

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

The Napa County Board of Education will hold a regular meeting on Tuesday, November 1, 2022, 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/88560524504>

**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: November 1, 2022 03:30 PM Pacific Time (US and Canada)

Topic: NCOE November 1 Board Meeting

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

Please click this URL to join. <https://napacoe.zoom.us/j/88560524504>

Or One tap mobile:

+16699006833,,88560524504# US (San Jose)

+12532158782,,88560524504# US (Tacoma)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or  
+1 646 558 8656 or +1 301 715 8592

Webinar ID: 885 6052 4504

International numbers available: <https://napacoe.zoom.us/j/88560524504>

- D. Welcome to Visitors
- E. Approval of Agenda
- F. Approval of Minutes – October 4, 2022
- G. Public Comment

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

- i. using the chat feature on the web conference to send a request to meeting hosts, or

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

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

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

## **2. PRESENTATIONS**

- A. Napa County Pathways (Coleen Petersen, Program Manager, College and Career Readiness)

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

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

## **4. CONSENT AGENDA ITEMS**

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

- A. Temporary County Certificates: Education Code Section 44332 authorizes the issuance of Temporary County Certificates for the purpose of authorizing salary payments to employees whose credential applications are being processed. (Julie McClure, Associate Superintendent)
- B. Approval of Resolution 2022-37: Board Member Compensation. Napa County Board of Education Bylaw 9250(a) provides for compensation to its Board members for attending meetings. The Bylaw further provides for compensation to members who miss meetings of the Board while performing designated services for the county or absent because of illness, jury duty or a hardship deemed acceptable by the Board. (Julie McClure, Associate Superintendent)

## **5. ACTION ITEMS**

- A. Second Reading and Board Approval Board Policy 6158 Independent Study. The Board will be asked to approve Board Policy 6158 Independent Study. (Julie McClure, Associate Superintendent)
- B. Board approval to appoint an ad hoc committee for the charter school policy. The Board will be asked to approve the appointment of an ad hoc committee for the charter school policy. (Josh Schultz, Deputy Superintendent)

**6. SCHEDULED MATTER**

Discussion, review, and direction regarding:

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

**7. INFORMATION ITEMS**

- A. Personnel Activity Report: vacancies, listing of personnel appointments, terminations, transfers, etc. (Julie McClure, Associate Superintendent)
- B. Williams Visitation Annual Report (Josh Schultz, Deputy Superintendent)
- C. Camille Creek Project Update (Josh Schultz, Deputy Superintendent)
- D. Board Members to express any interest they may have in holding a position of President, Vice President, or Trustee Representative (Don Huffman, President)

**8. FUTURE AGENDA ITEMS**

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

The next regular meeting of the Napa County Board of Education will be December 13, 2022.

**10. ADJOURNMENT**

In compliance with the American with Disabilities Act, if special assistance is needed to participate in this meeting, contact the Napa County Office of Education (NCOE) at 253-6810. Notification forty-eight hours prior to the meeting will enable the NCOE to make reasonable arrangements to ensure accessibility to this meeting. I HEREBY CERTIFY THE AGENDA FOR THE STATED MEETING WAS POSTED ON THE NCOE WEBSITE AND IN NCOE'S DISPLAY CASE AT 2121 IMOLA AVENUE, NAPA, CA 94559, and the Napa Preschool site, Friday, October 28, 2022. Informational material is available for review at the NCOE.

Ellen Sitter, Recording Secretary  
NCOE Board of Education

**MEETING OF THE NAPA COUNTY BOARD OF EDUCATION**  
**Tuesday, October 4, 2022**

**Members present**

Jean Donaldson, Don Huffman, Sindy Biederman, Ann Cash

Remote Attendance: Jennifer Kresge, Gerry Parrott, Janna Waldinger

**1. ORGANIZATION**

**A. CALL TO ORDER**

President Don Huffman called the meeting to order at 3:30 p.m.

**B. FLAG SALUTE**

The salute to the Flag was led by Julie McClure.

**C. PUBLIC PARTICIPATION**

President Huffman read the instructions for public participation via teleconference.

**D. WELCOME TO VISITORS**

Visitors were welcomed to the meeting.

**E. APPROVAL OF AGENDA**

The Agenda, amended to include remote attendance by Mr. Parrot and a sequence change to the order of Item 2. Presentations, was approved on a motion by Mrs. Biederman and a second by Mr. Donaldson. A roll call vote was taken: *Ayes* – Mr. Parrott, Mrs. Cash, Mrs. Kresge, Ms. Waldinger, Mr. Donaldson, Mrs. Biederman, Mr. Huffman. *Noes* – None.

**F. APPROVAL OF MINUTES**

On a motion by Mrs. Sindy Biederman and a second by Mrs. Cash, the Minutes of September 6 and September 27, 2022 were approved. A roll call vote was taken: *Ayes* – Mr. Parrott, Ms. Waldinger, Mr. Donaldson, Mrs. Cash, Mrs. Kresge, Mrs. Biederman, Mr. Huffman. *Noes* – None.

**G.** Public Comment was given.

**2. PRESENTATIONS**

A. Kelsey Petithomme, Director, Early Childhood Services, presented the California State Preschool Program Self-Evaluation 2021-2022 and Goal Setting for 2022-2023.

B. Presentation non-profit charity.

C. Julie McClure, Associate Superintendent, and Seana Wagner, Director, Communications and Special Projects, provided an update on the Napa County Office of Education Strategic Plan.

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

- Dr. Nemko congratulated Seana Wagner, Director, Communications and Special Projects, on receiving the CAPIO award from the California Public Information Officers Association for the category Crisis Communications Response.
- Dr. Nemko read a thank you note from former Superintendent of Howell Mountain Elementary School District, Cheryl Lynn de Werff, who is a new substitute teacher for Camille Creek. Dr. de Werff thanked Sarah White, Credentials Analyst, for taking the time to walk her to Camille Creek and introduce her to staff.
- Dr. Nemko reported that we received a grant from the CDE for the Desired Results Access Project to provide services for 60 sites. We are reviewing the need for additional staff to do this work.
- Dr. Nemko reported that NCOE is being considered for the Technical Assistance Provider for Early Childhood Full Inclusion.
- Dr. Nemko reminded the Board of the Administrators' Breakfast, October 25, at the NCOE with special guest speaker, First Partner Jennifer Siebel Newsom on the topic of mental health.
- Dr. Nemko reported that the NCOE is fully staffed in our fiscal department, and we are also hiring more subs after all of our recruiting efforts.
- Dr. Nemko reported that she and Ellen Sitter are working on astronaut Kate Rubins visit to Napa in April. The event will be livestreamed at Vintage High School followed by a community event at a community venue.
- Dr. Nemko reported that we are planning a town hall event at the Napa Valley College to show Ken Burns film *Hiding in Plain Sight: Youth Mental Illness* with a panel of experts and a Q&A to follow. Date to be determined.
- Dr. Nemko reported that she recently attended the STEAM conference on math, technology, and the arts. The projects featured were designed to get students interested in science.

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

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

B. No action was taken on Consent Agenda Item 4.B.

### **5. ACTION ITEMS**

A. On a motion by Ms. Waldinger and a second by Mrs. Kresge, the Board approved Resolution 2022-33, Stephanie Cavello Solberg; 2022-35, Pam Poole; and, 2022-36, Darlene Howell, to appoint retired annuitant employees within the 180 days of their retirement, to fill a critically needed role. A roll call vote was taken: Ayes – Mr. Parrott, Mrs. Cash, Mrs. Kresge, Ms. Waldinger, Mr. Donaldson, Mrs. Biederman, Mr. Huffman. Noes – None.

