BOARD BYLAWS

ROLE OF THE BOARD

The County Board of Education provides leadership and citizen oversight for educational programs and services operated by the county office of education (COE), including services provided to school districts and the community. The primary objective of the County Board is to work with the County Superintendent of Schools to establish the direction and priorities for the COE and to provide leadership to support the success of public education.

To fulfill its objective, the County Board shall:

1. Collaborate with the County Superintendent to ensure implementation of the shared vision, goals, and policies of the COE

2. Adopt and update policies for its own governance and for programs under the statutory authority of the County Board

3. Ensure accountability for student learning in schools and programs under the statutory authority of the County Board

4. Adopt the annual budget and review interim reports of the County Superintendent

5. Fix the salary of the County Superintendent in accordance with law and Board Bylaw 9500

6. Acquire, lease, lease-purchase, hold and convey real property for the purpose of housing the offices and the services of the COE

7. Along with the County Superintendent, ensure the provision of a safe and appropriate educational environment for all COE students

8. Conduct appeals on the following actions by district governing boards: student expulsions; interdistrict transfer requests; denials, nonrenewals, or revocations of charter school petitions; and other matters when required by law

9. Maintain a cooperative and supportive working relationship with local school districts, their school boards, and the community

10. Conduct public hearings when appropriate

11. Fulfill responsibilities relating to the Local Control Funding Formula (LCFF), including adopting the COE local control and accountability plan (LCAP) and any revisions and updates to it
ROLE OF THE BOARD (continued)

12. Consider petitions and provide oversight for charter schools approved by the County Board and fulfill other statutory responsibilities in connection with charter schools.

13. Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state, and federal levels.

The County Board is authorized to establish, carry on, and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law and does not conflict with the purposes for which the County Board is established. (Education Code 35160-35160.1)

Legal Reference:
EDUCATION CODE
1040 Duties and responsibilities; county boards of education
1042 County boards; authority
1240 Duties of county superintendent
1279 Disposal of personal property
1280 Budget revisions
33319.5 Implementation of authority of local agencies
35160 Authority of county boards
35160.1 Authority of county boards; legislative intent
47600-47616.5 Charter Schools Act of 1992, as amended
48919 Expulsion and appeals to county board
52066-52068 Adoption of local control and accountability plan

Management Resources:
CSBA PUBLICATIONS
Professional Governance Standards for County Boards, October 2014
CALIFORNIA COUNTY BOARDS OF EDUCATION PUBLICATIONS
County Board Member Handbook: A Guide to Effective Governance, 2015
WEB SITES
CSBA: http://www.csba.org
California County Boards of Education: http://www.theccbe.org

Adopted: June 29, 2017

YOLO COUNTY OFFICE OF EDUCATION
Woodland, California
Board Bylaws

ROLE OF THE BOARD

Legal Responsibilities of the County Board of Education

The roles and responsibilities of the County Board of Education as stated in the California Constitution, the California Education Code, Title 5 of the California Code of Regulations, and other statutes include, but are not necessarily limited to, the following required and optional responsibilities.

Governance

The County Board is required to do the following:

1. Adopt rules and regulations consistent with laws of the state for its own governance (Education Code 1040)
2. Hold a regular meeting at least once a month (Education Code 1011)
3. Keep a record of County Board proceedings including all votes of the County Board (Education Code 1040, 1015)
4. Conduct the biennial election of the County Board (Education Code 1007, 5000)

The County Board has the discretion to do the following:

5. Conduct an advisory election on substantive issues or ballot proposals (Elections Code 9603)
6. Adopt or repeal a limit on the number of terms a member may serve on the County Board (Education Code 1006)

Operations

The County Board is required to do the following:

7. Adopt and update a conflict of interest code for County Board members and designated consultants (Government Code 87300)
8. Act as the county committee on school district organization when ordered to do so by the State Board of Education (SBE) (Education Code 4020)
9. Receive an annual report in November from the County Superintendent of Schools describing the state of any schools in the county that are ranked from 1 to 3, inclusive, on
ROLE OF THE BOARD (continued)

the Academic Performance Index (Education Code 1240)

The County Board has the discretion to do the following:

10. Initiate and carry on any program or activity, or otherwise act in any manner which is not in conflict with or inconsistent with, or preempted by, any law and which is not in conflict with the purposes for which the COE is established (Education Code 35160)

11. Adopt rules and regulations governing the administration of the office of the County Superintendent (Education Code 1042)

12. Receive an annual report from the County Superintendent, at his/her discretion, on the "State of the Schools" in the county (Education Code 1240)

