrants, the United States is better and stronger because Jewish people from all over the world have chosen to become American citizens,” and, since then, proclamations in support of Jewish American Heritage Month have been made by Presidents of the United States annually; and

WHEREAS, generations of Jews have fled to the United States in search of a better life for themselves and their families, and these immigrants made invaluable contributions in support of equality and civil rights through their leadership and achievements; and

WHEREAS, Jewish Americans connect to their Jewish identity in a variety of ways, such as culturally, ethnically, religiously and by following Jewish ethics and values; and

WHEREAS, Jewish Americans are racially, ethnically, socially, politically and economically diverse, and around 25 percent of Bay Area Jewish households include a person of color, increasing to nearly 40 percent of households if the head of the household is younger than 35; and

WHEREAS, at the start of 2023, antisemitism was already at an all-time high, including but not limited to physical attacks, vandalism, verbal and physical harassment, and hateful comments posted on social media; and

WHEREAS, antisemitism rose exponentially this past year, with a reported 360% increase in antisemitic incidents in the U.S. during the three months following October 7, 2023, from the same period of time in 2022 according to the Anti-Defamation League (ADL); and

WHEREAS, implicit bias and antisemitic attitudes are widespread today, with 63% of Jews surveyed in the Bay Area in 2023 agreed that people make assumptions about them because they are Jewish, and the ADL found 24% of Americans surveyed endorsed six or more anti-Jewish tropes in 2024; and

WHEREAS, the Napa County Office of Education shares an obligation to condemn and combat antisemitism wherever it exists, to include Jewish Americans in all facets of civic life, and to stand with the Jewish American community against hatred or bigotry in our city and country; and

WHEREAS, there is a need for education and policies that are culturally competent when describing, discussing, or addressing the impacts of being Jewish in all aspects of American society, including discourse and policy; and

WHEREAS, we celebrate the rich and diverse heritage of the Jewish American community, including those who live, work and play in Napa, and;

WHEREAS, we recognize Jewish American commitment to civic engagement and how the Napa County Office of Education has been enriched by local Jewish institutions and synagogues such as Congregation Beth Shalom

THEREFORE, BE IT RESOLVED that the Napa County Office of Education hereby declares the month of May as Jewish American Heritage Month in appreciation of the achievements and contributions made by members of the Jewish community. The Napa County Office of Education calls upon all residents to celebrate Jewish Americans who have woven the fabric of our country and community, and supports opportunities to learn more about Jewish American history and culture.

THEREFORE, BE IT FURTHER RESOLVED that the Napa County Office of Education will continue efforts to confront antisemitism and other forms of hate impacting the Jewish community, support local education about the diversity of our Jewish American community, and integrate Jewish American culture into future programs, activities, and ceremonies throughout the year.

PASSED AND ADOPTED by the Napa County Board of Education at a meeting held on May 7, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Don Huffman, President
Napa County Board of Education

Barbara Nemko, Ph.D.
Napa County Superintendent of Schools

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

Item # 8.B.

May 7, 2024

TITLE:

Resolution 2024-10 Mental Health Awareness Month

HISTORY:

The mental health and wellbeing of Napa County students and their families is a critical issue that affects not only quality of life, but also the health of our communities and economic stability. Mental disorders and mental health challenges affect residents of all backgrounds and all stages of life. One in five adults will experience a mental illness, individually or through a family member, at some point in their life. It is important to recognize that mental illness affects the entire community regardless of race, gender, age, ethnicity, or socioeconomic status. Raising awareness is vital to fighting the stigma associated with mental health challenges.

By proclaiming May 2023 as "Mental Health Awareness Month," the Napa County Board of Education will increase awareness of the importance of mental health in the lives of all community members and eliminate the barriers and stigma associated with mental illness. This awareness demonstrates commitment and support to Napa County residents who have mental illness, as well as their families. This proclamation also promotes hope and encourages those with mental illness to lead fulfilling and productive lives.

CURRENT PROPOSAL:

Board Approval Resolution 2024-10 Mental Health Awareness Month.

FUNDING SOURCE:

Not Applicable.

SPECIFIC RECOMMENDATION:

Board Approval Resolution 2024-10 Mental Health Awareness Month.

Prepared by: Julie McClure

JM/es

May 3, 2024

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

RESOLUTION IN SUPPORT OF Mental Health Awareness Month – May 2024

**NAPA COUNTY BOARD OF EDUCATION
RESOLUTION No 2024-10**

WHEREAS, each May we raise awareness about the importance of mental health and its impact on the well-being of the Napa County community, including children, adults, and families; and

WHEREAS, mental health challenges are one of the most common health conditions in California, affecting at least two in five adults and children, impacting both the person experiencing mental health challenges and those persons who care and love the person facing the challenges; and

WHEREAS, in Napa County 438 elementary school students, 839 middle school/junior high school students, and 3,785 high school students received universal mental health screening through Mental Health Student Services Act (MHSSA) funding administered by the Napa County Office of Education (NCOE) in partnership with Napa County, through our Health and Human Services Agency, from August 1, 2023 to January 31, 2024 for a total of 5,062 students; and

WHEREAS, Napa County Health & Human Services Agency's Behavioral Health Division served over 1,645 unique clients in Fiscal Year 2022-2023, ensuring those served received high-quality mental health services; and

WHEREAS, it is critical that we create a community in Napa County wherein everyone feels comfortable seeking support and prioritizing their mental health and well-being; and

WHEREAS, we support the shared vision of a community in which anyone affected by mental illness can get the support and care they need to live a fulfilling life; and

WHEREAS, we encourage friends, relatives, neighbors, and all people in our community to learn the signs, support those who are struggling, and assist them in seeking services available.

NOW, THEREFORE, BE IT PROCLAIMED, that the Napa County Office of Education, State of California, on this 7th day of May 2024, does hereby proclaim May 2024 is Mental Health Awareness Month in Napa County. We call upon all members of the community, private businesses, non-profit groups, clubs, and associations, to be an ally for individuals with mental illness and take action to strengthen the mental health of our community.

Above all, let us collectively ensure that all children and adults experiencing mental health challenges are treated with the compassion, respect, and understanding they deserve.

AYES:

NOES:

ABSTAIN:

ABSENT:

Don Huffman, President
Napa County Board of Education

Barbara Nemko, Ph.D.
Napa County Superintendent of Schools

**NAPA COUNTY BOARD OF EDUCATION
RESOLUTION 2024-05**

**RESOLUTION CONDITIONALLY APPROVING PETITION TO FORM
THE MAYACAMAS COUNTYWIDE MIDDLE SCHOOL, AND
ALTERNATIVELY, DENYING PETITION TO FORM THE
MAYACAMAS COUNTYWIDE MIDDLE SCHOOL**

WHEREAS, on January 16, 2024, the Napa County Office of Education received a petition (“Petition”) to form the Mayacamas Countywide Middle School (“Petitioners” or “Charter School”) and;

WHEREAS, a successful countywide charter petition must contain reasonably comprehensive descriptions of the criteria set forth in Education Code § 47605.6(b)(5)(A)-(P), as well as the affirmations and other requirements set forth in Education Code § 47605.6; and

WHEREAS, a county board of education may approve a petition to form a countywide charter school only if it finds, in addition to the other requirements of Education Code § 47605.6, that the educational services to be provided by the charter school will offer services to a pupil population that will benefit from those services and that cannot be served as well by a charter school that operates in only one school district in the county; and

WHEREAS, the Napa County Office of Education staff (“Staff”) has reviewed and analyzed the Petition and all information received with respect to the operation and potential effects of the proposed Charter School, and based on that review, has made a recommendation to the Napa County Board of Education (“NCBOE”) that the Petition be conditionally approved and prepared a Staff Analysis and Proposed Findings of Fact for Mayacamas Countywide Middle School Charter Petition (hereinafter “Staff Report”, published on February 19, 2024), setting forth that recommendation and proposed findings of fact; and

WHEREAS, in accordance with the provisions of California Education Code section 47605.6, Napa County Office of Education published the Staff Report at least 15 days prior to the NCBOE’s action on this Resolution; and

WHEREAS, in accordance with the provisions of Education Code section 47605.6, the NCBOE held a public hearing on February 6, 2024, to determine the level of support for the Petition; and

WHEREAS, the NCBOE has taken into consideration the information and documents submitted, including the Petition, statements presented at the public hearing, and the Staff Report, including Staff’s recommendation; and

WHEREAS, the NCBOE has reviewed and deliberated on the Petition, pursuant to the standards and procedures set forth in California Education Code section 47605.6;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the NCBOE finds the above listed recitals to be true and correct and incorporates them herein by this reference.

