

MONTEREY COUNTY BOARD OF EDUCATION  
REGULAR MEETING  
FEBRUARY 18, 2015  
APPROVED MINUTES

1. Opening Business

1.1 Call to Order: President Mary Claypool called the Regular Meeting of the Monterey County Board of Education to order at 9:03 AM in the Dr. Ray Charlson Board Chambers of the Monterey County Office of Education.

1.2 Roll Call

**BOARD MEMBERS PRESENT:**

Mary Claypool, President	Trustee Area #6
Ronald Panziera, Vice-President	Trustee Area #5 ( <i>arrived at 9:17 AM</i> )
Harvey Kuffner	Trustee Area #1
Judy Pennycook	Trustee Area #3
Francisco Javier Estrada	Trustee Area #4
Dr. Nancy Kotowski, Secretary to the Board	

**ABSENT WITH NOTIFICATION:**

John McPherson	Trustee Area #2
----------------	-----------------

**ABSENT WITHOUT NOTIFICATION:**

Sergio Alejo	Trustee Area #7
--------------	-----------------

**STAFF TO SUPERINTENDENT:**

Garry Bousum  
Barry Brown  
Ginny Brown  
Dr. Deneen Guss  
Paula Motley  
Dr. Faris Sabbah  
Colleen Stanley  
Carla Stewart

**GUESTS:**

Melanie Crall  
Becki Hadley  
Steven Roatch

1.3 Pledge of Allegiance: Judy Pennycook led the Pledge of Allegiance. Harvey Kuffner shared a patriotic expression.

1.4 Adoption of Agenda

*Changes, additions (based on Board Bylaw 9322 – Provision of Emergency/Urgency), and approval of the Agenda as presented. 2/3 vote required if any item is added to the Agenda.*

1.4.1 Changes to the Agenda: None

1.4.2 Additions to the Agenda: None

1.4.3 Adoption of the Agenda:

MSC 14-15-61 (4-0) Judy Pennycook, Francisco Javier Estrada

“That the Monterey County Board of Education adopts the agenda as presented.”

2. Communications

2.1 Correspondence: None

2.2 Oral Comments from the Public *(Comments from the public are limited to items both within the Board's jurisdiction, as well as not on the agenda. The Board may limit public comments to no more than three (3) minutes, at the discretion of the Board President. Public comment will also be allowed on each specific agenda item prior to Board action thereon.)*: None

3. Consent Agenda

*(Action Items included on the Consent Agenda are considered to be routine and are acted on by the County Board in one motion. There is not discussion of these items before the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent Agenda. It is understood that the Administration recommends approval on all Consent items. Each item on the Consent Agenda approved by the County Board shall be deemed to have been considered in full and adopted as recommended.)*

MSC 14-15-62 (4-0) Judy Pennycook, Harvey Kuffner

Minor changes were made to the minutes of February 4, 2015.

"That the Monterey County Board of Education approves the Consent Agenda as amended."

3.1 Approval of the Minutes of the Regular Meeting of February 4, 2015

3.3 Approval of the Teacher Temporary Certificates of February 18, 2015

3.3 Adoption of Resolution No. 14-15-36, Cesar Chavez Day

3.4 Adoption of Resolution No. 14-15-38, Recognizing and Honoring Jim Rear, Sunrise House Executive Director, on the Occasion of His Retirement

The Board moved to Item 7.1.

4. Unfinished Business Action Items: None

5. New Business Action Items

5.1 2014-2015 Consolidated Application and Reporting System (CARS) for Funding Categorical Aid Programs (Winter Release)

Dr. Faris Sabbah presented the item. The Consolidated Application and Reporting System (CARS) is an online program used to submit the Consolidated Application for formula based categorical programs, track categorical program expenditures, and report on program activities.

MSC 14-15-63 (5-0) Judy Pennycook, Harvey Kuffner

"That the Monterey County Board of Education approves the Consolidated Application and Reporting System (CARS) for funding Categorical Aid Programs Winter Release for 2014-2015."

5.2 California School Boards Association 2015 Delegate Assembly Election

President Mary Claypool presented the item. Elected regional delegates serve a two-year term beginning April 1, 2015 through March 31, 2017, and also serve on the CSBA Board

of Directors. John McPherson has requested to be considered for another two-year term, serving as the County Delegate for the region.

MSC 14-15-64 (5-0) Judy Pennycook, Ronald Panziera

"That the Monterey County Board of Education submits the ballot electing John McPherson as our region's County Delegate to serve on the CSBA's Delegate Assembly."

5.3 California Association of African-American Superintendents and Administrators' (CAAASA) 2015 California Statewide Professional Development Summit on "Access to Excellence for Students of Color"

Dr. Nancy Kotowski presented the item. The California Association of African-American Superintendents and Administrators Summit this year is focused on "Access to Excellence for Students of Color." This particular summit will be addressing evidence-based policies and practices that are successful for all students of color. Dr. Deneen Guss and Paula Motley will be attending the conference, and President Mary Claypool has requested to attend as well.

MSC 14-15-65 (5-0) Judy Pennycook, Ronald Panziera

"That the Monterey County Board of Education approves the travel request of Mary Claypool to attend the 2015 California Statewide Professional Development Summit on "Access to Excellence for Students of Color" in San Diego on March 11-13, 2015."