13. Accept on behalf of the county office of education (COE) any gifts, donations, devices, and bequests made to the COE or for the benefit of any school or program maintained by the COE (Education Code 41032)

14. Consider for approval any COE staff request for a sabbatical leave that is not otherwise covered by a certificated bargaining agreement and has been granted by the County Superintendent (Education Code 1294)

15. Consider for approval any COE Staff request made through the County Superintendent for a paid or unpaid leave of absence, not otherwise included in the classified bargaining agreement (Education Code 1295)

16. Conduct a hearing at the request of the Commission on Teacher Credentialing (CTC) for any credential holder who is serving in or last served in the county and is accused of misconduct by the CTC (Education Code 44422)

17. Issue temporary teaching certificates to certificated employees for the purpose of authorizing salary payments (Education Code 44332)

18. Contract with and employ persons to furnish the County Board with special services and advice in financial, economic, accounting, engineering, legal, or administrative matters if these persons are specially trained and experienced and competent to perform the special services required. (Education Code 1042)

19. Take action on any claim for damages presented in accordance with the provisions governing claims filed against public entities (Government Code 911.6)
ROLE OF THE BOARD (continued)

20. Acquire, lease, lease-purchase, lease leaseback, and hold and convey real property for the purpose of housing the offices and the services of the COE (Education Code 1042)

21. Exercise the power of eminent domain to acquire any property necessary or convenient for carrying out the duties and responsibilities of the County Board (Education Code 1047)

22. Render a city or county zoning ordinance related to storage or transmission of water or electrical energy facilities inapplicable to a proposed use of property by the COE (Government Code 53096)

County Programs, Schools, and Services

The County Board is required to do the following:

23. Adopt a course of study for county community schools (Education Code 1983)

24. Ensure that services and programs designed to address the language needs of English learners in county community schools are provided (Education Code 1983)

25. Ensure that assessments are administered in all areas of suspected disability and appropriate services and programs, as specified in a student's individualized education program, are provided (Education Code 1983)

26. Act as the governing board for any regional occupational program (ROP) maintained by the County Superintendent (Education Code 52310.5)

27. Establish and maintain an employer advisory board for an ROP governed by the County Board (Education Code 52302.2)

28. Biennially review the career technical courses and/or program offered by an ROP (Education Code 52302.3)

29. Consider for approval any plans for the construction of any juvenile court classrooms and facilities (Education Code 48645.6)

30. Provide for the administration and operation of juvenile court schools (Education Code 48645.2)

31. Adopt a course of study for juvenile court schools as recommended by the County Superintendent (Education Code 48645.3)
ROLE OF THE BOARD (continued)

32. Evaluate the educational program established for juvenile court schools (Education Code 48645.3)

33. Adopt an annual school calendar for juvenile court schools as recommended by the County Superintendent (Education Code 48645.3)

34. Annually select state-approved textbooks and instructional materials for grades K-8 for specific career and technical education courses in juvenile court and community school programs (Education Code 60200)

35. As recommended by the County Superintendent, adopt textbooks and instructional materials for high schools under the control of the COE (Education Code 60400)

36. If the COE receives funds for instructional materials for county operated educational programs from any state source, annually hold a public hearing to make a determination as to whether students in COE programs have sufficient textbooks and/or instructional materials that are aligned to state content standards (Education Code 60119)

37. Consider for approval the program philosophy, goals, and objectives of any child care and development program operated by the County Superintendent (5 CCR 18271)

The County Board has the discretion to do the following:

38. Consider establishing and maintaining one or more county community schools (Education Code 1980)

39. Consider approving the establishment of child development programs and centers proposed by the County Superintendent with the approval of the SPI (Education Code 8321)

40. Certify by resolution the compliance of ROP curriculum with state course approval criteria (Education Code 52309)

41. Appoint individuals or group representatives, other than district representatives, to a county school attendance review board (Education Code 48321)

42. Request the SBE to waive all or any part of the Education Code or any regulation adopted by the SBE (Education Code 33050)

43. Fill by appointment any vacancy that may occur during the term of the County Superintendent (Education Code 1042)
ROLE OF THE BOARD (continued)

44. Fill by appointment any vacancy that may occur during the term of a County Board member (Education Code 1008, 5091)

45. Fill by appointment of the County Board president, the seats of any school district or community college district governing board with members of the County Board when a majority of those seats are vacant (Education Code 5094)

Finance

The County Board is required to do the following:

46. Fix the salary and fringe benefits of the County Superintendent in accordance with law and Board Bylaw 9500 (California Constitution, Art. IX, Sec. 3.1; Education Code 1209)

47. Adopt regulations to pay the actual and necessary travel expenses of the County Superintendent and COE staff (Education Code 1081, 1200; 5 CCR 17433)