BE IT FURTHER RESOLVED AND ORDERED that the NCBOE hereby finds that compliance with each of the conditions set forth in Attachment A is necessary to the sound operation of the Charter School and that approval of the Petition is consistent with sound educational practice only if the Charter School complies fully with each of these conditions.

BE IT FURTHER RESOLVED AND ORDERED that the NCBOE hereby finds that, subject to compliance with the conditions in Attachment A regarding transportation and admissions preferences, the Petition provides reasonable justification for why the Charter School could not be established by petition to a school district pursuant to Education Code section 47605.

BE IT FURTHER RESOLVED AND ORDERED that the NCBOE hereby conditionally approves the Petition, for a period of five school years of operation, commencing on August 1, 2024, and continuing through and including June 30, 2029. The NCBOE's approval is subject to the conditions detailed in Attachment A, and approval of the Petition shall not be effective until all of the conditions below have been fulfilled to the satisfaction of the Board or designee. Failure of Petitioners to satisfy the conditions as set forth in Attachment A by July 1, 2024, effectuates a complete denial of the Petition.

BE IT FURTHER RESOLVED AND ORDERED that the NCBOE hereby finds that, if Charter School fails to satisfy the conditions in Attachment A regarding transportation and admissions preferences by July 1, 2024, to the satisfaction of the NCBOE or designee, the Petition does not provide a sufficiently reasonable justification for why the Charter School could not be established by petition to a school district pursuant to Education Code section 47605.

BE IT FURTHER RESOLVED AND ORDERED that the NCBOE finds that if Charter School fails to satisfy the conditions listed in Attachment A by July 1, 2024, to the satisfaction of the NCBOE or designee, approval of the Petition is not consistent with sound educational practice, based upon numerous grounds and factual findings including, but not limited to, the following:

- The Petition presents an unsound educational program for the pupils to be enrolled in the Charter School. (Ed. Code § 47605.6(b)(1).)
- The Petitioners are demonstrably unlikely to successfully implement the program set forth in the Petition. (Ed. Code § 47605.6(b)(2).)
- The Petition does not contain reasonably comprehensive descriptions of all the required elements. (Ed. Code § 47605.6(b)(5)).
- The concerns and deficiencies identified in the Staff Report and at the public hearing. (Ed. Code § 47605.6(b)(7)).

BE IT FURTHER RESOLVED AND ORDERED, that if Charter School fails to satisfy the conditions in Attachment A by July 1, 2024 to the satisfaction of the NCBOE Board or designee, the NCBOE adopts the factual findings provided by Napa County Office of Education staff on February 19, 2024 in the Staff Report, insofar as such findings support of its denial of the Petition.

BE IT FURTHER RESOLVED AND ORDERED that should the Charter School not comply with all of the conditions in Attachment A to the NCBOE or designee's satisfaction, on or before the dates and times specified above, or such later deadline as agreed to in writing by the NCBOE or designee, the conditional approval of the Petition is terminated and withdrawn and the Petition is denied based on the written factual findings set forth above and adopted hereby, unless the NCBOE, in its sole discretion, deletes the condition(s) or extends the deadline for compliance therewith.

BE IT FURTHER RESOLVED AND ORDERED that the terms of this Resolution, and incorporated Staff Report, setting forth the factual findings supporting denial, are severable. Should it be determined that one or more of the findings is invalid, the remaining findings, and the conditional approval or denial for failure to comply with the conditions, shall remain in full force and effect. In this regard, the NCBOE specifically finds that each factual finding is, in and of itself, a sufficient basis for denial.

BE IT FURTHER RESOLVED AND ORDERED that approval of the Petition is explicitly and necessarily based on the Charter School's compliance with the conditions imposed by the NCBOE pursuant to this Resolution, and should it be determined that a conditional approval of the Petition is not permissible pursuant to the Charter Schools Act of 1992, the approval is withdrawn and the Petition is denied based on the factual findings specific to the Petition set forth and adopted by the NCBOE herein.

APPROVED AND ADOPTED by the Napa County Office of Education Board of Trustees at its special meeting held on March 5, 2024, by the following vote:

AYES: Jennifer Kresge, Don Huffman, Janna Waldinger, Gerry Parrott, Jean Donaldson

NOES: Sindy Biederman, Ann Cash

ABSTENTIONS: None

ABSENCES: None

I declare under penalty of perjury that the following resolution was duly passed and adopted on the date and by the vote stated.

Don J. Huffman, President
NAPA COUNTY BOARD OF EDUCATION

Attachment A

Mayacamas Countywide Charter Middle School **conditions for approval:** Pursuant to the resolution passed by the Board on March 5, 2024, the following shall be fulfilled to the satisfaction of the Board or designee before approval of the petition can legally take effect.

- Submit a plan for reading instruction for students substantially under-achieving.
- Submit a process for materials/curriculum adoption.
- Submit confirmation that a SELPA will accept MCMS as a member.
- Submit a plan for providing adaptive technology for Special Education students.
- Submit assurances that the school:
 - understands that it is fiscally responsible for fair share of any encroachment on general funds
 - accepts responsibility for any legal fees relating to the SELPA application and assurances process
 - affirms it will follow all rules of the SELPA
- Submit independent study assurance and acknowledgements:
 - that “the K-12 public school guidelines for independent study will be evident in the annual audit per Education Code 47612.5(b).
 - that independent study will be supervised by an appropriately credentialed teacher per EC 51747.5(a).
 - that the charter may claim apportionment credit for independent study only to the extent of the time value of pupil or student work products, as personally judged in each instance by a certified teacher per EC 51747.5(b).
- Submit an assurance that the zip code preference process will be moved up in the preference sequence, so it is behind only currently enrolled students and their siblings.
- Submit Uniform Complaint Policy and Procedures.
- Submit fiscal policies on internal control and conflicts of interest
- Submit an assurance that all items in the current MOU between MCMS and NCOE will be acceptable in a new MOU for the countywide charter
- Submit budget revisions that:
 - include transportation expenses for a minimum of 12% of their projected enrollment each year.
 - demonstrate movement over the five-year charter period toward a special education per pupil cost reflective of the average of the 5 county districts.
 - demonstrate a reasonable movement over time toward the goal of 60% UPP.
- Specify a teacher-to-student ratio.
- Specify the following administrative services and operations elements:
 - Outline or process for how personnel transactions will be conducted (i.e. hiring, payroll, leaves, and retirement).
 - Accounting and payroll processes that reflect an understanding of school business practices and expertise to carry out the necessary functions.
 - Plan and timeline to develop and assemble school business practices and expertise.

- Explanation of how school intends to manage risk, including any policies and procedures.
- Submit methodology for transfer and maintenance of personnel records in the event of closure, in accordance with applicable law.
- Submit a School Safety Plan.