B. On a motion by Ms. Waldinger and a second by Mrs. Cash, the Board adopted Resolution 2022-34 (GANN Limit Calculations) to approve calculations of local revenue in accordance with the Provision of Proposition 4 (1979). A roll call vote was taken: Ayes – Mr. Parrott, Mrs. Cash, Mrs. Kresge, Ms. Waldinger, Mr. Donaldson, Mrs. Biederman, Mr. Huffman. Noes – None.

## **6. SCHEDULED MATTER**

Mrs. Kresge encouraged the Board to view Governor Newsom's website to view the bills the Governor most recently signed and those he vetoed, as some apply to education.

## **7. INFORMATION ITEMS**

A. The Board accepted the Personnel Activity Report as presented.

B. Mr. Schultz reviewed the unaudited actuals and reported that we have closed the books on 2021-22 noting that the numbers represent our understanding on expenditures and revenues for this period, and these numbers will be double-checked by the auditors.

C. Mr. Schultz reported that we will receive new unrestricted money from the State, so we reopened the bargaining session and have approved a 0.75 percent increase for all staff. Mr. Schultz included the salary schedules that reflect the changes in compensation and noted the salary schedules are always on our website and always disclosed to the public.

D. Update Camille Creek Contracts was tabled to the November meeting.

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

F. Ms. McClure reviewed the changes to Board Policy 6158 Independent Study and noted that changes in the law required a revision for this year noting that we are now required to have master agreements signed before the start of Independent Study. This policy will be on the November agenda for a second reading and Board approval.

G. Mrs. Kresge provided highlights from the CCBE Conference.

President Huffman asked for public comment prior to adjourning to closed session. No public comment was given.

## **8. ADJOURN TO CLOSED SESSION (5:57 p.m.)**

The Board adjourned to closed session for discussion and possible action as follows:

- A. Conference with legal Counsel Regarding Anticipated Litigation: Significant exposure to litigation resulting from State Board of Education grant of Mayacamas Charter School's appeal of Napa County Board of Education's denial of their petition for establishment of a charter school, Government Code Section 54956.9(d)(4) – one potential lawsuit.

**9. RECONVENE TO OPEN SESSION (6:50 p.m.)**

The Board met in closed session to deliberate the appeal. President Huffman announced nothing to report from closed session.

**10. FUTURE AGENDA ITEMS**

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

The next regular meeting of the Napa County Board of Education will be Tuesday, November 1, 2022 at 3:30 p.m.

**12. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:53 p.m.

Respectfully submitted,

Barbara Nemko, Secretary  
es

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

**MEETING OF THE NAPA COUNTY BOARD OF EDUCATION  
Tuesday, September 6, 2022**

**Members present**

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

Remote Attendance: Jennifer Kresge

**1. ORGANIZATION**

**A. CALL TO ORDER**

President Don Huffman called the meeting to order at 3:30 p.m.

**B. FLAG SALUTE**

The salute to the Flag was led by Janna Waldinger.

**C. PUBLIC PARTICIPATION**

President Huffman read 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 Mr. Parrott and a second by Ms. Waldinger. A roll call vote was taken: *Ayes* – Mr. Parrott, Mrs. Cash, Mrs. Kresge, Ms. Waldinger, Mr. Donaldson, Mrs. Biederman, Mr. Huffman. *Noes* – None.

**F. APPROVAL OF MINUTES**

On a motion by Ms. Waldinger and a second by Mrs. Biederman, the Minutes of August 2, 2022 were approved. A roll call vote was taken: *Ayes* – Mr. Parrott, Ms. Waldinger, Mr. Donaldson, Mrs. Biederman, Mr. Huffman. *Noes* – None. *Abstained* – Mrs. Cash, Mrs. Kresge.

**G. COMMENTS BY THE PUBLIC**

Public comment was given.

**2. ADJOURN TO CLOSED SESSION 3:40 p.m.**

The purpose of the closed session hearing with respect to: Review potential litigation. Potential cases: 1

**3. REPORT FROM CLOSED SESSION**

- A. The Board met in closed session to review potential litigation. No action was taken.

**4. OPEN SESSION (4:00 p.m.)**



## **5. PRESENTATIONS AND PUBLIC HEARINGS**

- A. A Public Hearing was opened at 4:02 p.m. and was held on the matter of sufficiency and current content of textbooks and instructional materials as utilized in the 2022-2023 school year. Nancy Dempsey, Director of Juvenile Court and Community Schools, reported that all instructional materials are aligned with the common core standards. The public hearing which was held in compliance with Education Code Section 60119, to encourage participation by parents, teachers, members of the community and bargaining unit leaders on the issue of sufficiency and current content of textbooks and instructional materials as utilized in the 2022-2023 school year, elicited no comments from the public. The public hearing closed at 4:10 p.m.

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

- Dr. Nemko reported that she and three Board members will be attending the CCBE conference in Monterey this week.
- Dr. Nemko reported that she has been visiting the elementary schools with new principals beginning with St. Helena Elementary, Bel Aire Elementary, Willow, and next week a visit to McPherson Elementary is planned. Dr. Nemko noted that everyone is off to a good start with an emphasis on social and emotional wellness. Dr. Nemko reported that the NCOE used to have a program for elementary schools called *I Read to the Principal*. The NCOE will continue to sponsor this program and will provide *I Read to the Principal* certificates, for the principal to sign, and pencils with the same logo for students.
- Dr. Nemko reported on State Superintendent Tony Thurmond's press conference last week on addressing literacy in the state. Superintendent Thurmond announced a partnership with Footsteps2Brilliance, an early literacy technology company that offers free English and Spanish online interactive books, games, and activities to all families and students in California.
- Dr. Nemko thanked Julie McClure who submitted the Early Education Teacher Development Grant that helps would-be teachers earn a teaching credential. We were awarded the grant that started July 31, 2022 and runs through June 30, 2025.
- Dr. Nemko reported that in an effort to help the district find more subs, the NCOE has created lawn signs advertising the need for substitute teachers and aides and encouraged the Board to pick up a sign after the meeting.
- Dr. Nemko reported that we have expanded the Induction Program so we can help administrators clear their credential. Dr. Nemko noted that we are currently operating a satellite program with Placer County and have applied to the Commission on Teacher Credentialing for licensure to run our own program.
- Dr. Nemko reported that she is meeting with Troy Knox, Principal, McPherson Elementary next week to review lists of former students to see how they are doing in school with the hope of reducing the number of students who go on

to struggle in school. Dr. Nemko referenced last year's Breaking Barriers meeting at Camille Creek which was the impetus for creating a "backwards map" to help schools such as McPherson, Phillips, Snow, and Shearer go back and review K-2 student records, and then analyze whether there could have been interventions that could prevent students from falling behind.

- Dr. Nemko reported that we recently discovered four boxes of books on art, design, travel, and architecture in the NCOE Room D that had been donated to Dr. Nemko. The books had originally been given to a friend of Margrit Mondavi 20 years ago, and the friend has since donated the books to Dr. Nemko. The books have been donated to the Camille Creek library.
- Dr. Nemko reported that Human Resources has moved into the former NapaLearns office space at the NCOE providing much needed space for testing and interview purposes.
- Dr. Nemko reported on the Liberated Ethnic Studies Curriculum program, which was recently rejected by the State Board of Education and Governor Newsom for being divisive and Anti-Semitic.
- Dr. Nemko reported that she will forward, to the Board, the Labor Day speech given by Bob Wise, former Governor of West Virginia, on COVID and the education system.
- Mrs. Cash reported that she attended a recent NVUSD board meeting.
- Mrs. Biederman reported that she attended *Back to School* at American Canyon Middle School last week.
- Mrs. Biederman reported that she will invite a representative from Team Hope to present at the October Board meeting.