48. Approve the annual budget of the County Superintendent before its submission to the county board of supervisors (Education Code 1040)

49. Review any recommendation by the County Superintendent to provide a bonus or salary increase of $10,000 or more for any employee (Education Code 1302)

50. Adopt an annual budget for the budget year and file it with the State Superintendent of Public Instruction (SPI), the County Board of Supervisors, and the County Auditor (Education Code 1622)

51. Review the report of the annual audit provided by the County Superintendent at a regularly scheduled public meeting (Education Code 1040)

52. Review the interim budget reports presented by the County Superintendent (Education Code 1240)

53. Approve or make revisions, reductions, or additions to the annual itemized estimates of anticipated revenue and expenditures prepared by the County Superintendent (Education Code 1042, 1080)

54. Annually adopt a resolution identifying the estimated appropriations limit for the current fiscal year and the actual appropriation limit for the prior fiscal year (Education Code 1629)
ROLE OF THE BOARD (continued)

55. Consider for approval the disposal of the COE’s personal property worth over $25,000, as submitted by the County Superintendent (Education Code 1279)

The County Board has the discretion to do the following:

56. For fiscally dependent County Boards, determine the monthly compensation of County Board members (Education Code 1090)

57. Act by resolution to approve the meeting stipend of an absent County Board member when permitted by law (Education Code 1090)

58. Consider for approval any budget revision in excess of $25,000. Such budget revisions shall be incorporated in the next interim financial report or board report submitted to the board for discussion and approval at a regularly scheduled meeting (Education Code 1280)

59. Consider for approval any consultant contract that constitutes a budget revision and is in excess of $25,000. Such budget revisions shall be incorporated into the next interim financial report or board report submitted to the board for discussion and approval at a regularly scheduled meeting (Education Code 1281)

60. Include in the budget a general reserve to meet the cash requirements of the following fiscal year until adequate proceeds of the taxes levied or of the apportionment of state funds are available (Education Code 1621)

61. Include in the budget a designated fund balance, available for appropriation by a majority vote of the County Board, for any specific purpose (Education Code 1621)

62. Consider for approval any recommendation by the County Superintendent to increase the retirement benefits for an employee (Education Code 1302)

63. With approval of the County Board, the County Superintendent may subscribe for membership in any society, association, or organization which has the purpose of the promotion and advancement of public education (Education Code 1260)

Use of County School Service Fund

64. Consider short and long term borrowing based projected tax revenue or estimated state apportionment as recommended by the County Superintendent (Government Code 53822)
ROLE OF THE BOARD (continued)

65. Consider for approval the issuance of revenue bonds or agreements for financing pursuant to the California School Finance Authority Act (Education Code 17150)

66. Consider for approval any use of the county school service fund to allow the County Superintendent to employ supervisors to supervise instruction in the elementary school districts under his/her jurisdiction (Education Code 1730)

67. Consider for approval any use of the county school service fund to allow the County Superintendent to employ personnel to supervise the attendance of students in elementary, high school, and unified school districts under his/her jurisdiction (Education Code 1740)

68. Consider for approval any use of the county school service fund to allow the County Superintendent to employ supervisors of health, as defined in Section 49420, to provide health services to students in elementary, high school, and unified school districts under his/her jurisdiction (Education Code 1750)

69. Consider for approval any use of the county school service fund to allow the County Superintendent to employ personnel to provide necessary guidance services to students in elementary, high school, and unified school districts under his/her jurisdiction (Education Code 1760)

70. Consider for approval any use of the county school service fund for the County Superintendent to enter agreements with the county librarian to take over all existing contracts for supplementary books and other material adopted for the course of study between the school districts or community college districts and the county librarian (Education Code 1770)

71. Consider for approval any use of the county school service fund to allow the County Superintendent to contract with the United States, the State of California, any city, county, city and county, or any combination thereof for the joint operation and maintenance of, or assistance in the operation and maintenance of, programs in youth conservation and training (Education Code 1780)

72. Consider for approval any use of the county school service fund to establish and operate technical, agricultural, and natural resource conservation school(s) (Education Code 1791)

73. Consider for approval any use of the county school service fund to allow the County Superintendent to prepare, with the cooperation of school and community college districts, courses of study and the development of curriculum and instructional materials
ROLE OF THE BOARD (continued)

to be used in the elementary and secondary schools (Education Code 1720)

74. Consider for approval any use of the county school service fund to allow the County Superintendent to establish and maintain emergency elementary schools, provide emergency teachers, and/or provide transportation to elementary schools for students residing in the county when funds are not available from other sources (Education Code 1920)