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

TO: Napa County Board of Education

DATE: May 7, 2024

FROM: John Zikmund, Human Resources

RE: Personnel Activity

BOARD ITEM: 10A

NEW CERTIFICATED EMPLOYEE

None

NEW CLASSIFIED EMPLOYEE

Abigail Gordon – Program Manager, Community Programs

Norma Edith Otero-Guerrero, Instructional Lab Assistant, College and Career Readiness

CHANGE IN ASSIGNMENT

None

RESIGNATION

Jaina Sebastian – Admin. Asst. II, CIAS

RETIREMENT ANNOUNCEMENTS

None

TERMINATION

None

LAYOFF/NON-REELECTS/TEMPORARY RELEASE NOTICES

None

POSITION VACANCIES

Speech and Language Therapist – Early Childhood Services

Early Childhood Education Assistant (3) – Early Childhood Services

Child Development Teacher (4) – Early Childhood Services

Associate Child Development Teacher (2) – Early Childhood Services

School Nurse, Early Childhood Services

School Psychologist, Early Childhood Services

Admin. Asst. I, Early Childhood Services

Program Planner, Early Childhood Services

Child Development Supervisor, Early Childhood Services

Site Coordinator, Early Childhood Services

Human Resources Manager, HR

Business Process Analyst, College and Career Readiness

Program Manager (Certificated), Project Specialist, College and Career Readiness

Program Coordinator I – Communications

Admin. Asst. II, CIAS

Program Manager (Certificated), Mental Health/Wellness, CIAS

Program Manager (Certificated), CIAS

Senior Program Manager (Certificated), CIAS

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

Item: 10.B.
May 7, 2024
Board Meeting

TITLE:

Presentation of the Preliminary 2024-25 Budget

HISTORY:

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

CURRENT PROPOSAL:

Information only

FUNDING SOURCE:

All NCOE Funds

SPECIFIC RECOMMENDATION:

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

PREPARED BY:

Joshua Schultz, Deputy Superintendent

Napa County Office of Education

2024-25 Preliminary Budget Assumptions

2024-25 Unrestricted Budget

Total Unrestricted Revenue

- General Fund: \$13,528,818

LCFF Revenue Assumptions

- \$16,828,456 County P-2 property taxes
- \$1,450,300 Minimum state aid
- \$700,000 Differentiated Assistance
- \$16,504 EPA
- (\$6,619,726) Special education transfer set at 39.34%
- (\$3,177,768) SRAF transfer of excess property tax to fund county court system
- COLA: 1.07%
- ADA

	ADA	3-Year Rolling Average
2022-23 R-1	78.37	N/A
2023-24 P-2	66.20	91.79
2024-25 Est.	66.20	76.82

Unrestricted Revenue Compared to 2023-24 Second Interim

- \$67,000 Differentiated Assistance (charter addition)

Unrestricted Expenditure Compared to 2023-24 Second Interim

- \$381,000 Reduced transfer in of IDC
- \$356,000 Salary and benefit increase from classification and salary schedule study
- \$200,000 Increase in anticipated legal fees
- \$134,000 SRAF Increase
- \$63,000 Conference room AV system
- \$50,000 Roof maintenance
- \$50,000 Parking lot striping
- (\$110,000) NCOE unrestricted budget support for NVUSD CTE programs
- FTE

	FTE
2023-24	52.3600
2024-25	54.0825

2024-25 Restricted Budget

Total Restricted Revenue

- General Fund: \$44,225,146
- Child Development: \$10,200,806
- Food Service: \$ 988,022

Restricted Revenue Compared to 2023-24 Second Interim

- \$506,000 LCFF COE Multiplier and Student Enrichment Block Grant
- \$326,000 SPDG Contract increases
- (\$1,200,000) Community Programs carryover budgets and new year budgets are estimated conservatively
- (\$1,140,000) Special Ed Infant /Preschool funds (IEEEP, Preschool Grant for FFS, ARPA)
- (\$984,000) NVUSD CTE Contract
- (\$980,000) Literacy funding. Transition from Literacy Initiative to the LCRSET Literacy Coach Grant

Restricted Expenditure Compared to 2023-24 Second Interim

- \$528,260 Salary and benefit increase from classification and salary schedule study
- All new and adjusted grants and contracts have expenditure budgets that match available revenue.
- Fund Balance one-time funds received in prior years in the amount of \$3,543,767 have been brought into expenditure budgets. This includes Infant Program, Medi-Cal Billing, Educator Effectiveness, Golden State Pathways, and others.
- Fund Balance not intended for expenditure in 2024-25 or not yet allocated, has been left in Fund Balance in the amount of \$74,568. This includes property tax backfill for wildfires.
- FTE

	FTE
2023-24	137.1950
2024-25	129.6525

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

To: Napa County Board of Education

Date: May 7, 2024

From: Joshua Schultz, Deputy Superintendent

Item. 10.C.

RE: Mayacamas Second Interim Review

Review of the 2023-24 second interim financial report for Mayacamas Charter Middle School

HISTORY:

The Napa County Board of Education is designated as the chartering authority for Mayacamas Charter Middle School. The oversight duties of a chartering authority include monitoring the fiscal condition of each charter school under its authority. The chartering authority shall use any financial or other information it obtains from the charter school, including but not limited to, the preliminary budget, interim financial reports, and unaudited financial report to perform its duty to monitor the fiscal condition of the charter school.

The second interim financial report was due to the Napa County Office of Education (NCOE) on or before March 16, 2024 reflecting changes to the adopted budget through January 31, 2024.

Attached is a letter to the charter board reflecting feedback from NCOE regarding the second interim financial report.

April 16, 2024
Board of Directors
Napa Foundation for Options in Education
Mayacamas Charter Middle School
983 Napa Street
Napa, CA 94559

Dear Board of Directors:

In accordance with Education Code (EC) Sections 47604.32 and 47604.33, Napa County Office of Education (NCOE) is charged with monitoring the fiscal condition of each charter school under its authority. Based on our analysis of the information submitted, we would like to highlight the following for Mayacamas Charter Middle School's (MCMS) attention.

Budget Narrative

Our analysis of the year-to-date financial activity through January 31, 2024, demonstrates that the revised Second Interim budget (projected totals) appears sufficient for the commitments described in the budget narrative. The documentation provided by the school also includes assurances and demonstrates the confidence that the Napa Foundation for Options in Education (NFOE) Board has in the school's continued solvency.

In response, we offer a reminder that NCOE is charged with monitoring the fiscal condition of the charter school, which includes transparent financial details, multi-year planning, risk assessment, and candid discussion of the fiscal outlook, to safeguard the charter's fiscal health. Our analysis is a product of that oversight duty, and we therefore continue to highlight the significant financial risk, particularly as it relates to the Multi-Year Projections (MYP) and as detailed in our analysis below.

Financial Stability

Along with the second interim report, our office requested preliminary 2024-25 enrollment data from the open enrollment period ending February 29, 2024. We note that the data provided again demonstrates significant shortages compared to the projected enrollment for the SBE-approved charter petition, as well as the second interim MYP and Napa County Board of Education's (NCBOE) conditionally approved countywide charter petition:

	Charter Petition	2nd Interim MYP	Countywide Petition	Open Enrollment
Enrollment	232	150	150	71

In addition to total enrollment currently being less than 50% of the school's most moderate projections, of particular concern is the disaggregated enrollment by grade level. We note that the SBE-approved petition contemplates a rapid expansion in 6th grade enrollment as the basis for sustained growth from sixty (60) in year one to one-hundred-twelve (112) in year two. However, during the open enrollment window just eight (8) applications were received for 6th grade students, which would represent a reduction from twenty-eight (28) in year one to eight (8) in year two, slightly more than 7% of the one-hundred-twelve (112) projected.

Despite the assurances of the NFOE Board, the fiscal realities facing the school remain uncertain, and we continue to express concerns about financial viability. We acknowledge the board's belief that recruitment efforts have been hampered by legal issues related to its SBE-

approved petition, and its confidence that enrollment will grow as a result of the March 5, 2024, conditional approval of the countywide petition by the NCBOE. However, we advise prudent fiscal planning based on the available data and a proactive approach to balancing the budget. We caution that a reactive approach may limit the options available and may require additional mid-year reductions and/or more severe measures.