## **7. CONSENT AGENDA ITEMS**

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

B. No action was taken on Consent Agenda Item 4.B.

## **8. ACTION ITEMS**

A. On a motion by Ms. Waldinger and a second by Mrs. Biederman, the Board adopted Resolution 2022-31 certifying (per Agenda Item 5.A.) that the Napa County Office of Education has complied with the requirements of Education Code 60119 for the 2022-2023 school year. A roll call vote was taken: Ayes – Mr. Parrott, Mrs. Cash, Mrs. Kresge, Ms. Waldinger, Mr. Donaldson, Mrs. Biederman, Mr. Huffman. Noes – None.

B. On a motion by Ms. Waldinger and a second by Mrs. Biederman, the Board approved Board Bylaw 9323 Meeting Conduct, addition related to Board Public Comment. A roll call vote was taken: Ayes – Mr. Parrott, Mrs. Cash, Mrs. Kresge, Ms. Waldinger, Mr. Donaldson, Mrs. Biederman, Mr. Huffman. Noes – None.

Public Comment was given.

**9. SCHEDULED MATTER**

Mrs. Kresge reported that Governor Newsom allocated 128 billion dollars for TK-12 schools. Mrs. Kresge noted that Capitol Advisors will be presenting at the CCBE Conference and will most likely have updated information on how the funds will be used.

**10. INFORMATION ITEMS**

A. The Board accepted the Personnel Activity Report as presented.

B. Mr. Schultz reported that we received new unrestricted ongoing revenue from the State Budget which triggered a reopener to our negotiations with SEIU. The results are that we are extending to our NCFT unit and management staff an extra 0.75 percent on-schedule raise effective October 1. Mr. Schultz further reported that the legislative session wrapped up last week with the legislature passing a K-12 education budget clean-up bill, AB 185.

C. Mr. Parrott reviewed the election status roster with the Board.

Public comment was given.

**11. ADJOURN TO CLOSED SESSION (5:00 p.m.)**

The Board adjourned to closed session with respect to: Appeal of Denial of Interdistrict Attendance Agreement.

**12. REPORT FROM CLOSED SESSION (if applicable) 6:28 p.m.**

The Board met in closed session to deliberate the appeal. President Huffman announced nothing to report from closed session.

**13. OPEN SESSION (7:10 p.m.)**

**14. FUTURE AGENDA ITEMS** 1) Team Hope presentation, 2) CCBE Conference report, and 3) Camille Creek Construction update.

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

The next regular meeting of the Napa County Board of Education will be Tuesday, October 4, 2022 at 3:30 p.m.

**16. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Barbara Nemko, Secretary  
es

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

**SPECIAL MEETING OF THE NAPA COUNTY BOARD OF EDUCATION  
Tuesday, September 27, 2022**

**Members present**

Jean Donaldson, Sindy Biederman, Janna Waldinger

Remote Attendance: Jennifer Kresge, Ann Cash, Gerry Parrott

Absent: Don Huffman

**1. ORGANIZATION**

**A. CALL TO ORDER**

Vice President Sindy Biederman 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**

Vice President Biederman read the instructions for public participation via teleconference.

**D. WELCOME TO VISITORS**

Visitors were welcomed to the meeting.

**E. APPROVAL OF AGENDA**

The Agenda was approved on a motion by Ms. Waldinger and a second by Mr. Donaldson. A roll call vote was taken: Ayes – Mr. Parrott, Mrs. Cash, Ms. Waldinger, Mr. Donaldson, Mrs. Biederman. Noes – None. Mrs. Kresge not present to vote.

**F. COMMENTS BY THE PUBLIC**

Public comment was given.

**2. ADJOURN TO CLOSED SESSION (3:41 p.m.)**

- A. The purpose of the closed session hearing is to conference with Legal Counsel Regarding Anticipated Litigation: Significant exposure to litigation resulting from State Board of Education grant of Mayacamas Charter School's appeal of Napa County Board of Education's denial of their petition for establishment of a charter school, Government Code Section 54956.9(d)(2), (e)(2), one potential lawsuit.
- B. Conference with Legal Counsel Regarding Anticipated Litigation – Consideration of Initiation of Litigation, Government Code Section 54956.9(d)(4) – one potential lawsuit.

**3. RECONVENE TO OPEN SESSION (5:10 p.m.)**

- A. The Board met in closed session to review anticipated litigation. No final action taken. Nothing to report.

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

The next regular meeting of the Napa County Board of Education will be Tuesday, October 4, 2022 at 3:30 p.m.

**5. ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Barbara Nemko, Secretary  
es

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

APPROVED

# NVAEC

# Napa County Pathways

Presentation to NCOE Board

Nov 1, 2022

Coleen Petersen

# History and Background of NVAEC

- Assembly Bills 86 (2013-14) and 104 (2015-16) established and expanded the Adult Education Program that provides funding for regional consortia.
- The Napa Valley Adult Education Consortium (NVAEC) is comprised of five agencies:
  - Napa Valley Unified School District/Napa Valley Adult Education
  - Napa Valley College
  - Napa County Office of Education
  - Calistoga Joint Unified School District
  - St. Helena Unified School District

# 2019-2022: The First 3-Year Plan

Goal 1: **Create and fully develop six countywide pathways** with multiple entry and exit points, integrating and aligning services of consortium partners and agencies.

Goal 2: Explore and implement a job plan based on comprehensive pathways to assist all students and clients.

Goal 3: To increase completion rate, develop a continuum to identify progress/successes: badges, certifications, and/or degree programs using New World of Work Skills.

Goal 4: **Develop specific transition protocols** from: high school to post-secondary, NVAE to NVC, NVC to four-year universities/colleges and/or the workforce.

Goal 5: Continue/expand High School Equivalency (HSE), Adult Basic Education (ABE), and English as a Second Language (ESL) programs. Grow Career Technical Education (CTE), Internship, ASK12 and Adults with Disability programs.



## 8 Napa County Pathways

Business

Construction

Education

Healthcare

Hospitality

Manufacturing

Technology

Viniculture & Small Scale

Farming

# Brochure Development

- Content Developed 2020-2021
- Design input Rick Jordan
- Graphic Design: Kathleen Haugan
- Printed early 2022
- Distributed to all Napa County High Schools and many public and social service agencies
- 2022-2025: The 2nd 3-Year Plan

# Pathway Alignment

NVAE now has at least 1 introductory course per pathway

Transition Specialist, counselors, and teachers use to connect students to further education or employment

Use at job fairs, NVC Open House, etc

## Next Steps:

Utilize throughout the county for different age groups as a tool for career exploration and planning

Update ongoing basis

# Brochure Review

Fun Facts

Local Employers

Education from High School to UC

Sample Job Titles with Pay Ranges

Contact Information

QR code

Available at [NVAEC.org](https://www.nvaec.org) and [adulthood@nvusd.org](mailto:adulthood@nvusd.org)

# Questions?

**Coleen Petersen**

**Transition Specialist -NVAEC**

**Program Manager -NCOE**

College and Career Readiness

[cpetersen@napacoe.org](mailto:cpetersen@napacoe.org)

