UNADOPTED

Minutes of
Madera County Board of Education
October 13, 2020

Present: Nancy Prosperi, Bobby Thatcher, Cathy Bustos, Joe Vived, Alfred Soares, Jr., Grant Sturm, Cecilia A. Massetti, Executive Secretary

Absent: None

Vacant: Area 2

Also Present: Susan Pennell, Julie DeWall, Kim Linderholm, Tricia Protzman, Jessica Drake, Fred Cogan, Dennis Lingo, Jennifer Pascale

1.0 Call to Order

1.1 Flag Salute

Vice President Alfred Soares, Jr., called the meeting to order at 3:30 p.m. followed by the flag salute.

2.0 Consideration of Minutes

2.1 Special Meeting September 22, 2020

Mrs. Pascale announced no written or verbal comments were submitted for this agenda item.

Grant Sturm moved to approve the minutes of the special meeting held on September 22, 2020, seconded by Nancy Prosperi and carried by unanimous vote.

Ayes: Bustos, Prosperi, Soares, Jr., Sturm, Thatcher, Vived
Noes: None
Abstain: None
Absent: None

3.0 Adoption of Board Agenda

Mrs. Pascale announced no written or verbal comments were submitted for this agenda item.

Nancy Prosperi moved to adopt the agenda as presented, seconded by Bobby Thatcher and carried by unanimous vote.

Ayes: Bustos, Prosperi, Soares, Jr., Sturm, Thatcher, Vived
Noes: None
Abstain: None

Absent: None

4.0 Information

4.1 Public Comment

Vice President Alfred Soares, Jr., stated this time is offered to members of the public wishing to address the Board on matters under the jurisdiction of the Board, but not listed on the agenda. Board members may listen to but not discuss matters not on the agenda. (G.C. 54954.2)] The Board will not take action on any items presented under public comment. Speakers are limited to 3 minutes. Anyone addressing the Board is asked to complete the form titled, "Madera County Board of Education Request to Address the Board," so they can be called to the podium to speak. No one came forward to address the Board.

4.2 Letter and Communications

Dr. Massetti reported:

- CSBA sent a letter offering to help schools that experienced loss in the California fires.
- The Small School District Association has offered assistance with the social emotional needs of families that have had to evacuate. Services are available through college psychology departments. Some districts in Madera County are using the services.
- The Madera County Irrigation District celebrated its centennial.
- The Excellence in Education program was held virtually. Honorees were scheduled for photographs by district. They were allowed to bring two people with them. The district superintendents and trustees attended. Legislatures provided certificates. Speeches were recorded. A film is being created and will be sent to honorees on a USB drive along with the professional pictures taken of them receiving their award.
- A second round of Personal Protective Equipment (PPE) was distributed to employees on October 1st. Staff members were given two adult size cloth face masks, one face shield, an 8 oz. bottle of hand sanitizer, and a note explaining how to get more PPE for their classrooms.
- PPE continues to arrive from the Office of Emergency Services (OES): adult disposable face masks, face shields, children's masks, hand sanitizer, etc.
- Maintenance and Operations made partitions out of PVC pipe and Saran Wrap. Plexi-glass stations have been installed at some sites. Foggers are being used.
- Dr. Paul of Public Health gave MCSOS permission to do in-person assessments.
- Dr. Massetti provided an article from Public Health, which illustrates the COVID-19 status of Madera today. By next week, we may be in the red/purple tier. If we are there for two weeks, then we move to the red tier. If we stay in the red tier for another two weeks, schools may open with in-person instruction. Smaller districts have submitted waivers for elementary PK-6 sites and those have been approved.

Vice President Soares, Jr., asked if the Excellence in Education film will be shared with the Board. Dr. Massetti explained that one of the videos is about 40 minutes long. So, the film(s) will be presented to the Board in sections. Vice President Soares, Jr., commented that he was glad MCSOS was able to honor participants in light of the current state of the world.

4.3 Non-School Sources
None

4.4 Madera County School Boards Association (MCSBA) Executive Committee Meeting Report
Mr. Sturm reported the MCSBA meeting at Matilda Torres High School was well attended and good information was provided. A tour of the facility was offered. The next meeting is scheduled for February 24, 2021, in the Golden Valley Unified School District. A site has not been designated. Someone from Capital Advisors will report on the Governor's Budget and new legislation relating to education.