Demographics

Our office also requested a more detailed explanation of the variance between the reported demographics of MCMS students as compared to the SBE-approved petition's unduplicated pupil percentage (UPP), 45% and 60% respectively, along with a description of efforts MCMS will undertake to ensure alignment between its student demographics and the community.

We are in receipt of the response and note that it includes an explanation that the advent of Universal Meals and challenges with data collection likely understate the school's UPP, and further generalizes that such issues are common to Local Educational Agencies (LEAs) statewide. However, with the implementation of Universal Meals in 2022-23, the UPP across Napa County LEAs has increased from 54.7% in 2021-22 to 62.2% in 2023-24. Napa Valley Unified School District, the district of residence for the majority of MCMS students, has increased its single-year UPP from 57.1% to 67.2% across the same period.

It can therefore be reasonably inferred that any challenges with data collection and/or accuracy may be attributed to the process currently in use at MCMS. Consequently, we encourage the exploration of additional efforts, such as data collection process improvements, that can be undertaken to ensure the student demographic data aligns with the community and is accurate.

Local Control Funding Formula Revenues

We note that revised assumptions for 2023-24 Local Control Funding Formula (LCFF) revenues are in line with the data reported year-to-date as of January 31, 2024, and the projected total LCFF funding has decreased since the first interim report. Despite the decreased revenues, MCMS is projecting an even greater increase in its ending net position because of additional expenditure reductions (namely certificated salaries), and additional expenditures being funded by the Public Charter Schools Grant Program. As noted previously, the projected increase in ending net position is a result of one-time funds rather than an operational surplus.

We also clarify that the MYP does not currently include additional one-time funds, as noted in the school's narrative. We advise the Board to explore all avenues to maintain fiscal solvency. While we continue to discourage including one-time funds in the MYP, we encourage MCMS to include a description of future one-time funding activities in the interim narrative or cover letter.

Beginning Net Position

As of the second interim report, MCMS has increased its beginning net position from \$65k to \$77k. Per our initial conversation with the back-office provider ExED, it was unclear whether the source of this revision is related to the operations of NFOE or MCMS, and the reason for the increase was not detailed, which raises several concerns as follows:

- 1) The California Department of Education's (CDE) Standardized Account Code Structure (SACS) web reporting system for unaudited actuals requires the prior year ending balance to agree to the current year beginning balance for submission to the state.

- 2) We caution that commingling of funds to the extent that they become blended (meaning that the identity, origin, and source of funds are no longer verifiable) may be considered a violation of Generally Accepted Accounting Principles (GAAP).

CDE's guidance on this topic is that the beginning net position for a new charter school should be reported as zero, and any prior year startup funds should be recorded as an adjustment/restatement rather than a direct increase to the beginning net position. Further, the California School Accounting Manual (CSAM) indicates that LEAs should consult with their independent auditor prior to posting an adjustment/restatement.

In addition, the Fiscal Crisis and Management Assistance Team (FCMAT) indicates that "new charter schools, once approved by their authorizer's governing board, are required to prepare unaudited financial statements and be audited their first fiscal year ending June 30 if any financial activity occurs. Although a charter school may not receive apportionment funding or serve students during this first fiscal period, many charter schools receive startup grant revenues, revolving fund loans, donations and other revenues, and have start-up expenditures during this time. When a charter school has financial activity, regardless of how small or short-lived, it is required to prepare unaudited financial statements and receive an independent audit for its first fiscal year," consistent with both statute and accounting standards.

As a result, we encourage MCMS to work with its legal counsel and independent auditor to determine the source of these funds, whether financial activity prior to the school start date is subject to audit, and how these funds should be correctly reported in its financial statements.

ESSA Federal Revenues

MCMS has removed funds related to the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA), as a result of its decision not to complete applicable federal funding requirements. This represents a forfeiture of a combined \$32,107 per the latest eligibility estimates from CDE for Title I, Part A Improving Basic Programs Operated by LEAs; Title II, Part A Supporting Effective Instruction; and Title III, Part A English Language Acquisition, Language Enhancement, and Academic Achievement for English Learner Students.

Multi-Year Projections

We highlight that MYPs are an important tool to assist in making financial decisions and should be updated regularly. MYPs should also be prepared with reasonable assumptions and should incorporate the most recent data available at the time the projection is prepared.

As noted in our analysis of financial stability, the assumptions regarding enrollment and ADA are overstated compared to open enrollment data, and we again caution that there remains a risk that projected revenues are overstated. We continue to counsel that a failure to meet the ADA projections may significantly impact the school's fiscal outlook, absent additional one-time funds.

Our office recommends that multiple MYP scenarios be prepared and evaluated to make prudent fiscal decisions. We also emphasize that beyond the high degree of uncertainty specific to MCMS' enrollment and ADA projections, there currently exists an additional layer of uncertainty regarding the projected state budget deficit and the statutory cost of living adjustment (COLA). Considering the consequential impact that the state's budget shortfall may have, we advise moderation in fiscal projections to minimize the potential for financial mismanagement.

Cash Flow

We conclude by noting that the borrowing projected by the school appears sufficient to maintain positive ending cash balances in all months based upon our review of the second interim cash flow. However, we note that some disbursement schedules appear inconsistent with what we would expect. For example, the total Operating Services for June 2024 is projected to be just \$318, which does not adequately account for typical monthly cash outflows, such as the school's rent payment.

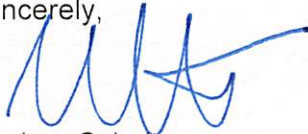
In addition, the LCFF assumptions include \$29,211 of in-lieu of property taxes, compared to the CDE's P-1 estimate of \$4,147. While this has no impact on total LCFF revenues, the cash flow schedules for in-lieu and state aid are distinct, and we advise the use of estimates based on the most recent data available.

As a reminder, the Memorandum of Understanding requires MCMS to provide NCOE with notice as soon as is practicable of its intent to incur debt, including the amount, lender, and general terms of the agreement. In addition, it requires MCMS to provide all documentation related to the debt as soon as practicable, but in any event no later than 30 days after closing.

We would like to express our appreciation to MCMS for its cooperation during the second interim review process and applaud your dedication to providing highly personalized education for all students.

If there are any questions regarding this review, please contact me at (707) 253-6832.

Sincerely,



Joshua Schultz
Deputy Superintendent

cc: Catherine Adams, MCMS Head of School
Ayanthy Peiris, ExED Vice President
Dr. Franci Sassin, ExED Vice President
Napa County Board of Education Trustees

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

To: Napa County Board of Education

Date: May 7, 2024

From: Joshua Schultz, Deputy Superintendent

Item 10.D.

RE: District Second Interim Review

Review of the 2023-24 second interim financial reports for Napa County School Districts

HISTORY:

The Napa county superintendent is charged with fiscal oversight for all Napa County school districts. The fiscal oversight role includes approval/disapproval of district budgets, analysis of interim reports and feedback, review and analysis of collective bargaining agreement disclosures, review and analysis of non-voter-approved debt, and approval of Local Control and Accountability Plans (LCAPs).

The second interim financial report was due to the Napa County Office of Education (NCOE) on or before March 16, 2024 reflecting changes to the adopted budget through January 31, 2024 and including the District's certification of its financial status. No later than 75 days after January 31, 2024 (April 16, 2024), the county superintendent must report to the State Controller's Office (SCO) and Superintendent of Public Instruction (SPI) whether each district provided the required certification, the type of certification for each district, and whether NCOE has changed the district's certification.

Attached are the notification to SCO and SPI as well as letters to the school district boards reflecting feedback from NCOE regarding the second interim financial reports.

SCHOOL DISTRICT CERTIFICATION:

Calistoga Joint Unified:	POSITIVE
Howell Mountain Elementary:	POSITIVE
Napa Valley Unified:	POSITIVE
Pope Valley Union Elementary:	POSITIVE
St. Helena Unified:	POSITIVE

NCOE CHANGE IN CERTIFICATION:

None




CALIFORNIA DEPARTMENT OF EDUCATION
 Notice of Interim Certifications from the
 Napa County Office of Education
 Fiscal Year 2023-24

Check one:

- First Interim Report (October 31 closing period)
Please submit this notice to the CDE and SCO by January 14th.¹ See below for addresses.
- Second Interim Report (January 31 closing period)
Please submit this notice to the CDE and SCO by April 16th.¹ See below for addresses.