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

**Item 4-A**  
**November 1, 2022**

**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 **November 1, 2022** meeting.

**Prepared by:** Sarah White, Credentials Analyst  
10/27/2022

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

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

**DATE: October 4, 2022**  
**Item 4-A**

<b><u>NAPA COUNTY OFFICE OF EDUCATION</u></b>			
<b><u>NAME</u></b>	<b><u>TYPE</u></b>	<b><u>DOJ CLEARED</u></b>	<b>Waiver 72-HR</b>
			<b>Public Notice</b>
			<b>YES</b>
Riddle, Pamela	CBEST WV-30 Day sub permit	1/7/2013	
Rojas, Ysabelle	30-Day Sub Permit	9/24/2022	
Mendez, Jami	CD site sup permit	9/18/2022	
<b><u>NAPA VALLEY UNIFIED SCHOOL DISTRICT</u></b>			
<b><u>NAME</u></b>	<b><u>TYPE</u></b>	<b><u>DOJ CLEARED</u></b>	
Flint, Nicole	Multi.Subject-ELA1	12/7/2004	
Calderon, Lilana	PPS School Social Work	11/4/2009	
Green, Peter	EM-CLAD permit	6/16/2022	
Azevedo, Scott	STSP-Single Sub. Art	10/21/2022	
Buckles, Andrew	PIP-Multi. Sub	9/30/2022	

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

**Item 5.A.**  
**November 1, 2022**

**TITLE:**

Second Reading and Board Approval Board Policy 6158 & Administrative Regulation 6158  
Independent Study

**HISTORY:**

BP 6158 & AR 6158 Independent Study: Policy updated to reflect the 2022 Budget Act requirements to require local educational agencies (LEAs), operating Independent Study Programs, to update their board policies and likely their written agreements to maintain compliance with the law. Changes to Independent Study were made through Assembly Bill 181 – the education omnibus budget trailer bill.

**CURRENT PROPOSAL:**

It is recommended that the Board approve Board Policy 6158 and Administrative Regulation 6158 Independent Study.

**FUNDING SOURCE:**

N/A

**SPECIFIC RECOMMENDATION:**

It is recommended that the Board approve BP 6158 & AR 6158 Independent Study.

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JM/es  
October 20, 2022



**County Board Policy 6158: Independent Study**

Status: ADOPTED

Original Adopted Date: 03/01/2005 | Last Revised Date: 09/01/2022 | Last Reviewed Date: 09/01/2022

INSTRUCTIONS FOR USE: THE FOLLOWING DOCUMENT WAS DRAFTED FOR USE BY SCHOOL DISTRICTS. THIS DOCUMENT MAY OR MAY NOT INCLUDE GLOBAL CHANGES FOR THE CONVENIENCE OF COUNTY OFFICES OF EDUCATION WISHING TO USE THESE POLICIES (e.g., CHANGING "SCHOOL DISTRICT" TO "COUNTY OFFICE OF EDUCATION" AND "SCHOOL BOARD" TO "COUNTY SCHOOL BOARD", "SUPERINTENDENT" TO "COUNTY SUPERINTENDENT", ETC.). ALSO, THE DOCUMENT HAS NOT BEEN REVISED TO REFLECT UNIQUE ROLES OF THE COUNTY BOARD OF EDUCATION, THE COUNTY SUPERINTENDENT AND THEIR SHARED RESPONSIBILITY FOR GOVERNANCE OF THE COUNTY OFFICE OF EDUCATION. COUNTY OFFICES OF EDUCATION SHOULD CAREFULLY REVIEW AND REVISE THIS DOCUMENT AS APPROPRIATE FOR THEIR PARTICULAR USE. THERE ARE VARIOUS DOCUMENT TYPE DESIGNATIONS AVAILABLE FOR COUNTY OFFICES OF EDUCATION FOR THEIR SPECIFIC USE (e.g., BOARD POLICY, SUPERINTENDENT POLICY, REGULATION, EXHIBIT, ETC.). DOCUMENT TYPES MAY BE CHANGED TO REFLECT LOCAL PRACTICE PRIOR TO ADOPTION.

CSBA NOTE: Education Code 51744-51749.6 authorize districts to establish independent study programs to meet the educational needs of students.

Education Code 51747 and 51749.5 mandate the Governing Board to adopt a policy with specified components as a condition of receiving state apportionments for traditional and course-based independent study, and to implement the policy in accordance with the rules and regulations adopted by the Superintendent of Public Instruction. The mandated components for traditional independent study and course-based independent study are reflected throughout this policy and the accompanying administrative regulation.

Education Code 51744, as added by AB 181 (Ch. 52, Statutes of 2022), encourages districts, when adopting policy, to consider offering more than one independent study model for short- and long-term placements in accordance with Education Code 51747, 51747.5 and 51749.6.

In the event of a school closure necessitated by an emergency condition pursuant to Education Code 46392, districts must develop a plan for offering independent study to affected students pursuant to Education Code 46393. See BP 3516.5 - Emergency Schedules.

Independent study may be offered as a program within a school, as a charter school, or as an alternative school of choice pursuant to Education Code 58500-58512; see AR 0420.4 - Charter School Authorization, BP 6146.11 - Alternative Credits Toward Graduation and BP/AR 6181 - Alternative Schools/Programs of Choice.

The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered for short- or long-term placements, on a full-time or part-time basis, and/or in conjunction with part- or full-time classroom study.

CSBA NOTE: 5 CCR 11701 requires the Board to hold a public hearing when setting policy regarding the maximum length of time that may elapse between the time an independent study assignment is made and the date by which the student must complete it, and the level of satisfactory educational progress and the number of missed assignments that will be allowed before an evaluation is conducted to determine whether it is in the student's best interests to remain in independent study. See "General Independent Study Requirements" below for more information regarding these requirements.

The Board shall hold a public hearing when considering the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of students or adult education students. (Education Code 51747; 5 CCR 11701)

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, and an online course.

Student participation in independent study shall be voluntary and no student shall be required to participate. (Education Code 51747, 51749.5, 51749.6)

Independent study for each student shall be under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

CSBA NOTE: Pursuant to Education Code 46300, the attendance of students participating in independent study for only three or more consecutive school days will be included in computing average daily attendance for apportionment purposes.

The minimum period of time for any independent study option shall be three consecutive school days. (Education Code 46300)

### General Independent Study Requirements

The Superintendent or designee may offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for participation and is likely to succeed as well as or better than the student would in the regular classroom setting.

CSBA NOTE: Pursuant to Education Code 46100, the Board is required to fix the length of the school day for each grade level, in accordance with law. The California Department of Education, in its "Frequently Asked Questions," clarifies that independent study is not an alternative curriculum and that students in independent study are required to meet the same number of instructional minutes as their peers who are physically at the school site for their instruction.

The minimum instructional minutes shall be the same for all students at each school including students participating in independent study, except as otherwise permitted by law. (Education Code 46100)

CSBA NOTE: Education Code 51747 mandates the Board to adopt policy on the maximum length of time, by grade level and type of program, which may elapse between the time an independent study assignment is made and the date by which the student must complete the assignment. 5 CCR 11700 defines "type of program" as the statutory program category for purposes of attendance accounting, such as adult education or continuation high school. In addition, 5 CCR 11701 mandates that Board policy reflect an awareness that excessive leniency in the duration of independent study assignments can result in a student falling so far behind peers as to increase, rather than decrease, the risk of dropping out of school.

The following paragraph sets one week for all grade levels and types of programs as the maximum length of time an independent study assignment should be completed, and should be revised to reflect the length of time determined by the Board. In order to ensure that apportionment credits are received, the length of time determined by the Board in its policy should be reflected in the student's written agreement. See the section "Master Agreement" below.