4.5 Communications Committee Report
Mrs. Prosperi reported the next meeting would be held October 14 at 2:30 via Zoom. The remaining meetings for the year are January 20 and March 3. The Spring Fling is scheduled for May 6.

4.6 Madera County Foundation Board Report
Mrs. Bustos reported on the October 6 meeting held via Zoom. She was elected as the new president to the Foundation Board. Currently, the Board is working on marketing. They are considering moving the financial accounts to EECU. ArtsFest will be held virtually on May 4th. It will mimic the Madera Arts Council website gallery. "Thank You" cards were received from Superintendent Todd Lile for the Carolyn Pitman scholarship grant and from a scholarship awardee.

4.7 Member Report(s)
None

<u>5.0 Information from the Superintendent and Staff</u>

5.1 Countywide Revenue by District and Total
Mrs. DeWall reviewed the revenue received by districts compared to what has been budgeted. Approximately 50% of the federal revenue has already been received for COVID-19. The charts provided by Mrs. DeWall explained where districts are during the first quarter. Dr. Massetti commented that overall, about $500 million comes into the County for education.

5.2 MCSOS Williams Quarterly Report
Ms. Drake reported no Williams complaints were received for last quarter.

5.3 Special Recognition

5.3.1 Alfred Soares, Jr. – 5 Years of Service

5.3.2 Grant Sturm – 25 Years of Service

Dr. Massetti presented Mr. Soares, Jr., and Mr. Sturm with the awards they would have received at the May Spring Fling event. Mr. Soares, Jr., received his five-year pin and Mr. Sturm received a clock for his 25 years of service.

6.0 Old Business

None

7.0 Closed Session

None

8.0 New Business

8.1 Consideration Issuance of Temporary County Certificates

Mrs. Pascale announced no written or verbal comments were submitted for this agenda item.

Mrs. Protzman asked the Board to ratify the issuance of Temporary County Certificates (TCCs) from September 1-30, 2020. TCCs are issued in order to authorize the individual to work while the California Commission on Teacher Credentialing reviews his/her waiver request, emergency permit, initial and/or renewal credential application packet.

Joe Vived moved to ratify the TCCs, seconded by Cathie Bustos.

Mr. Vived asked about the increase in TCCs and whether that was normal for this time of year or if the increase was due to the pandemic. Mrs. Protzman stated that the increase is common for this time of year. Most are due to new hires for the beginning of the school year.

The agenda item passed unanimously.

Ayes: Bustos, Prosperi, Soares, Jr., Sturm, Thatcher, Vived
Noes: None
Abstain: None
Absent: None

8.2 Consideration Disposition of Surplus/Obsolete Equipment

Mrs. Pascale announced no written or verbal comments were submitted for this agenda item.

Mrs. DeWall provided the Board with a list of equipment declared obsolete. Items included a wireless controller, printers, a projector, a filing cabinet, and a wall mounted projector screen.

Bobby Thatcher moved to approve the list of surplus/obsolete equipment as submitted, seconded by Joe Vived and approved by unanimous vote.

Ayes: Bustos, Prosperi, Soares, Jr., Sturm, Thatcher, Vived
Noes: None
Abstain: None
Absent: None

8.3 Consideration Educational Resources and Services Instructional Materials Recommendations

Mrs. Pascale announced no written or verbal comments were submitted for this agenda item.

Mrs. Pennell provided a list of items for inclusion in the Educational Resources and Services (ERS) collection to the Board. Mrs. Pennell provided a brief presentation on the digital media available through ERS. She also talked about the benefits of the California County Educational Technology Consortium (CCETC). The consortia allows MCSOS to access items purchased by other counties. She commented that distance learning has increased the usage of digital media and items in the consortia.

Mr. Sturm commented there was a good variety on the list. Mrs. Prosperi liked that there were posters of the different cuts of meat and poultry. Mrs. Pennell explained those posters were requested by a Career Technical Education (CTE) culinary arts teacher. She attempts to purchase requested items.