All of our school districts filed positive interim reports which were confirmed by the county superintendent. Exceptions to the above are as follows (add rows as necessary):²

District Name	District Certification	County Certification (if different)	Operating Budget (whole numbers) ³
			\$
			\$
			\$
			\$
			\$



 Signature of County Superintendent or Designee

 April 16, 2024
 Date

 Josh Schultz
 Contact Name

 jschultz@napacoe.org
 E-mail Address

 (707) 253-6832
 Telephone

California Department of Education⁴
 School Fiscal Services Division
 Attention: Janet Finley
 1430 N Street, Suite 3800
 Sacramento, California 95814
 Telephone Number 916-327-0538
 FAX Number 916-327-4873
 E-mail (pdf maximum 20 MB):
ab1200@cde.ca.gov

State Controller's Office (SCO)⁵
 Division of Audits
 Financial Audits Bureau
 P.O. Box 942850
 Sacramento, California 94250-5874
 Telephone Number 916-324-6442
 E-mail (pdf maximum 6 MB):
leaaudits@sco.ca.gov

¹ If the due date falls on a Saturday, Sunday, or holiday, the reporting date shall be the following workday.

² Pursuant to *Education Code* Section 42131(a)(2), for each district with a qualified or negative certification, the county superintendent of schools shall submit to the State Superintendent of Public Instruction and State Controller's Office a copy of the interim report including the signed district certification form, county superintendent's comments, and a report on any action proposed or taken by the county superintendent pursuant to Section 42127.6. See above for addresses.

³ Board Approved Projected Year Total General Fund Expenditures plus Transfers Out and Uses.

⁴ The CDE accepts notices by mail, fax or e-mail (pdf). Please note county name in e-mail subject line. Interim report packages may be sent by mail or e-mail. No faxes please or e-mail pdf attachments that are in total larger than 20 MBs.

⁵ The SCO accepts notices and reports by mail or e-mail (pdf). Please note First or Second Interim Report in e-mail subject line. No faxes please or e-mail pdf attachments that are in total larger than 6 MBs.

April 16, 2024

Board of Trustees
Calistoga Joint Unified School District
1520 Lake Street
Calistoga, CA 94515

Dear Board of Trustees:

In accordance with Education Code Section (EC) 42131, we have examined Calistoga Joint Unified School District's 2023-24 Second Interim Report to determine if it complies with the criteria and standards adopted by the State Board of Education pursuant to EC 33127.

Based on our review and analysis, we are satisfied that the Second Interim report approved by the District's governing board reflects the financial status of the District and is consistent with the State's criteria and standards. We therefore concur with the District's positive certification.

Multi-Year Projections

We note in the District's Multi-Year Projections deficit spending in all years, primarily related to spending down one-time restricted resources.

Despite deficit spending, the available reserves are projected to remain flat, between a high of 20.33% and low of 19.92% across the three-year budget window, above the 4% statutory minimum. In addition, the estimated ending fund balance for the unrestricted general fund increases from \$9.0 million to \$9.2 million over the same period. We commend the District's prudent fiscal planning in consideration of the state economic outlook.

Cash Flow

Cash flow in basic aid districts requires close monitoring due to the irregularity of property tax revenue receipts. Basic aid districts maintaining only minimum reserve levels are required to find alternative short-term sources of funding, such as Tax and Revenue Anticipation Notes (TRANS) or inter-fund borrowing. Our office recommends the District continue to maintain a sufficient reserve for economic uncertainties to meet cash flow needs throughout the year.

We note that the statement of cash flows provided with the Second Interim Report includes technical issues, including the beginning balances for cash, assets and liabilities not reconciling to the 2022-23 unaudited actuals, and the total projected cash inflows and outflows not reconciling to the 2023-24 budget. As a result, our office prepared a cash flow during our review, which indicates the District will be able to meet its cash flow needs in the current and first subsequent year. We advise the District to update its cash flow on a regular basis to effectively monitor its cash position.

LCFF Equity Multiplier

Beginning in school year 2023-24, California implemented new Local Control Funding Formula Equity Multiplier funding with the adoption of Senate Bill (SB) 114, Chapter 48, Statutes of 2023 as amended by SB 141, Chapter 194, Statutes of 2023. It provides funding for school sites meeting non-stability and socio-economically disadvantaged pupil thresholds in the prior year, as reported in the California Department of Education's Stability Rate Report.

These funds must be used to provide evidence-based services and supports for students at identified school sites. LEAs are also required to document efforts to improve outcomes for students at these school sites beginning with the 2024-25 Local Control and Accountability Plan (LCAP). We suggest the District review the requirements of EC Section 42238.024 to ensure it complies with the requirements applicable to this new funding opportunity.

Labor Negotiations

As of this Second Interim Report, we note that the District has settled its labor negotiations with all bargaining units for the 2023-24 fiscal year.

As a reminder, CA Government Code 3547.5 requires public disclosure of the major provisions of a negotiated agreement with a collective bargaining unit. In accordance with Education Code 42142, please forward to the County Office within 45 days of adopting a collective bargaining agreement, copies of the following: (1) public disclosure, (2) the budget revisions necessary to fulfill the terms of the agreement and (3) other documentation necessary to determine the District's ability to fulfill the obligation of the agreement. These items are required even when the agreement has no financial impact.

We applaud your dedication to providing high quality education for all students.

If there are any questions regarding this review, please contact me at (707) 253-6832.

Sincerely,



Joshua Schultz
Deputy Superintendent

cc: Dr. Audra Pittman
Maureen Hester
Napa County Board of Education Trustees

April 16, 2024

Board of Trustees
Howell Mountain Elementary School District
525 White Cottage Road
Angwin, CA 94508

Dear Board of Trustees:

In accordance with Education Code (EC) Section 42131, we have examined Howell Mountain Elementary School District's 2023-24 Second Interim Report to determine if it complies with the criteria and standards adopted by the State Board of Education pursuant to EC 33127.

Based on our review and analysis, we are satisfied that the Second Interim report approved by the District's governing board reflects the financial status of the District and is consistent with the State's criteria and standards. We therefore concur with the District's positive certification.

Multi-Year Projections

We note in the District's Multi-Year Projections (MYP) that the District has eliminated the projected unrestricted general fund deficit noted during our first interim review, by shifting allowable costs to one-time restricted resources. However, deficit spending is still projected for both subsequent years as these one-time funds expire. We therefore continue to encourage the development of an exit strategy to ensure the District's fiscal health absent future one-time investments from the state.

We further note a technical discrepancy in the MYP that excludes the Special Reserve Fund from the calculation of available reserves, which reduces the reserve to 17.55% by 2025-26. Our analysis demonstrates the correct reserve percentage, inclusive of the Special Reserve Fund, should be 35.06%. We applaud the District's efforts to maintain strong reserves given the current economic outlook.

Cash Flow

Cash flow in basic aid districts requires close monitoring due to the irregularity of property tax revenue receipts. Basic aid districts maintaining only minimum reserve levels are required to find alternative short-term sources of funding, such as Tax and Revenue Anticipation Notes (TRANS) or inter-fund borrowing. Our office recommends the District continue to maintain a sufficient reserve for economic uncertainties to meet cash flow needs throughout the year.

We note that the statement of cash flows provided with the Second Interim Report indicates the District will be able to meet its cash flow needs in both the current and first subsequent year.

Labor Negotiations

As of this Second Interim Report, we note that the District has settled its labor negotiations with all bargaining units for the 2023-24 fiscal year and the increases are included in the multi-year projection.