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of programs. When necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due. However, in no event shall the due date of an assignment be extended beyond the termination date specified in the student's written agreement.

CSBA NOTE: Education Code 51747 mandates the Board, to adopt policy which specifies the level of satisfactory educational progress and the number of missed assignments allowed before an evaluation is conducted to determine whether it is in a student's best interest to remain in independent study. The following paragraph specifies a maximum of three assignments and should be revised to reflect the Board's determination of the number of missed assignments that will trigger an evaluation.

The number of missed assignments that will trigger an evaluation must be included in the student's written agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning of required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

CSBA NOTE: Education Code 51747, as amended by AB 181, mandates the Board to adopt policy that includes the provision of content aligned to grade level standards that is substantially equivalent to in-person instruction. For high schools, this requirement includes access to all courses offered by the district for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria. See BP/AR 6143 - Courses of Study.

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California (UC) or the California State University (CSU) as creditable under the A-G admissions criteria. (Education Code 51747)

CSBA NOTE: Education Code 51747 mandates the Board to adopt policy that includes plans, by grade level, to provide students with specified levels of live interaction and/or synchronous instruction as described in Items #1-3 below and defined in the accompanying administrative regulation. This requirement does not apply to students participating in an independent study program for fewer than 15 school days, or, pursuant to Education Code 51747, as amended by AB 181, students enrolled in a comprehensive school for classroom-based instruction who participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse, as described below.

Pursuant to Education Code 51747.5, as amended by AB 181, the district may claim apportionment credit for independent study only to the extent of the time value of student work products as personally judged by a certificated employee of the district, or the combined time value of student work products and participation in synchronous instruction, as long as the synchronous instructional offering augments the time value of the student work product and evidence of student participation is furnished and maintained. Evidence of student participation may include, but is not limited to, student work produced or performed as verified by a certificated employee and maintained by the district for each hour or fraction of an hour of the synchronous instructional offering.

The Superintendent or designee shall ensure that all students participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction
2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction
3. For students in grades 9-12, opportunities for at least weekly synchronous instruction

CSBA NOTE: Education Code 51747, as amended by AB 181, mandates the Board to adopt policy that includes procedures for tiered reengagement strategies for students who meet the conditions specified in Items #1-3 below. This requirement does not apply to students participating in an independent study program for fewer than 15 school days, or students who participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse, as described below.

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students participating in an independent study program for 15 school days or more who are: (Education Code 51747)

1. Not generating attendance for more than ten percent of required minimum instructional time over four continuous weeks of the district's approved instructional calendar

2. Not participating in synchronous instructional offerings pursuant to Education Code 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span
3. In violation of their written agreement

CSBA NOTE: Education Code 51747, as amended by AB 181, requires that the district's tiered reengagement strategies procedures include local programs intended to address chronic absenteeism, as applicable.

Tiered reengagement strategies procedures used in district independent study programs shall include local programs intended to address chronic absenteeism, as applicable, including but not limited to the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the recording of a nonattendance day or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary

CSBA NOTE: Education Code 51747, as amended by AB 181, requires that the district's tiered reengagement strategies procedures include local programs intended to address chronic absenteeism, as applicable.

4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

CSBA NOTE: Education Code 51747 mandates the Board to adopt policy that includes a plan to expeditiously, and not longer than five instructional days, transition students whose families wish to return to in-person instruction from independent study. This requirement does not apply to students participating in an independent study program for fewer than 15 school days. Pursuant to Education Code 51747, as amended by AB 181, the requirement is also not applicable to students who participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse, as described below.

The Superintendent or designee shall, for students who participate in an independent study program for 15 school days or more, develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days. (Education Code 51747)

CSBA NOTE: Pursuant to Education Code 51747, as amended by AB 181, the live interaction and/ or synchronous learning requirements, tiered reengagement strategies, and transition plan obligations do not apply to students enrolled in a comprehensive school for classroom-based instruction who, under the care of an appropriate licensed professional(s), participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse, provided the district obtains evidence of the need as specified in Education Code 51747.

When any student enrolled in classroom-based instruction is participating in independent study due to necessary medical treatment or inpatient treatment for mental health or substance abuse under the care of appropriately licensed professionals, the student shall be exempt from the live interaction and/or synchronous instruction, tiered reengagement strategies, and transition back to in-person instruction requirements specified above. In such cases, evidence from appropriately licensed professionals, of the student's need to participate in independent study, shall be submitted to the Superintendent or designee. (Education Code 51747)

CSBA NOTE: Education Code 51747 mandates the Board to adopt policy providing that a current written agreement (i.e., the "master agreement") will be maintained for each student who participates in independent study and for whom apportionment is claimed. Education Code 51747 provides that no independent study agreement can be valid for longer than one school year. Pursuant to Education Code 51747, as amended by AB 181, the district is required to obtain a signed written agreement for an independent study program of 15 school days or more before the beginning of independent study, and for an independent program of less than 15 school days, within ten school days of the beginning of the first day of the student's enrollment.

In addition, Education Code 51749.5 mandates the Board to adopt policy providing that a "learning agreement" be maintained for each student participating in course-based independent study.

See the section "Master Agreement" below for required content of these agreements.

The Superintendent or designee shall ensure that a written agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

CSBA NOTE: Education Code 51747 requires districts to hold a student-parent-educator conference upon the request of a parent/guardian prior to enrollment or disenrollment in independent study. The term student-parent-educator conference is defined in Education 51745.5, and reflected in the accompanying administrative regulation.

Upon the request of the parent/guardian of a student, and before signing a written agreement as described below in the section "Master Agreement," the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

### Master Agreement

CSBA NOTE: Education Code 51747 mandates that, in order to receive apportionments for independent study, the district must adopt and implement policy providing for a signed written independent study agreement which contains the components listed in the following section. Because apportionments are only provided for independent study of three or more consecutive school days pursuant to Education Code 46300, written agreements are required only in such instances.

Education Code 46300.7 states that apportionments shall be received for a student in independent study only if the district receives written permission from the parent/guardian before the independent study begins, specifying the actual dates of participation, methods of study and evaluation, and resources to be made available for the student's independent study. However, pursuant to Education Code 51747, as amended by AB 181, for independent study programs of less than 15 school days the written agreement may be signed within ten school days of the student's enrollment in independent study. As Education Code 46300.7 and 51747 are inconsistent as to when written agreements need to be signed for programs of less than 15 school days, districts are encouraged to consult CSBA District and County Office of Education Legal Services, or the district's legal counsel.

A written agreement shall be developed and implemented for each student participating in independent study for three or more consecutive school days. (Education Code 46300, 51747)

For student participation for 15 school days or more, a signed written agreement shall be obtained before the student begins independent study. For student participation of less than 15 school days, a signed written agreement shall be obtained within ten school days of the first day of the student's enrollment. (Education Code 46300, 51747)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but is not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work

CSBA NOTE: As described in the section "General Independent Study Requirements" above, pursuant to Education Code 51747, the written agreement must contain statements reflecting Board policy pertaining to (1) the maximum length of time, by grade level and type of program, which may elapse between the time an independent study assignment is made and the date by which the student must complete the assignment and (2) the number of missed assignments allowed before an evaluation would be required to determine whether it is in a student's best interest to remain in independent study. Education Code 51747 also requires that the written agreement contain a statement of the Board's policy regarding the level of satisfactory educational progress for students participating in independent study.

4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study

5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports
8. A statement that independent study is an optional educational alternative in which no student may be required to participate
9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

CSBA NOTE: Pursuant to Education Code 51747, as amended by AB 181, the date upon which a written agreement needs to be signed will vary depending on the projected length of independent study, as specified below. In addition, for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student is required to sign the written agreement.