Joe Vived moved to accept the instructional materials recommended for use in the ERS, seconded by Nancy Prosperi and carried by unanimous vote.

Ayes: Bustos, Prosperi, Soares, Jr., Sturm, Thatcher, Vived
Noes: None
Abstain: None
Absent: None

8.4 Consideration Comprehensive Safety Plan

8.4.1 School Safety Plans

8.4.2 Disaster Response and Emergency Preparedness Plan

Mrs. Pascale announced no written or verbal comments were submitted for this agenda item.

Ms. Drake explained a comprehensive plan was developed many years ago to ensure the safety of staff and students at all MCSOS school sites. Each school has its own safe school committee. Those committees come together quarterly to discuss current safety issues and to update this document. The plan addresses physical issues as well as social emotional issues. The plan continues to change to meet the needs of the sites and children.

Mr. Cogan added a high degree of Career Technical and Alternative Education students and their families report that their school site is a safe environment.

Ms. Drake stated the Early Education Center was added to the plan a few years ago. There are different things to consider when keeping small children safe. It added a new perspective.

Mrs. Linderholm reported on the emergency response portion of the plan. Staff participating on the Incident Command team were updated along with emergency contact information and school site maps. Responses to each incident did not change.

Dr. Massetti commented simulations were conducted last fall. Ms. Drake added those simulations/"table talks" were discussed at the quarterly Safe Schools meeting. "Table Talks" are disaster response scenarios in which members of the Incident Command team react to as if it were a live situation. MCSOS conducted a "Table Talk" with staff and participated in another with countywide agencies where MCSOS became support to first responders. Dr. Massetti is currently an integral part of the Incident Command System team for COVID-19.

Mrs. Bustos asked if MCSOS has satellite phones just in case the cell phone towers go down. Mrs. Linderholm explained there are no satellite phones. However, there are analog phones with long extension cords that can be plugged into the FAX lines and Motorola emergency radios.

Vice President Soares, Jr., asked how suicide prevention and social emotional training have been incorporated into the plan, noting the importance of this topic in light of the current situation. Dr. Massetti replied that MCSOS school psychologists participate in a countywide suicide prevention group. CAES student I.D. cards have the suicide prevention hotline on the back. Social emotional check-ins are the norm for MCIA students. Teachers start every class with check-in cards and talk with students about why they selected that color of card for the day.

Grant Sturm moved to approve the School Safety plans along with the Disaster Response and Emergency Preparedness Plan, seconded by Nancy Prosperi and carried by unanimous vote.

Ayes: Bustos, Prosperi, Soares, Jr., Sturm, Thatcher, Vived
Noes: None
Abstain: None
Absent: None

8.5 Consideration Approval of 2019-2020 Unaudited Actuals

Mrs. Pascale announced no written or verbal comments were submitted for this agenda item.

Mrs. DeWall explained the first packet is a summary of the report that will be sent to

CDE. Dr. Massetti explained the CDE document is not ADA compliant. The summary was created to post on the website so that the public could have access to the information.

Mrs. DeWall stated the numbers are negative, but that was the expectation because of the construction projects. Funding was received last year and then it is spent in the next year, which looks like deficit spending. MCSOS is ending about $600,000 better than was anticipated.

Mrs. DeWall gave an overview of charter school programs. There was an increase to PTC's ending balance of about $600,000. MCIA had a decrease of about $400,000, which is due to building renovations and a reduced LCFF. The unrestricted ending fund balances are Special Funding Assignments totaling approximately $824,000 consisting of amounts reserved for required activities for Differentiated Assistance and LCAP Oversight.

Joe Vived moved to approve the 2019-2020 Unaudited Actuals report, seconded by Bobby Thatcher and carried by unanimous vote.

Ayes: Bustos, Prosperi, Soares, Jr., Sturm, Thatcher, Vived
Noes: None
Abstain: None
Absent: None

8.6 Consideration Resolution No. 4, 2020-2021 Gann Limit

Mrs. Pascale announced no written or verbal comments were submitted for this agenda item.

Mrs. DeWall reported this item goes with the Unaudited Actuals report to the State. It is the spending limit for MCSOS. This year, MCSOS's budgets will not exceed the limits.