As a reminder, CA Government Code 3547.5 requires public disclosure of the major provisions of a negotiated agreement with a collective bargaining unit. In accordance with Education Code 42142, please forward to the County Office within 45 days of adopting a collective bargaining agreement, copies of the following: (1) public disclosure, (2) the budget revisions necessary to

fulfill the terms of the agreement and (3) other documentation necessary to determine the District's ability to fulfill the obligation of the agreement. These items are required even when the agreement has no financial impact.

County Office's Fiscal Duties

Our office continues to be available to make budget recommendations and support the development of internal control procedures. The County Office currently provides financial services to your District to prepare State Financial Reports, verify deposits and process payroll. We recognize that decisions regarding staffing, programs and expenditures are up to the discretion of the District's Administration and Board.

We applaud your dedication to providing high quality education for all students.

If there are any questions regarding this review, please contact me at (707) 253-6832.

Sincerely,



Joshua Schultz
Deputy Superintendent

cc: Dr. Janet Tufts
Napa County Board of Education Trustees

April 16, 2024

Board of Trustees
Napa Valley Unified School District
2425 Jefferson Street
Napa, CA 94558

Dear Board of Trustees:

In accordance with Education Code (EC) Section 42131, we have examined Napa Valley Unified School District's 2023-24 Second Interim Report to determine if it complies with the criteria and standards adopted by the State Board of Education pursuant to EC 33127.

Based on our review and analysis, we are satisfied that the Second Interim report approved by the District's governing board reflects the financial status of the District and is consistent with the State's criteria and standards. We therefore concur with the District's positive certification.

Multi-Year Projections

We note in the Multi-Year Projections that the District is anticipating deficit spending in the current year related to spending down one-time restricted funds, and both subsequent years related to its estimated structural deficit. Despite the deficits, the District's reserves are maintained at just under 10% in all years due to the committed fund balance, which is reduced from \$53.9 million in 2023-24 to \$45.8 million by 2025-26. We further note that pursuant to Board Resolution No. 23-37, the designation of committed funds is to address declining enrollment, inflationary pressures, sufficient cash flow, and financial stability.

As advised previously and noted in the District's narrative, the expiration of one-time federal funds combined with declining enrollment will necessitate an alignment between revenues and expenditures in the future. However, the District's prudent financial planning and improved fiscal condition allow some measure of flexibility to address the looming fiscal challenges, which also include the state's projected budget deficit, the 0.76% projected cost of living adjustment, and general economic outlook.

Cash Flow

We note in the Cash Flow that the District is projecting a positive ending cash balance in all months for the current and subsequent fiscal year, and that the projected cash balances are sufficient to preclude any external cash borrowing in either year. We encourage the District to continue to monitor its cash position on a regular basis.

The District includes a caveat that should the state implement budget deferrals, a strategy it has used in the past to address budget deficits, external borrowing may become necessary. We therefore offer a reminder that our office requests public disclosure information be provided for external borrowing, including Tax and Revenue Anticipation Notes (TRANS).

Labor Negotiations

As of this Second Interim Report, we note that the District has settled its labor negotiations with all bargaining units for the 2023-24 fiscal year and the increases are included in the multi-year projection.

As a reminder, CA Government Code 3547.5 requires public disclosure of the major provisions of a negotiated agreement with a collective bargaining unit. In accordance with Education Code 42142, please forward to the County Office within 45 days of adopting a collective bargaining agreement, copies of the following: (1) public disclosure, (2) the budget revisions necessary to fulfill the terms of the agreement and (3) other documentation necessary to determine the District's ability to fulfill the obligation of the agreement. These items are required even when the agreement has no financial impact.

LCFF Equity Multiplier

Beginning in school year 2023-24, California implemented new Local Control Funding Formula Equity Multiplier funding with the adoption of Senate Bill (SB) 114, Chapter 48, Statutes of 2023 as amended by SB 141, Chapter 194, Statutes of 2023. It provides funding for school sites meeting non-stability and socio-economically disadvantaged pupil thresholds in the prior year, as reported in the California Department of Education's Stability Rate Report.

These funds must be used to provide evidence-based services and supports for students at identified school sites. LEAs are also required to document efforts to improve outcomes for students at these school sites beginning with the 2024-25 Local Control and Accountability Plan (LCAP). We suggest the District review the requirements of EC Section 42238.024 to ensure it complies with the requirements applicable to this new funding opportunity.

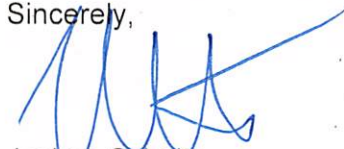
LCAP Carryover

We caution that increased LCFF revenues included in the second interim will impact the calculation of LCAP carryover for the 2024-25 LCAP and may result in an increase. We therefore encourage the District to evaluate its carryover and to include in its 2024-25 LCAP sufficient planned actions to meet the requirement to provide increased or improved services to its highest needs students, inclusive of any carryover.

We applaud your dedication to providing high quality education for all students.

If there are any questions regarding this review, please contact me at (707) 253-6832.

Sincerely,



Joshua Schultz
Deputy Superintendent

cc: Dr. Rosanna Mucetti
Rob Mangewala
Jenna Burrows
Napa County Board of Education Trustees

April 16, 2024

Board of Trustees
Pope Valley Union Elementary School District
PO Box 167
Pope Valley, CA 94574

Dear Board of Trustees:

In accordance with Education Code (EC) Section 42131, we have examined Pope Valley Union Elementary School District's 2023-24 Second Interim Report to determine if it complies with the criteria and standards adopted by the State Board of Education pursuant to EC 33127.

Based on our review and analysis, we are satisfied that the Second Interim report approved by the District's governing board reflects the financial status of the District and is consistent with the State's criteria and standards. We therefore concur with the District's positive certification, however express our concerns with the financial projections below.

Multi-Year Projections

We note in the Multi-Year Projections (MYP) that the District is anticipating a net increase to its ending fund balance for the budget year, contrasted by ongoing deficit spending in both subsequent years. The budget savings are attributable to one-time events, including unfilled staffing vacancies and temporarily shifting ongoing costs to restricted resources.

While we commend the District's improved fiscal outlook for the current year, we caution that the structural nature of future deficit spending, as evidenced by projected decline in available reserves from 35.3% in 2023-24 to 23.7% by 2025-26, is unsustainable. We therefore encourage the District to evaluate ongoing programs and to develop an exit strategy to ensure continuity of services in the absence of one-time funds.

Cash Flow

Cash flow in basic aid districts requires close monitoring due to the irregularity of property tax revenue receipts. Basic aid districts maintaining only minimum reserve levels are required to find alternative short-term sources of funding, such as Tax and Revenue Anticipation Notes (TRANS) or inter-fund borrowing.

We note that the statement of cash flows provided with the Second Interim Report indicates the District will be able to meet its cash flow needs in the current and first subsequent year.

Labor Negotiations

As of this Second Interim Report, we note that the District has settled its labor negotiations with all bargaining units for the 2023-24 fiscal year.

As a reminder, CA Government Code 3547.5 requires public disclosure of the major provisions of a negotiated agreement with a collective bargaining unit. In accordance with Education Code 42142, please forward to the County Office within 45 days of adopting a collective bargaining agreement, copies of the following: (1) public disclosure, (2) the budget revisions necessary to fulfill the terms of the agreement and (3) other documentation necessary to determine the District's ability to fulfill the obligation of the agreement. These items are required even when the agreement has no financial impact.

LCFF Equity Multiplier

Beginning in school year 2023-24, California implemented new Local Control Funding Formula Equity Multiplier funding with the adoption of Senate Bill (SB) 114, Chapter 48, Statutes of 2023 as amended by SB 141, Chapter 194, Statutes of 2023. It provides funding for school sites meeting non-stability and socio-economically disadvantaged pupil thresholds in the prior year, as reported in the California Department of Education's Stability Rate Report.