10. Before the commencement of independent study projected to last for 15 school days or more, or within ten school days of the first day of enrollment for independent study for less than 15 school days, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under 18 years of age, the certificated employee responsible for the general supervision of independent study, and for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

### **Course-Based Independent Study**

~~CSBA NOTE: This section is for districts that provide independent study courses to its students. Education Code 51749.5-51749.6 establish a course-based independent study option that may be offered if certain requirements are met, as described below. Education Code 51749.5 mandates that boards adopt policies that comply with the legal requirements listed in the following section and any applicable regulations adopted by the State Board of Education.~~

~~The following paragraph may be revised to reflect the grade levels offered by the district.~~

~~The district's course-based independent study program for students in grades K-12 shall be subject to the following requirements: (Education Code 51749.5)~~

- ~~1. A signed learning agreement shall be completed and on file for each participating student, pursuant to Education Code 51749.6~~
- ~~2. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction~~
- ~~3. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction, and shall be aligned to all relevant local and state content standards. For high schools, this shall include access to all courses offered by the district for graduation and approved by UC or CSU as creditable under the A-G admissions criteria. The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional~~

~~minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses. The certification shall also include plans to provide opportunities throughout the school year, for all students in transitional kindergarten, kindergarten, and grades 1-3 to receive daily synchronous instruction, for all students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction, and for all students in grades 9-12 to receive at least weekly synchronous instruction.~~

- ~~4. Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and 47612.1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3~~
- ~~5. For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program as indicated by the student's performance on applicable student-level measures of student achievement and engagement set forth in Education Code 52060, completion of assignments, assessments, or other indicators that evidence that the student is working on assignments, learning of required concepts, as determined by the supervising teacher, and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.~~

~~If satisfactory educational progress in one or more independent study courses is not being made, the teacher providing instruction shall notify the student and, if the student is under 18 years of age, the student's parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether the student should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be treated as a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.~~

~~Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" below. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled student, a plan for outreach from the school to determine student needs, including connection with health and social services as necessary, and a clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being.~~

- ~~6. Examinations shall be administered by a proctor~~
- ~~7. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.~~
- ~~8. A student shall not be required to enroll in courses included in the course-based independent study program~~
- ~~9. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6~~
- ~~10. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208~~
- ~~11. Courses required for high school graduation or for admission to UC or CSU shall not be offered exclusively through independent study~~
- ~~12. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011~~
- ~~13. A student shall not be prohibited from participating in independent study solely on the basis that the student does not have the materials, equipment, or access to Internet connectivity necessary to participate in the course~~

~~CSBA NOTE: Pursuant to Education Code 51749.5, as amended by AB 181, a student with disabilities may participate in a course-based independent study program if the student's individualized education program~~

~~specifically provides for such participation.~~

- ~~14. A student with disabilities, as defined in Education Code 56026, may participate in course-based independent study if the student's individualized education program specifically provides for that participation~~
- ~~15. A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study~~
- ~~16. The district shall maintain a plan to transition any student whose family wishes to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days~~

#### ~~Learning Agreement for Course-Based Independent Study~~

~~Before enrolling a student in a course within a course-based independent study program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, the student's parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)~~

- ~~1. A summary of the district's policies and procedures related to course-based independent study pursuant to Education Code 51749.5~~
- ~~2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to Item #3 of the Course-Based Independent Study section above~~
- ~~3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years~~
- ~~4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program~~
- ~~5. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work~~
- ~~6. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports~~
- ~~7. A statement that enrollment is an optional educational alternative in which no student may be required to participate. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through course-based independent study only if the student is offered the alternative of classroom instruction.~~
- ~~8. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress~~
- ~~9. The objectives and methods of study for the student's work, and the methods used to evaluate that work~~
- ~~10. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study~~
- ~~11. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion.~~

~~CSBA NOTE: Pursuant to Education Code 51749.6, as amended by AB 181, the date upon which a learning agreement needs to be signed will vary depending on the projected length of an independent study course, as~~



~~specified below. In addition, for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student is required to sign the learning agreement.~~

- ~~12. Before the commencement of an independent study course projected to last for 15 school days or more, or within ten school days of the first day of enrollment for an independent study course projected to last less than 15 school days, the learning agreement shall be signed and dated by the student, and by the student's parent/guardian or caregiver if the student is less than 18 years of age, the certificated employee responsible for the general supervision of the independent study course, and as applicable for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Family Code 6550-6552.~~

~~Learning agreements may be signed using an electronic signature that complies with state and federal standards, as determined by CDE. (Education Code 51749.6)~~

~~A signed learning agreement from a parent/guardian of a student who is less than 18 years of age shall constitute the parent/guardian's permission for the student to receive instruction through course-based independent study. (Education Code 51749.6)~~

~~Upon the request of a student's parent/guardian, and before signing a learning agreement as described above, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference, or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian, an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51749.6)~~

### Student-Parent-Educator Conferences

CSBA NOTE: Education Code 51747 and 51749.5 require districts to hold student-parent-educator conferences as defined by Education Code 51745.5, at specified times. See the accompanying administrative regulation for the definition of student-parent-educator conference.

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or, if requested by a parent/guardian, prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

### Records

CSBA NOTE: Pursuant to Education Code 51745.6, 51747, 51747.5, and 51749.5, the Education Audit Appeals Panel's, "Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting," includes verification of compliance with specified components of law related to independent study, with loss of apportionment for independent study for districts found to be noncompliant.

The Superintendent or designee shall ensure that records are maintained for audit purposes.

These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's signed or initialed and dated notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons
5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)

6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

CSBA NOTE: Education Code 51747.5 requires districts to document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which the student is provided independent study. Any student who does not participate in scheduled live interaction or synchronous instruction on a school day must be documented as nonparticipatory for that school day. In addition, Education Code 51747.5 requires districts to maintain written or computer-based evidence of student engagement that includes, but is not limited to, a grade book or summary document that, for each class, lists all assignments, assessments, and associated grades.

The district shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction shall be documented as nonparticipatory for that school day. (Education Code 51747.5)

The Superintendent or designee shall also maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

CSBA NOTE: Education Code 51747 and 51749.6 authorize specified records to be maintained in an electronic file, as provided in the following paragraph. Pursuant to Education Code 51747 and 51749.6, an electronic file includes a computer or electronically stored image of an original document, including, but not limited to, a PDF, JPEG, or other digital file type, that may be sent via fax machine, email, or other electronic means.

Signed written and supplemental agreements, assignment records, work samples, and attendance records may be maintained as an electronic file in accordance with Education Code 51747 and 51749.6, as applicable.

### **Program Evaluation**

CSBA NOTE: The following optional section may be revised to reflect district practice.