6. Unfinished Business Non Action Items: None

7. New Business Non Action Items

The Board moved to Item 7.2.

7.1 2013-14 Audit Report

Dr. Nancy Kotowski explained that the MCOE has been strategically focusing on business office and program procedures in order to upgrade and improve all operational systems of the County Office of Education. The intention is to identify areas needing improvement, and improve business operations of the County Office of Education.

*Ron Panziera arrived at 9:14 AM.*

Mr. Stephen Roatch, Stephen Roatch Accountancy Corporation, presented an overview of the 2013-14 Audit Report and his unmodified opinion, concluding that the financial statements gave a true and fair presentation of MCOE's financial information.

While the audit had an unmodified opinion in the financial statements for 2013-14, areas for improvement of operations were identified in the Findings and Recommendations section of the audit report. These findings will serve as a basis for continuous improvement in MCOE's business and programmatic operations.

Several of the findings were due to the significant staff turnover in the Business Office.

Dr. Kotowski spoke regarding compensation studies for all employee groups currently being prepared, which will be done every three years in order to have salary consistency and equity.

Mary Claypool requested a report on employee turnover in order to have a better understanding of the areas where there may be a trend.

Under public comment, Becki Hadley suggested turnover may also have to do with understaffing and the workload of the business office.

The Board moved to Item 4.

#### 7.2 Monterey County School Boards Association 2015 "Excellence in Education" Award

Dr. Nancy Kotowski presented the item. The Board deliberated on several of the nominations, and concluded that their three recommendations would be: Migrant Education Program, Pebble Beach Author's and Ideas Festival, and Boys & Girls Club of Monterey County.

#### 7.3 Quarterly Investment Report for Period Ending December 31, 2014

Garry Bousum presented the item on behalf of Monterey County Treasurer Mary Zeeb. A comparison of the Monterey County treasury investments with other Class III counties will be agendaized for a future meeting.

#### 7.4 Payment of Claims for January 2015

Garry Bousum presented the item. There were no questions from the Board.

### 8. Reports from Superintendent and/or Staff

#### 8.1 Superintendent's Report

Dr. Kotowski distributed the Board calendar and Panetta Lecture series sign-up form. She also spoke regarding the North Monterey County USD incident that involved threats by email. The District followed all protocol and worked collaboratively with local law enforcement. She explained that follow up training is needed, including a table top-exercise to better prepare for similar situations. She attended a parent meeting on the subject matter that was well attended by parents and the North Monterey County community.

##### 8.1.1 Report of MCOE Program Activities

- Farm Day
- Rancho Cielo Culinary Round-up
- California Attorney General's new Bureau of Children's Justice
- Razzolink update

##### 8.1.2 Upcoming Events

- Children's Council report to the Board of Supervisors
- Child Abuse Prevention Council Breakfast on April 8
- Planning for the Educational Leadership Summit on November 18, 2015

## 8.2 Staff Reports

- 8.2.1 Presentation of New MCOE Website: Bernard Burchette, Operations Planning Manager, presented the item on behalf of Dave Paulson. He provided a detailed overview of the new and improved MCOE website.

## 9. Comments by Members of the Board

- 9.1 Board Members: President Mary Claypool requested an update on the effect of teacher shortages and staff turnover. Harvey Kuffner requested that the First 5 DVD on bullying be shown at an upcoming meeting.

## 10. Reports from Board Members

- 10.1 Legislation: Harvey Kuffner  
10.2 Community Human Services: Harvey Kuffner  
10.3 Sunrise House: Ronald Panziera  
10.4 Child Abuse Prevention Council: Judy Pennycook  
10.5 Monterey County Schools Insurance Group: John McPherson

## 11. Staff Recognition

- 11.1 Recognition of Garry Bousum: Mr. Bousum requested and has been accepted to author two sections on Federal Funding and Foster Youth in the Business and Administration Steering Committee (BASC) Common Message that is used throughout the State by County Office Chief Business Officials. The Common Message is intended as guidance and recommendations to County Offices, and is written four times a year.
- 11.2 Recognition of Joshua Jorn: Mr. Jorn was selected to be part of the Coalition for Adequate School Housing (CASH) Leadership Academy, of which only thirty participants in the state are selected every two years to participate in the program. The Academy is an institute that fosters the development of current and future highly educated and skilled professionals in the area of school facilities and maintenance. Additionally, Mr. Jorn was nominated as the new Chairperson (two year term) for the Californians for School Facilities Board (CSF). CSF advocates for Federal action in support of school facilities, visiting Washington DC twice a year to carry the message that schools should be treated like national infrastructure deserving of federal investment and interest.

## 12. Consideration of Items for Future Meetings

- 12.1 Proposed Future Commendatory Resolutions: None
- 12.2 Proposed Future Agenda Items
- Escape Human Resources Authorization Update
  - Update on PBIS and Federal Grants

13. Next Meeting Dates:

March 4, 2015 – 9 AM (*Board Retreat*)  
(*March 4 meeting to be held at the Harden  
Foundation, 1636 Ercia St. Salinas 93906*)  
March 18, 2015 – 9 AM

Agenda Items due February 20, 2015

Agenda Items due March 6, 2015

14. The meeting was adjourned at 11:15 AM.

Approved: March 4, 2015

---

Mary Claypool, President

---

Nancy Kotowski, Ph. D.,  
Secretary to the Board