These funds must be used to provide evidence-based services and supports for students at identified school sites. LEAs are also required to document efforts to improve outcomes for students at these school sites beginning with the 2024-25 Local Control and Accountability Plan (LCAP). We suggest the District review the requirements of EC Section 42238.024 to ensure it complies with the requirements applicable to this new funding opportunity.

County Office's Fiscal Duties

Our office continues to be available to make budget recommendations and support the development of internal control procedures. The County Office currently provides financial services to your District to prepare State Financial Reports and process payroll.

We recognize that decisions regarding staffing, programs and expenditures are up to the discretion of the District's Administration and Board.

We applaud your dedication to providing high quality education for all students.

If there are any questions regarding this review, please contact me at (707) 253-6832.

Sincerely,



Joshua Schultz
Deputy Superintendent

cc: Kim Kern
Napa County Board of Education Trustees



April 16, 2024

Board of Trustees
St. Helena Unified School District
465 Main Street
St. Helena, CA 94574

Dear Board of Trustees:

In accordance with Education Code (EC) Section 42131, we have examined St. Helena Unified School District's 2023-24 Second Interim Report to determine if it complies with the criteria and standards adopted by the State Board of Education pursuant to EC 33127.

Based on our review and analysis, we are satisfied that the Second Interim report approved by the District's governing board reflects the financial status of the District and is consistent with the State's criteria and standards. We therefore concur with the District's positive certification.

Multi-Year Projections

We note in the District's Multi-Year Projections an estimated operating surplus in the current budget year of \$355 thousand, followed by deficit spending in both subsequent years, projected at \$471 thousand and \$1.6 million respectively.

Despite deficit spending, the available reserves are projected to remain flat, between a high of 10.70% and low of 10.38% across the three-year budget window. In addition, the District includes a secondary reserve in the assigned ending fund balance. The assigned ending fund balance is projected to be reduced from \$12.9 million in 2023-24 to \$11.8 million by 2025-26, which will require a reduction to either the secondary reserve or other assignments.

Cash Flow

Cash flow in basic aid districts requires close monitoring due to the irregularity of property tax revenue receipts. Basic aid districts maintaining only minimum reserve levels are required to find alternative short-term sources of funding, such as TRAns or inter-fund borrowing.

We note that the statement of cash flows provided with the Second Interim Report indicates the District will be able to meet its cash flow needs in the current and first subsequent year.

We caution, however, that the projected cash balance in November 2024 represents a cash low point, and we advise the District to continue to closely monitor cash balances given the typical timing of cash receipts during this period. The District has cash available in other funds, including a Special Reserve Fund, and we advise the District to review EC 42603 and the requirements for temporary inter-fund borrowing if it should become necessary.

Labor Negotiations

As of this Second Interim Report, we note that the District has settled its labor negotiations with all bargaining units for the 2023-24 fiscal year and the increases are included in the multi-year projection.

As a reminder, CA Government Code 3547.5 requires public disclosure of the major provisions of a negotiated agreement with a collective bargaining unit. In accordance with Education Code 42142, please forward to the County Office within 45 days of adopting a collective bargaining agreement, copies of the following: (1) public disclosure, (2) the budget revisions necessary to

fulfill the terms of the agreement and (3) other documentation necessary to determine the District's ability to fulfill the obligation of the agreement. These items are required even when the agreement has no financial impact.

We applaud your dedication to providing high quality education for all students.

If there are any questions regarding this review, please contact me at (707) 253-6832.

Sincerely,



Joshua Schultz
Deputy Superintendent

cc: Rubén Aurelio
Kay Vang
Napa County Board of Education Trustees

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

Item # 10.E.

May 7, 2024

TITLE:

First Reading BB 9150 Students Board Members

HISTORY:

In order to enhance communication and collaboration between the County Board of Education and the student body, and to teach students the importance of civic involvement, the County Board supports the participation of high school students in county board governance.

CURRENT PROPOSAL:

First Reading BB 9150 Student Board Members

FUNDING SOURCE:

Not Applicable.

SPECIFIC RECOMMENDATION:

Board review and discussion BB 9150 Student Board Members

Prepared by: Julie McClure

JM/es

May 3, 2024

Board Bylaw 9150: Student Board Members

Status: DRAFT

Original Adopted Date: 03/07/2023 | **Last Reviewed Date:** 03/07/2023

In order to enhance communication and collaboration between the County Board of Education and the student body, and to teach students the importance of civic involvement, the County Board supports the participation of high school students in county board governance.

Student Board members may, at the County Board's discretion, receive (1) elective course credit for service as a student Board member based on the number of equivalent daily instructional minutes for the student Board member's services provided and/or (2) Monthly financial compensation as determined by the governing board. (Education Code 1000, 35120)

Student Board member(s) shall be entitled to be reimbursed for mileage to the same extent as other members of the County Board, but shall not receive monetary compensation for attendance at Board meetings. (Education Code 1000)

A student Board member shall not be liable for any acts of the County Board. (Education Code 1000)

Petition

High school students may submit a petition to the County Board requesting the appointment of at least one student Board member. (Education Code 1000)

To qualify for Board consideration, the petition for student representation shall contain the signatures of at least 500 students or 10 percent of the number of students regularly enrolled in high schools that are under the jurisdiction of the county board, whichever is less. (Education Code 1000)

Within 60 days of receiving a student petition, or at the next regularly scheduled Board meeting if no meeting is held within those 60 days, the County Board shall order the inclusion of at least one student member on the County Board. (Education Code 1000)

Choosing or Selecting Student Board Members

Student Board members shall be chosen by students enrolled in the high school(s) within the county in accordance with procedures prescribed by the County Board.

If the student Board member position is established based on a petition received from the high school(s) under the County Board's jurisdiction, any student chosen shall be enrolled in a high school that is under the jurisdiction of the County Board. (Education Code 1000)

If the County Board does not receive a petition from the high school(s) under its jurisdiction, the County Board may select a student who is enrolled in a high school under the jurisdiction of a school district within the county to serve as a student Board member. (Education Code 1000)

The term of student Board member(s) shall be one year, commencing on July 1. However, the County Board may adjust the term of a student Board member if a vacancy occurs or in order to provide more students an opportunity to serve on the County Board. (Education Code 1000)

Role and Responsibilities of Student Board Members

Student Board members shall not be considered members of a legislative body for purposes of the Brown Act. (Education Code 1000)

A student Board member shall not be counted in determining the vote required to carry any measure before the County Board or whether a quorum is in attendance at a County Board meeting.

Student Board member(s) shall have the right to attend all Board meetings except closed sessions. (Education Code 1000)

All materials presented to County Board members, except those related to closed sessions, shall be presented to student Board members at the same time they are presented to other County Board members. Student Board member(s) shall also be invited to attend staff briefings, or be provided with a separate staff briefing, within the same timeframe as the briefing of other County Board members. In addition, all materials given to County Board members between meetings, except for materials that pertain to closed session items, shall be distributed to student Board members. (Education Code 1000)

Student Board member(s) shall be recognized at Board meetings as full member(s), shall be seated with other members of the County Board, and shall be allowed to participate in questioning witnesses and discussing issues. (Education Code 1000)

Student Board member(s) shall be allowed to cast preferential votes on all matters except those subject to closed session discussion. Preferential voting means a formal expression of opinion that is recorded in the minutes and cast before the official vote of the County Board. Preferential votes shall not affect the final numerical outcome of a vote. (Education Code 1000)

Student Board member(s) may make motions that may be acted upon by the County Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. (Education Code 1000)

Student Board members shall be appointed to subcommittees of the County Board in the same manner as other County Board members, and shall be made aware of the time commitment required to participate in subcommittee meetings and work and of the right to decline an appointment. The availability of all subcommittee members, including the availability of student Board members, may be considered when scheduling subcommittee meetings. (Education Code 1000)

Student Board members shall be invited to attend functions of the County Board, such as forums, meetings with students and parents/guardians, and other general assemblies. (Education Code 1000)

Student Board Member Training

The County Board may provide learning opportunities to student Board members through trainings, workshops, and conferences, such as those offered by the California School Boards Association and other organizations, to enhance their knowledge, understanding, and performance of leadership skills and their Board responsibilities.