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

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**County Office Regulation 6158: Independent Study**

Status: ADOPTED

Original Adopted Date: 10/01/2015 | Last Revised Date: 09/01/2022 | Last Reviewed Date: 09/01/2022

INSTRUCTIONS FOR USE: THE FOLLOWING DOCUMENT WAS DRAFTED FOR USE BY SCHOOL DISTRICTS. THIS DOCUMENT MAY OR MAY NOT INCLUDE GLOBAL CHANGES FOR THE CONVENIENCE OF COUNTY OFFICES OF EDUCATION WISHING TO USE THESE POLICIES (e.g., CHANGING "SCHOOL DISTRICT" TO "COUNTY OFFICE OF EDUCATION" AND "SCHOOL BOARD" TO "COUNTY SCHOOL BOARD", "SUPERINTENDENT" TO "COUNTY SUPERINTENDENT", ETC.). ALSO, THE DOCUMENT HAS NOT BEEN REVISED TO REFLECT UNIQUE ROLES OF THE COUNTY BOARD OF EDUCATION, THE COUNTY SUPERINTENDENT AND THEIR SHARED RESPONSIBILITY FOR GOVERNANCE OF THE COUNTY OFFICE OF EDUCATION. COUNTY OFFICES OF EDUCATION SHOULD CAREFULLY REVIEW AND REVISE THIS DOCUMENT AS APPROPRIATE FOR THEIR PARTICULAR USE. THERE ARE VARIOUS DOCUMENT TYPE DESIGNATIONS AVAILABLE FOR COUNTY OFFICES OF EDUCATION FOR THEIR SPECIFIC USE (e.g., BOARD POLICY, SUPERINTENDENT POLICY, REGULATION, EXHIBIT, ETC.). DOCUMENT TYPES MAY BE CHANGED TO REFLECT LOCAL PRACTICE PRIOR TO ADOPTION.

### Definitions

*Live interaction* means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in-person, or in the form of Internet or telephonic communication. (Education Code 51745.5)

*Student-parent-educator conference* means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6. (Education Code 51745.5)

*Synchronous instruction* means classroom-style instruction or designated small group or one-on-one instruction delivered in-person, or in the form of Internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by a teacher or teachers of record for that student pursuant to Education Code 51747.5 or the certificated employee providing instruction for course-based independent study. (Education Code 51745.5)

### Educational Opportunities

CSBA NOTE: The following section is optional. Pursuant to Education Code 51745, as amended by AB 181 (Ch. 52, Statutes of 2022), the list of educational opportunities that may be provided through independent study includes Items #1-5 below, and may be revised or expanded to reflect district practice.

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Continuing and special study during travel
4. Volunteer community service activities and leadership opportunities that support and strengthen student achievement
5. Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction or for a student who is unable to attend in-person instruction due to a quarantine due to exposure to, or infection with, COVID-19, pursuant to local or state public health guidance

In addition, when requested by a parent/guardian due to an emergency or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in the student's regular classes.

CSBA NOTE: The following paragraph is for use by districts maintaining high schools.

No course required for high school graduation shall be offered exclusively through independent study. (Education

Code 51745)

### Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work. (Education Code 51747)

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. Providing access to Internet connectivity and district-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value. (Education Code 46300.6, 51747.3)

### Eligibility for Independent Study

CSBA NOTE: Pursuant to Education Code 51748, independent study students must be enrolled in school as a condition of receiving state apportionments.

To participate in independent study, a student shall be enrolled in a district school. (Education Code 51748)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice.

The Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently provided that experienced certificated staff are available to effectively supervise students in independent study. The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

CSBA NOTE: The following paragraph limits eligibility for independent study to those students for whom state apportionments can be claimed. Education Code 46300.2 provides that districts will receive state funding for independent study for students who are residents of the county or an adjacent county. Pursuant to Education Code 51747.3, students whose residency status is based on parent/guardian employment within district boundaries in accordance with Education Code 48204 are not eligible for funds apportioned for average daily attendance (ADA).

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

CSBA NOTE: Pursuant to Education Code 51745, as amended by AB 181, a student with disabilities may participate in independent study if the student's individualized education program specifically provides for such participation, as specified below.

A student with disabilities, as defined in Education Code 56026, may participate in independent study if the student's individualized education program (IEP) specifically provides for such participation. If a parent/guardian of a student with disabilities requests independent study because the student's health would be put at risk by in-person instruction, the student's IEP team shall make an individualized determination as to whether the student can receive a free appropriate public education (FAPE) in an independent study placement. A student's inability to work independently, need for adult support, or need for special education or related services shall not preclude the IEP team from determining that the student can receive FAPE in an independent study placement. (Education Code 51745)

CSBA NOTE: The following paragraph is based on uncodified Section 110 of AB 181 and will remain in effect only until July 1, 2024.

In addition, any student with disabilities who receives services from a nonpublic, nonsectarian school through a

virtual program may be permitted to participate in independent study if the student's IEP team determines that FAPE can be provided to the student by means of the virtual program and other conditions of law are satisfied.

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through independent study. (Education Code 51745)

CSBA NOTE: The following paragraph limits enrollment in independent study to those students for whom state apportionments can be claimed. Pursuant to Education Code 51745, as amended by AB 181, no more than 10 percent of the students enrolled in a continuation high school or opportunity school or program are eligible for apportionment credit for independent study, with the exception of students participating in independent study due to an emergency as described in Education Code 41422 and 46392. A pregnant student or a parenting student who is the primary caregiver for the student's child(ren) is not included in this cap.

~~Except for students participating in independent study due to an emergency as described in Education Code 41422 and 46392 and pregnant and parenting students who are the primary caregiver for their child(ren), no more than 10 percent of the students enrolled in a continuation high school or opportunity school or program shall be enrolled in independent study. (Education Code 51745)~~

### Monitoring Student Progress

CSBA NOTE: The following optional section may be revised to reflect district practice.

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of the student's written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has failed to make satisfactory educational progress or missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether independent study is in the student's best interest. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program. (Education Code 51747, 51749.5; 5 CCR 11701)

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation, and if the student transfers to another public school in California, the record shall be forwarded to that school. (Education Code 51747, 51749.5)

### Responsibilities of Independent Study Administrator

CSBA NOTE: The following optional section may be revised to reflect district practice.

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers at the required teacher-student ratios pursuant to Education Code 51745.6 and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

## Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code 44300, registered as required by law, and who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

CSBA NOTE: Pursuant to Education Code 51745.6, the equivalency of teacher-student ratios as described below is a necessary condition for the district to receive apportionments for independent study. The district may exceed these ratios, but those additional units of independent study ADA would not be funded.

The Education Audit Appeals Panel's, "Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting," includes verification that the district calculated its independent study teacher-student ratio consistent with Education Code 51745.6.

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

CSBA NOTE: The remainder of this section is optional and may be revised to reflect district practice.

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement and signing the agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with Item #4 in the section on "Records" in the accompanying Board policy
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress

CSBA NOTE: Pursuant to Education Code 51747.5, as amended by AB 181, the district may claim apportionment credit for independent study only to the extent of the time value of student work products as personally judged by a certificated employee of the district, or the combined time value of student work products and participation in synchronous instruction, as long as the synchronous instructional offering augments the time value of the student work product and evidence of student participation is furnished and maintained. Evidence of student participation may include, but is not limited to, student work produced or performed as verified by a certificated employee and maintained by the district for each hour or fraction of an hour of the synchronous instructional offering. Education Code 51747.5 specifies that the teacher is not required to sign and date the work products.

7. Determining the time value of assigned work or work products completed and submitted by the student
8. Assessing student work and assigning grades or other approved measures of achievement

CSBA NOTE: Education Code 51747.5 requires districts to document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction on a school day shall be documented as nonparticipatory for that school day, for purposes of student participation reporting and tiered reengagement pursuant to Education Code 51747.

9. Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

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

TO: Napa County Board of Education

DATE: November 1, 2022

FROM: John Zikmund, Human Resources

RE: Personnel Activity

BOARD ITEM: 7A

NEW CERTIFICATED EMPLOYEE

Hanada Almasri - CD Teacher, Early Childhood Services

NEW CLASSIFIED EMPLOYEE

Jeanette Torres – HR Assistant II, Human Resources

Fernando Cardenas Prado – Program Coordinator I, Community Programs

CHANGE IN ASSIGNMENT

Yuliana Moreno – Program Coordinator I, Community Programs to Fiscal Operations Coordinator, Continuous Improvement

Ashly Haddad – ECE Assistant I, Early Childhood Services to Associate CD Teacher, Early Childhood Services

Sara Castro Gonzalez – Associate CD Teacher, Early Childhood Services to CD Teacher, Early Childhood Services

RESIGNATION

Jalen DuPree – Site Coordinator, Community Programs

Rafael Barrera – Payroll and Benefits Specialist, Fiscal Services

RETIREMENT

Pamela Poole – Business Process Analyst, SELPA

TERMINATION

None

LAYOFF/NON-RELECTS/TEMPORARY RELEASE NOTICES

None

POSITION VACANCIES

Instructional Assistant (4) – College and Career Readiness

Machine Tool Technology Teacher (Temporary) - College and Career Readiness

Early Childhood Special Education Teacher (Temporary) – Early Childhood Services

Early Childhood Education Assistant II (5) – Early Childhood Services

Behavior Intervention Assistant (Temporary) – Early Childhood Services

Child Development Teacher (4) – Early Childhood Services

Speech Therapist (Temporary) - Early Childhood Services

Community School Teacher (2) - Camille Creek

Instructional Support Specialist II – Camille Creek

Technology Specialist – TTSS

Expanded Learning Program Coordinator – Community Programs

11-1-22.BRD







October 25, 2022

Napa County Board of Education  
2121 Imola Avenue  
Napa, CA 94559

Dear Don Huffman and Board Trustees:

In accordance with the Williams Settlement, the Napa County Office of Education is required to annually review schools that are identified as low performing pursuant to specified federal laws or schools where 15% or more of the teachers are holders of a permit, certificate, or any other authorization that is lesser certification than a preliminary or clear California teaching credential. For 2022-2023, five schools were identified for the County Williams Reviews: McPherson Elementary, Snow Elementary, American Canyon Middle, and Silverado Middle School in NVUSD and Stone Bridge Charter School.

On Thursday, September 8, 2022, Jill Barnes, Lucy Edwards, Chrissy Cotten, Cara Kopecky, Tom Lewis, Mikhael Florez, and Jeremy Smith from the Napa County Office of Education were accompanied by Matt Manning and Brian Bacinett from Napa Valley Unified School District (NVUSD) and James Brown from Stone Bridge School on the required school visits. The teams reviewed district and school documents and visited and inspected all the required school sites. The visits, as always, were brief and positive. Except for one playground structure at McPherson Elementary that has since been blocked from usage pending a replacement part, all schools were compliant.

The purpose of the visits as specified in California Education Code Section 1240 was to ensure:

1. Students have access to “sufficient” instructional materials in four core subject areas of English/ language arts, mathematics, history/social science, science;
2. The school is in compliance with facilities maintenance to ensure that there are no “emergency or urgent threats to the health and safety of pupils or staff”;
3. The school has provided accurate data for the annual School Accountability Report Card (SARC) related to instructional materials and facilities maintenance;
4. Classrooms have a copy of the current Uniform Complaint Procedure displayed.

As per the Williams requirements, 25% of classrooms were visited and all common areas, bathrooms, etc., were inspected. With the exception of the playground structure that has since been secured from usage pending a replacement part at McPherson Elementary, there are no other findings to report. All of the schools had the four requisite core subject textbooks for students and the School Accountability Report Cards (SARCs) were checked and found to be compliant as well.

I would like to offer my congratulations to NVUSD's Superintendent, Dr. Rosanna Mucetti, Executive Director Stone Bridge School, James Brown, Assistant Superintendent of Operational Services, Michael Pearson, and Director of Maintenance and Operations, Albert DeSousa, Jr., for keeping all facilities in excellent condition. Credit also goes to NVUSD's Assistant Superintendent of Instructional Services, Pat Andry-Jennings, for the instructional support provided to schools. Last, but not least, I wish to acknowledge the site principals Troy Knox, McPherson Elementary; Jessica Mautner, Snow Elementary; Jennifer Kohl, Silverado Middle, and Carliza Bataller, American Canyon Middle School for ensuring that students have the books and materials they need to be successful in school.

Sincerely,

A handwritten signature in black ink that reads "Barbara Nemko". The signature is written in a cursive, flowing style.

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

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

**Item:7.C.**  
November 1, 2022  
Board Meeting

**TITLE:**

Camille Creek Project Update.

**HISTORY:**

In late 2014, NCOE contracted with WLC for the creation of a facilities master plan, and the design of a new community school facility for the program now known as Camille Creek. The facilities master plan was finalized in 2016, and the focus turned to the Camille Creek project. Over the subsequent two and half years WLC produced an initial design that then had to be value engineered over multiple iterations to produce a design that was within NCOE's ability to finance.

In the fall of 2019, the Board authorized NCOE to move forward with the project, including contracting with Silver Creek Industries for the purchase of a modular building and initiating the process to issue Certificates of Participation (COPs) to fund the project. At that time the total project budget was approximately \$15 million (see details attached). That budget included an estimate for site construction (separate from the modular building) of \$2.2 million.

In the spring of 2020, the Board authorized NCOE to solicit bids for the site work contract. The lowest bid came in at \$3.9 million, or \$1.7 million above the budget estimate. The decision was made to economize where we could, but to move forward with the project nonetheless, and construction started in June 2020. The budget was revised to approximately \$16.52 million to reflect the higher site construction costs and related changes.

The facility was largely completed and occupied in November of 2021, and as of October of 2022, all construction payments have been made and the project is approaching final closeout. NCOE staff is still compiling final costs, but as of this moment estimated total expenditures exceed \$15.76 million.

Because of the influx of one-time state and federal funding over the past two years, NCOE was able add additional elements to the project outside of the planned budget, including completion of the shop building, and providing enhanced funding for furniture and equipment for the facility. Total estimated expenses for these additional elements are estimated at slightly over \$1 million.

A more detailed breakout of the initial budget, revised budget, and expenditures is attached.

**FUNDING SOURCE:**

Fund 35, including COP issuance, State Facility Program Funds, and NCOE reserves.

**SPECIFIC RECOMMENDATION:**

For discussion only.

**PREPARED BY:**

Josh Schultz, Deputy Superintendent

JS  
10/28/22

CAMILLE CREEK PROJECT BUDGET AND EXPENDITURES			FALL 2019 BUDGET		FALL 2020 BUDGET		NOVEMBER 2022 EXPENDITURES	RELATED EXPENSES OUTSIDE BUDGET (ONE- TIME FUNDS)
SITE	\$	103,770	\$	103,770	\$	87,857		
AGENCY	\$	209,766	\$	244,562	\$	269,496		
CONSULTANTS	\$	770,310	\$	581,529	\$	670,960		
CONSTRUCTION	\$	11,340,000	\$	12,828,018	\$	13,630,390		
CONSTRUCTION SUPPORT	\$	771,300	\$	869,093	\$	1,002,706		
FURNITURE AND EQUIPMENT	\$	100,000	\$	100,000	\$	100,000	\$ 191,306	
MISCELLANEOUS	\$	40,000	\$	40,000	\$	1,505		
SHOP	\$	-	\$	-	\$	-	\$ 895,497	
CONTINGNCIES	\$	1,523,900	\$	1,761,782	SEE ABOVE			
<b>Total</b>	<b>\$</b>	<b>14,859,046</b>	<b>\$</b>	<b>16,528,754</b>	<b>\$</b>	<b>15,762,914</b>	<b>\$ 1,086,803</b>	