75. Consider for approval any use of the county school service fund to allow the County Superintendent to provide advisory services in school business administration activities, in maintenance of school building and grounds, and in the processing of special problems concerning credentials as designated by the California Department of Education (Education Code 1945)

76. Consider for approval any use of the county school service fund to provide classes to serve prisoners in county jail facilities as recommended by the County Superintendent and approved by the County Board of Supervisors (Education Code 1900)

77. Consider for approval any use of the county school service fund to provide classes to serve prisoners in state correctional facilities pursuant to a contract with the Director of Corrections as recommended by the County Superintendent (Education Code 1259)

78. Consider for approval any use of the county school service fund to enter into an agreement with any school or community college district within the jurisdiction of the County Superintendent to provide, under the direction of the County Superintendent, a centralized inservice training program to certificated or classified employees of those districts or of the COE (Education Code 1946)

Local Control and Accountability Plan

The County Board is required to do the following:

79. For County Board run school and programs, hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the local control and accountability plan (LCAP) and annual updates (Education Code 52068)

80. Adopt the LCAP and annual updates (Education Code 52067, 52068)

81. Adopt revisions to the LCAP during the period the plan is in effect (Education Code 52068)
ROLE OF THE BOARD (continued)

Charter School Petitions and Oversight

The County Board is required to do the following:

82. Provide technical assistance to County Board authorized charter schools consistent with state law (Education Code 47607.3)

83. Provide oversight by ensuring that all reports required of County Board authorized charter schools, including updates to the LCAP, are filed in a timely manner and by monitoring the fiscal condition of each County Board authorized charter school (Education Code 47604.32, 47606.5)

84. Review and adopt updates presented by the County Superintendent for any LCAP adopted by County Board authorized charter schools (Education Code 47604.33, 52067-52068)

The County Board has the discretion to do the following:

85. Consider for approval any petition to establish a charter school that will serve students for whom the COE would otherwise be responsible for providing direct education and related services (Education Code 47605.5)

86. Consider for approval any petition to establish a countywide charter school for the purpose of providing instructional services that are not generally provided by COE if the students that will benefit from those services cannot be served as well by a charter school that operates in a single school district within the county (Education Code 47605.6)

87. As part of the countywide charter school petitioning process, enter into an agreement with a third party to oversee, monitor, and report to the County Board on the operations of the charter school (Education Code 47605.6)

Charter, Expulsion, and Interdistrict Transfer Appeals

88. Consider for approval requests to materially revise a charter authorized by the County Board, including revisions that propose additional locations for the charter school (Education Code 47605, 47605.6, 47607)

89. Consider for approval requests to renew the petition of a charter school authorized by the County Board (Education Code 47607)

90. When necessary, and in accordance with proper procedures and appropriate findings,
ROLE OF THE BOARD (continued)

revoke a County Board approved charter for any of the reasons allowed by law (Education Code 47607)

91. With the concurrence of the County Superintendent, approve loans to charter schools for which the County Board or the County Superintendent have supervisory and oversight responsibilities (Education Code 1042)

92. Contract with the SBE to perform the oversight, monitoring, and reporting duties on the operations of a statewide benefit charter school authorized by the SBE (Education Code 47605.8)

93. Perform the supervisorial and oversight duties of a charter school that was approved on appeal by the SBE and is located within the county (Education Code 47605)

The County Board is required to do the following:

94. Upon request of a charter school petitioner, act as the appeals board when the petition has been denied by a district within the county (Education Code 47605)

95. Act as the appeals board for the nonrenewal of a charter school petition authorized by a district governing board (Education Code 47607)

96. Act as the appeals board for the revocation of a charter school petition by a district governing board (Education Code 47607)

97. Act as the appeals board for an interdistrict transfer attendance request denied by a district governing board (Education Code 46601)

98. Act as the appeals board for a student expulsion ordered by a district governing board (Education Code 48919)

Other Services to Districts

The County Board has the discretion to do the following:

99. Consider for approval the County Superintendent's proposal to study, or join with school districts to study, the future management, conditions, needs, and financial support of the schools within the county (Education Code 1260)

100. Consider for approval the County Superintendent's proposal to install and maintain exhibits of educational programs and activities of the school districts within the county at
ROLE OF THE BOARD (continued)

any county fair or agricultural district fair (Education Code 1260)

101. Consider for approval the County Superintendent's proposal to inform and make known to the citizens of the county the educational programs and activities of school districts in the county (Education Code 1260)

102. Consider for approval the County Superintendent's proposal to provide inservice programs and coordination services for district and community college governing boards or board associations in the county (Education Code 1260)