Joe Vived moved to approve Resolution No. 4, 2020-2021 Gann Limit, seconded by Cathie Bustos and carried by unanimous vote.

Ayes: Bustos, Prosperi, Soares, Jr., Sturm, Thatcher, Vived
Noes: None
Abstain: None
Absent: None

8.7 Consideration Renewal of Career and Alternative Education (CAES) Waivers to the State Board of Education to Waive Education Code 52852 in Order to Share School Site Councils (SSCs) and Reduce the Number of Representatives Composing the SSCs

Mrs. Pascale announced no written or verbal comments were submitted for this agenda item.

Mr. Cogan explained that this waiver allows MCSOS to consolidate school site councils for PTC, MCIA, and Endeavor/Voyager. These programs meet the requirements: student enrollment across programs is less than 1,000 and students share the same geographical location.

Grant Sturm moved to approve the waivers to the State Board of Education to Waive Education Code 52852 in order to share school site councils for CAES charter schools and Endeavor/Voyager, seconded by Nancy Propseri and carried by unanimous vote.

Ayes: Bustos, Prosperi, Soares, Jr., Sturm, Thatcher, Vived
Noes: None
Abstain: None
Absent: None

8.8 Review of Update of Board Bylaws

Mrs. Pascale announced no written or verbal comments were submitted for this agenda item.

Dr. Massetti reported the Board Bylaws need to be reviewed and updated to match changes made in the law. Codes will be checked at a later time, but modifications have been made to Board Bylaw policies. All policies will be reformatted so that the font type and size are the same as well as the headers and footers.

Modifications for Board review included:

- Cover Page: Change MCSOS logo to MCOE logo
- Table of Contents: Remove date at the top and add it to the last page at the bottom. Add 9270 Conflict of Interest
- MCBE BB 9001 – Purposes, Powers, Duties: Changes were made to the format of this policy. Items were added and removed from the sections titled, "The Madera County Board of Education shall," and "The Madera County Board of Education may." Education Codes were added.
- MCBE BB 9005 – Governance Standards: No changes
- MCBE BB 9010 – Limits and Authority: No changes
- MCBE BB 9020 – Public Statements by Board Members: Formatting changes and "County" was added to "Office of Education".
- MCBE BB 9030 – Complaints Concerning School Districts: No changes
- MCBE BB 9110 – Number of Members and Terms of Office: Changes were made to the format of this policy. In the last paragraph, "…shall take office on the last Friday in November," was changed to "…shall take office on the second Friday in December." Education Codes were updated.
- MCBE BB 9120 – Office and Auxiliary Personnel: Changes were made to the format of this policy. "Officers of the Board shall consist of a president, a vice president, and a secretary," became the first paragraph. "At the same meeting

the County Board of Education shall elect one of its members as vice president," was moved to the second paragraph. The third paragraph was changed to read, "The County Superintendent of Schools shall serve as a non-voting secretary of the Board and executive officer of the Board by right of his/her office." The Board discussed options for rewriting the last paragraph of the policy, which discusses who will call the meeting to order and conduct the election for president. Discussion centered around the opportunity for all board members to serve in leadership roles in the future and rotating the offices among the members. The group came to an agreement and the revised wording will be added for review and approval at the November meeting.

- MCBE BB 9121 – President: Changes were made to the format of this policy. The last paragraph was changed to read, "The president shall be authorized, and it is his/her duty, to call special meetings."
- MCBE BB 9122 – Vice President: Changes were made to the format of this policy. "…to serve as the presiding officer," was added to the last sentence of the policy.
- MCBE BB 9123 – Secretary: Changes were made to the format of this policy. Bullet four was changed to read, "Prepare a tentative calendar of County Board meeting dates for the next ensuing school year for the consideration of the board at the first regular meeting after the second Friday in December." Education Codes were added and removed.
- MCBE BB 9131 – Committee of the Whole: No changes.
- MCBE BB 9133 – Temporary Committee: Changes were made to the format of this policy. In the first paragraph, "The president shall appoint," was changed to, "The president may establish…" The third paragraph was changed to read, "The superintendent or designee shall be a non-voting member and serve as an advisor to any temporary committee which includes staff and/or lay persons." Education Codes were added.
- MCBE BB 9142 – Representatives to Other Agencies or Organizations: Changes were made to the format of this policy. Education Codes were removed and added.
- MCBE BB 9210 – Qualifications: Changes were made to the format of this policy. Education Codes were removed and added.
- MCBE BB 9220 – Elections: No changes.
- MCBE BB 9221 – Filling of Vacancies: No changes.
- MCBE BB 9230 – Orientation of New Members: No changes.
- MCBE BB 9240 – Development In-service: No changes.
- MCBE BB 9250 – Compensation and Benefits: Changes were made to the format of this policy. The title was changed from, "Remuneration and Reimbursement," to "Compensation and Benefits." The policy was segmented into, "Meeting Stipend," and "Health & Welfare Benefits." "MCOE," was replaced with "MCSOS" and/or "office of the MCSOS."

