

**COLUSA COUNTY BOARD OF EDUCATION**  
Minutes of Regular Meeting March 13, 2024

*Acronyms Used in This Document May Be Found in Attachment A*

**Board Members Present:** Ed Conrado, Cristy Edwards, Madison Martin, and Serena Morrow

**Staff/Visitors Present:** Emily Abken, Rana Brent, Alex Evans, Aaron Heinz, John Ithurburn, Alissa Maas, Tina Maxwell, Sabrina Myers, Anabelen Saavedra, Karla Saavedra, Chuck Wayman, and Michael West

**1.0 CALL TO ORDER**

**1.1 Pledge of Allegiance**

President Serena Morrow called the meeting to order at 4:00 p.m. in the 345 5<sup>th</sup> Street, Colusa, Large Conference Room and led the Pledge of Allegiance.

**2.0 ORDERING OF AGENDA**

No changes.

**3.0 STAFF QUESTIONS AND COMMENTS**

No questions or comments.

**4.0 LETTERS AND COMMUNICATIONS**

*Note: Item 4.1 was paused after two graduates received their diplomas and then re-opened once the third graduate arrived at the end of the 6.1.1 Superintendent's Monthly Report.*

**4.1 Awarding of Diplomas – Colusa County Adult School**

Michelle Bingham reported on three recent graduates from the Colusa County Adult School. Michelle introduced the three graduates in attendance one at a time, presented each with a diploma, shared or either asked them to share with the Board their future plans, and to introduce their guests.

**5.0 PUBLIC INPUT – Items not on the agenda**

No public input.

**6.0 REPORTS FROM SUPERINTENDENT AND STAFF**

**6.1 Superintendent's Reports**

**6.1.1 Superintendent's Monthly Report**

Michael West reported on his participation in the CCS Legislative Committee, during which the group discussed strategies for the Federal Advocacy Trip to Washington DC. Michael also provided a legislative update on recently introduced legislation that could affect COEs and districts:

AB 2565	McCarty – Requiring rooms in all COE and district schools to have locks that allow doors to be locked from the inside.
AB 2711	Ramos – Removing unlawfully possessing, using, or being under the influence of a controlled substance, an alcoholic beverage, or an intoxicant of any kind from the list of acts for which a pupil may be suspended or recommended for expulsion.

AB 3038	Essayli – Requiring school districts or charter schools to hire at least one, armed, school resource officer to be present at each school of the school district or charter school.
AB 2901	Aguiar-Curry – Providing full pay for the state's pregnant educators for a maximum of 14 weeks.

Michael also spoke about a nationwide Superintendents Round Table on funding new districtwide instructional programs, which was a discussion on early childhood literacy. Michael said that he and San Benito COE Superintendent Krystal Lomato were the featured speakers during the 90-minute webinar that included over 50 Administrators from 26 States. Michael, along with staff who run CCOE’s literacy program Stefani Silvas Santana, Yesenia Chavez, and Alissa Maas, celebrated the success of CCOE’s literacy initiative by highlighting best practices, the iPad Lending program, the book give-away program, overall outreach, and the Early Literacy Certification program’s successful cohorts. Michael also said that he held further discussion with Oasis XRE about VR and the quality of the product and the future, he took part in awarding a Years of Service Award to Behavior Technician Ashley Page, and he attended the Head Start Policy Council that welcomed three new members.

**6.1.2 Superintendents Council – February Meeting**

Michael West reported that he met with the district Superintendents in February as the SELPA Executive Committee and then segued into a meeting that included Educational Services Assistant Superintendent John Ithurburn to discuss the LCAP template, approaches, and ideas.

Michael distributed an article on Four-Day Schools, and discussion was held. Michael reported that he is researching and working with legal counsel to create a 501(c)(3) organization non-profit corporation formed to manage the Board’s scholarship foundation. Discussion was held on the format of the foundation board.

**6.2 Administrative Services – Aaron Heinz**

Aaron Heinz highlighted ALFA’s activities in his March 2024 Administrative Services written report, including MES’s inclusion in F2B. A question was asked about the hiring event conditional offers that were accepted and Director of Human Resources Sabrina Myers said that to date three have begun working.

**6.3 Student Services – Chuck Wayman**

Chuck Wayman answered the Board’s question regarding his March 2024 Student Services written report, about whether he has any information on SARB recidivism, and Chuck said it was too early to tell, but he was able to report on successes so far. Michael West spoke about parent and agency participation and on SARB helping the DART process. John Ithurburn answered a question about the reason SWAA enrollment is capped at 30 students, which he said was because the class has only one teacher. Discussion was held on the program and on individual learning plans for each student.

**6.4 Technology Services – Alex Evans**

The Board did not have any questions or comments about Alex Evans' March 2024 Technology Services written report.

**7.0 BOARD QUESTIONS AND COMMENTS**

No questions or comments.

**7.1 Board President's Report**

No President's Report.

**7.2 Board Liaison Reports**

Superintendent's Salary and Budget Committee – Ed Conrado said that he and Cristy Edwards will meet next week to discuss the Superintendent's salary.

Board Policy Review – Cristy Edwards reported that she will review revisions to BP 9270 Conflict of Interest, to which ethics training will also be added.

CSBA County Board Voting Representative – Serena Morrow reported on the CCBE transition to CSBA Region 4, and on a letter that was received from the Region 4 County Representative David Patterson, which she will add to the April Board agenda.