The County Board may periodically provide information to student Board member candidates to give them an understanding of the position. Once chosen or appointed, incoming student Board members shall be provided an orientation designed to build their knowledge and an understanding of the responsibilities and expectations of the position.

Alternate Student Board Member

If the County Board determines that the student Board member's duties are not being fulfilled, the County Board may appoint another student to serve out the term of the student Board member. If an alternate student Board member is appointed, the County Board shall suspend the prior student Board member's rights and privileges related to service on the County Board. (Education Code 1000)

Elimination of Student Board Member Position

Once established, the student Board member position shall continue to exist until the County Board, by majority vote of all voting County Board members, approves a motion to eliminate the position. Such a motion shall be listed as a public agenda item for a County Board meeting prior to the motion being voted upon. (Education Code 1000)

**Student Board Member
Opportunity 2024-25**



WHAT: A primary student and alternate student that serve alongside the seven (7) Board Trustees of Napa County Board of Education. The purpose of the Student Board Member is to provide students with a voice on the Board of Education. The Student Board Member participates in discussions and represents all the students of the Napa County Office of Education via preferential voting rights, which means the student’s vote is expressed and recorded into the official minutes but does not affect the numerical outcome of the Board of Education vote. **The Student Board Member will receive \$100 for each meeting they attend.** The term is for one school year.

WHY: In alignment with the values of integrity, equity, collaboration, innovation and recognition, [Napa County Office of Education](#) invites two students to participate as board members alongside the current members, one primary and one alternate.

WHO: Any student currently enrolled in Camille Creek Community School in grades 9 through 12 and in good standing.

WHEN: 2024-25 Student Board Member election timeline:

Activity	Date
Application / process draft shared with Board	5/7/24
Application deadline	5/30/24
Candidate interviews at the Board meeting in open session	6/4/24
Students Sworn In/Oath of Office at the Board meeting	8/6/24

Frequently Asked Questions (FAQs):

What are the duties of a Student Board Member?

1. Participate in a Board orientation as well as required trainings throughout the year, including the CSBA Student Board Member trainings.
2. Review the Board Packet materials thoroughly prior to each scheduled Board meeting.
3. Present a Student Board Report during the Correspondence section of each Board meeting, highlighting a key event or issue area to increase the Board's understanding of the student experience.
4. Represent all students and facilitate the discussion of all sides of issues. This duty does not preclude the Student Board Member from stating his/her/their individual opinion.
5. Provide continuing input for board deliberations to strengthen communications between the Board and students.

What are the expectations and responsibilities of being a Student Board Member?

The Student Board Member should plan to attend all Board meetings, except closed sessions. Student Board Members should stay for the entire meeting unless it extends beyond 7 PM (Generally meetings are 2-3 hours). Approved meeting dates for 2024-25 and agendas are posted [here](#). Meetings are typically held on the first Tuesday of each month at 3:30pm. **Student Board Members will receive a \$100 stipend for each Board Meeting they attend.**

What qualifications do I need to meet to run for the Student Board Member position?

In order to be eligible a candidate for Student Board Member must:

- Currently be enrolled at Camille Creek Community School, NCOE.
- Be in good standing.
 - *Exhibit generally positive attendance, behavior, participation and relationships within the school community, as confirmed by school administration.*
- Complete the application form including a statement of interest, a letter of recommendation and garnering 10% of the student body's support.
- Be willing to dedicate time to this responsibility and commit to attending meetings.
- Obtain [parent/guardian permission](#) to participate.

How do I apply to run for the Student Board Member position?

Fill out [this GoogleForm application](#) that includes the following:

- **Candidate Information:** The candidate completes this document to provide basic information.

- **Nomination Form:** [Nomination signatures](#) must be obtained to become a candidate for Student Board Member. The number of signatures required for a Student Board Member candidate is 10+ signatures, or 10% of the school.
- **Statement of Interest:** A candidate for Student Board Member will prepare a brief description of his/her/their background and interest (500-word minimum).
- **Letter of Recommendation:** The student will include a letter from a current staff member at NCOE recommending the student for the role.

Once I apply, what happens next?

Once you submit your completed application, it will be reviewed and verified. You will receive notice either approving candidacy or notifying you that something is missing or incomplete. In that notice, the timeline and next steps will be outlined (see timeline above).

- Students who have declared candidacy for Student Board Member are required to comply with all policies of NCOE when making social media posts that are in relation to their campaign. This means that any type of hate speech, false information, or cyber bullying will not be tolerated.

What happens if I can't fulfill my responsibilities as a board member?

If you cannot attend a monthly meeting, communicate with school administrators 3 days in advance if possible. If your situation changes so that you are unable to attend multiple meetings or fulfill other responsibilities, you may be relieved of your position.

What if I am chosen as the alternate board member?

The alternate student board member is expected to attend all meetings. In the event that the primary student board member is unable to attend a meeting, the alternate will assume voting privileges.

Who do I contact if I have questions?

Nancy Dempsey

Director

ndempsey@napacoe.org

707-253-6948

Angela Higdon

Assistant Principal

ahigdon@napacoe.org

707-253-6955

Reference:

Board By Law 9150

Basic Training for Student Board Member

Meeting Attendance and Communication

- Attend monthly and any special meetings of the Napa County Board of Education.
- Approved meeting dates for 2024-25 and agendas are posted [here](#). Meetings are typically held on the first Tuesday of each month and begin promptly at 3:30pm.
- Arrive at the meeting 10 minutes in advance to take your seat and be ready to go.
- Agendas and materials will be emailed to you 3 days prior to the Board meeting at your Camille Creek email address.
- Check your email regularly for communications regarding your role on the Board. Per the Brown Act, Board members should not be communicating around issues over email.
- If you cannot attend a monthly meeting, communicate with school administrators 3 days in advance if possible. If your situation changes so that you are unable to attend multiple meetings or fulfill other responsibilities, you may be relieved of your position.
- The meeting is open to the public and streamed for public viewing online. Make sure your communications are appropriate and professional.

Review Materials Prior to Each Meeting

- Familiarize yourself with the agenda when you receive it.
- The agenda is divided into several sections:
 - Public Comment: Any member of the public can speak for up to 3 minutes at the start of the meeting on any issue for which the Board has jurisdiction. No response is required by the Board.
 - Presentations: Presentations are scheduled from either members of the NCOE staff or invited community guests on topics of interest to the Board.
 - Correspondence: Any Board member or the Superintendent will provide updates on miscellaneous items for informational purposes now.
 - Consent Items: These are standard items that are voted on each month without discussion, unless requested by the Board.
 - Action Items: These are items that the Board must deliberate on and take action in the form of a vote.
 - Scheduled Items: Items for discussion, review and direction.
 - Information Items: These items are informational for the Board and may include a discussion.
- Review the attached materials and note questions you might want to ask at the meeting.

Role During the Meeting

- You will be recognized at Board meetings as a full member, seated with other County Board members, and allowed to participate fully when discussing issues except during closed session.
- You will be allowed to cast preferential votes on all matters except those subject to closed session discussion. Preferential voting means a formal expression of opinion recorded in the minutes and cast before the official vote of the County Board. Preferential votes shall not affect the final numerical outcome of a vote.

- Student Board member(s) may make motions that may be acted upon by the County Board, except on matters dealing with employer-employee relations.
- Student Board members can participate in committees and attend functions of the County Board.
- You will be expected to present a student report at each Board meeting during the Correspondence section of the meeting.

Policies and Guidelines Pertaining to the Board

- As a member of the Napa County Board of Education, you must follow the guidelines of the Brown Act. Please watch this video describing the Brown Act: https://youtu.be/o_4copyoRCg
- The Board of Education develops and adheres to its policies and bylaws, which can be found on the NCOE website: <https://napacoe.org/board-of-education/policies/>