- MCBE BB 9260 – Eligibility of Retired Board Members for Self Paid Health Benefits: No changes to the policy or administrative regulations.
- MCBE BB 9270 – Conflict of Interest: This policy is new and aligns with MCOEP 2305.
- MCBE BB 9271 – Code of Ethics and Board Responsibility to Community: The title of the policy was changed to match the header. Under, "A County Board of Education member should meet his/her responsibilities to the community by," bullet number two was removed and "personnel matter or" was removed from bullet six due to the fact the Board is not the employer.
- MCBE BB 9301 – Method of Operation: No changes.
- MCBE BB 9313 – Formulation, Adoption, Amendment of Administrative Regulations: No changes.
- MCBE BB 9314 – Suspension of Policies, Bylaws and Regulations: No changes.
- MCBE BB 9320 – Meetings: Changes were made to the format of this policy. Under, "Annual Organizational Meeting," the last sentence of the first paragraph was changed to read, "The meeting at which the organization is conducted shall be the first meeting on or after the second Friday in December."
- MCBE BB 9321 – Time, Place, Notification of Meetings: Changes were made to the format of this policy. Under, "Place," the first sentence was changed to read, "The meetings of the County Board of Education shall be held in the office of the Madera County Superintendent of Schools Conference Center unless specifically announced for some other location." Under, "Time," the following sentence was added to the first paragraph. "Except for the organizational meeting in December, which is held on the Tuesday following the second Friday in December." A note was added regarding teleconferencing during COVID-19. The Brown Act regulations have been modified.
- MCBE BB 9322 – Public and Closed Session Meetings: No changes.
- MCBE BB 9325 – Meeting Conduct: Changes were made to the format of this policy. Under bullet number two, "Madera" was removed before County Office of Education. The administrative regulations were changed to include an updated "Request to Address the Board," a revised template of the Board agenda, and bullet four under MCBE BB AR 9325.4 was change to reflect the number of minutes allowed for public comment: 3 minutes.
- MCBE BB 9330 – County Board/County Office Records Public Access: No changes.
- MCBE BB 9340 – Membership in Associations: No changes.
- MCBE BB 9350 – Member Participation in Conferences: Changes were made to the format of this policy. "Madera County Office of Education," was changed to "Madera County Superintendent of Schools," in the third bullet.
- MCBE BB 9510 – Election Procedures: Changes were made to the format of this policy. The title for 9500 was corrected from "Method of Operation" to "Elections."
- MCBE BB 9520 – Cost of Candidates' Statements: Changes were made to the

format of this policy. The title for 9500 was corrected from “Method of Operation” to “Elections.” In the first paragraph, “Madera County Office of Education,” was changed to “Madera County Superintendent of Schools.”

9.0 Other

9.1 Consideration Excusing Member from Absence at a Meeting for Purposes of Member Participation in Conference(s)

None

10.0 Adjournment

Mrs. Pascale announced no written or verbal comments were submitted for this agenda item.

Nancy Prosperi moved to adjourn the meeting, seconded by Cathie Bustos and carried by unanimous vote.

Ayes: Bustos, Prosperi, Soares, Jr., Sturm, Thatcher, Vived
Noes: None
Abstain: None
Absent: None

The meeting adjourned at 5:20 p.m.

Respectfully submitted,

Cecilia A. Massetti, Ed.D.
Executive Secretary

CAM/jep