**8.0 PUBLIC INPUT – Items on the agenda**

No public input.

**9.0 CONSENT AGENDA**

All items are approved by one motion unless pulled by a Board member for separate discussion or action. Cristy Edwards/Moved, Madison Martin/Seconded, and the motion carried four ayes, one absent (Brenda Miller) to approve the following Consent Agenda items:

**9.1 Approve Minutes of the January 10, 2024, Regular Board Meeting**

**9.2 Approve Minutes of the February 14, 2024, Regular Board Meeting**

**10.0 OLD BUSINESS**

**10.1 Community College District Territory (standing item)**

No report.

**10.2 Facilities Update (standing item)**

Michael West reported on activities related to Adult Education and IT buildings, and he added that electricity was connected to the buildings.

**10.3 LCAP Update (standing item)**

Educational Services Assistant Superintendent John Ithurburn reported that he met with superintendents, spoke about the newly required focus goal to the equity multiplier (money not part of the unduplicated) to show how the district will use the money.

**10.4 Universal Prekindergarten (standing item)**

Student Services Associate Superintendent Chuck Wayman reported that a consultant from Sutter County was hired to work with elementary school principals.

**11.0 NEW BUSINESS**

**11.1 Public Disclosure of the 2023-24 Negotiated Agreement Between the Colusa County Superintendent of Schools and the Educators of Colusa County Office of Education [GC 3547.5]**

Michael West explained that this document discloses to the Board and to the public the negotiated agreement between CCOE and the Educators of Colusa County Office of Education (ECCOE).

**11.2 Approve 2023-24 Second Interim Report**

Aaron Heinz presented the Second Interim Report for 2023-24, which he said is a snapshot in time to January 31st and is an estimated budget through June 30, 2024. Aaron reported on the General Fund Financial assumptions, which are a summary of the second interim. Under Equipment – Capital Outlay he highlighted monies spent for woodworking equipment, which was bought to be used for a future CTE course, and monies for a possible property purchase and renovation. Under Fund Balance, Aaron drew the Board’s attention to \$2.1 million deficit spending in 2023-24, approximate \$1 million deficit spending in 2024-25, and a return to budget surplus in 2025-26. He said that the \$3 million decrease in fund balance is directly attributed to the purchase of the five portable classrooms, as well as the possible property purchase and renovation. Aaron clarified that the county office is using assets from one accounting category to purchase assets in a different accounting category. Aaron also reported on the Certification of Interim Report form that that indicates a positive certification for this fiscal year and two years out; on the Summary of Unrestricted/Restricted Revenues, Expenditures, and Changes in Fund Balance form and the Multiyear Projections Unrestricted/Restricted form, both of which show the two-year deficit and then the return to surplus in year three that was discussed earlier. Aaron drew the Board’s attention to the description of the Foundation for Private Purpose Trust Fund 73, specifically the final sentence, “This fund is used for scholarships for the CCOE Agriculture Educational Foundation” that should continue on to say, “as well as other County Board approved scholarships.” He said that the language will be added to future budgets. Discussion was held on held on an acceptable percentage of salary and benefits in the budget, and Aaron said that for COEs the percentage should be below 85%.

Ed Conrado/Moved, Cristy Edwards/Seconded, and the motion carried four eyes, one absent (Brenda Miller) to approve the 2023-24 Second Interim Report.

**11.3 Statement of Economic Interests Form 700 due April 1, 2024**

Tina Maxwell reminded the Board that the 2024 Statement of Economic Interests Form 700 that she sent to them on February 26<sup>th</sup> is due back to her on April 1, 2024.

**11.4 2023-24 County Superintendent Salary and HDV Cap**

Ed Conrado reported that he and Cristy Edwards will meet next week to determine the next steps.

**12.0 ADVANCED PLANNING**

**12.1 Items to be Considered for the Next Board Meeting**

CSBA Region 4 Update Letter from County Representative David Patterson

**12.2 Next Regular Board Meeting**

April 10, 2024, 4:00 p.m.  
345 5<sup>th</sup> Street, Colusa, Large Conference Room

**13.0 ADJOURNMENT**

The meeting adjourned at 4:59 p.m.

**Adopted and Entered**

**Respectfully Submitted**



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**Serena Morrow, President  
Colusa County Board of Education**



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**Michael P. West, County Superintendent  
and Secretary, Colusa County Board of Education**

## ACRONYMS

501(c)(3)	The portion of the US Internal Revenue Code that allows federal tax exemption of nonprofit organizations, specifically those that are considered public charities, private foundations or private operating foundations
AB	Assembly Bill
ALFA	And Literacy for All Initiative
BP	Board Policy
CCBE	California County Boards of Education
CCOE	Colusa County Office of Education
CCS	California County Superintendents (formerly known as CCSESA)
COE	County Office of Education
CSBA	California School Boards Association
CTE	Career Technical Education
DART	District Attendance Review Team
DC	District of Columbia
ECCOE	Educators of Colusa County Office of Education
F2B	Footsteps to Brilliance
GC	Government Code
HDV	Health, Dental, & Vision (in terms of insurance)
IT	Information Technology
LCAP	Local Control and Accountability Plan
MES	Maxwell Elementary School
SARB	School Attendance Review Board
SELPA	Special Education Local Plan Area
SWAA	S. William Abel Academy
UPK	Universal Prekindergarten
VR	Virtual Reality
XRE	Extended Reality Experiences