

**Contra Costa County Board of Education
Policy Committee Meeting
MINUTES
November 6, 2023**

MEMBERS

Mike Maxwell, Area 4 Trustee- Committee Chair
Anamarie Avila Farias, Area 3 Trustee- Committee Co-Chair

STAFF PRESENT

Lynn Mackey, Superintendent
Natalia Ciccone, Executive Assistant to the Superintendent and Board

1. CALL TO ORDER

1.1 The Committee Chairperson will Call the Meeting to Order

Mike Maxwell called the meeting to order at 10:08 a.m.

1.2 Roll Call

All Committee members present.

1.3 Approval of Agenda

Agenda approved as presented.

2. GENERAL INFORMATION

2.1 General Information

3. PUBLIC COMMENT

3.1 Public Comment

None.

4. POLICY COMMITTEE

4.1 Approval of Minutes – September 1 and October 2, 2023

Committee approved the September 1 and October 2, 2023, minutes as presented.

4.2 Gamut Guidesheet – October 2023

Superintendent Mackey presented the Gamut Guidesheet for October 2023, which is released quarterly. The Guidesheet published by the CSBA lists updated policies relevant to county offices of education.

4.3 BP 0410 – Nondiscrimination in County office Programs and Activities

Superintendent Mackey introduced updates to Board Policy 0410 Nondiscrimination in County Office Programs and Activities. The policy is a mandated policy included in the October Gamut update. The policy includes rules and regulations to carry out the intent of the nondiscrimination provision. The committee approved to present the policies for first reading to the full Board at the next Board meeting.

4.4 SP/EX 4040 – Acceptable Use of Technology

Superintendent Mackey introduced updates Superintendent Policy and Exhibit 4040 Acceptable Use of Technology. The policy is conditionally mandated and addresses the appropriate uses of CCCOE-owned technologies and notification of monitoring. The committee approved to present the policies for first reading to the full Board at the next Board meeting.

4.5 SP/EX(1)/EX(2) 1312.4 – Williams Uniform Complaint Procedures

Superintendent Mackey introduced updates to Superintendent Policy and Exhibits Williams Uniform Complaint Procedures. The updates were included in the October Gamut updates and updates the manner of notification. The policy includes new law which requires that a Williams uniform complaint procedure to be used to address teacher misassignment and authorizes a COE to temporarily close a restroom for a documented student safety concern. The committee approved to present the policies for first reading to the full Board at the next Board meeting.

4.6 BP/AR 3580 – County Office of Education Records

Superintendent Mackey introduced new Administrative Regulation and Board Policy 3580 County Office of Education Records. The policy replaces the Records Management Program policies in the 2000s and is aligned with current law and practice. The committee approved to present the policies for first reading to the full Board at the next Board meeting.

4.7 BP 5145.3 – Nondiscrimination/Harassment

Superintendent Mackey introduced proposed updates to Board Policy 5145.3 Nondiscrimination/Harassment. The policy is a mandated policy and requires COE policies to prohibit discrimination, harassment, intimidation and bullying and applies to all acts of the County Board and County Superintendent. Additionally, it clarifies what is unlawful discrimination and includes new guidance from the U.S. Department of Education Office for Civil Rights. The committee approved to present the policy for first reading to the full Board at the next Board meeting.

4.8 BP/AR 6143 – Courses of Study

Superintendent Mackey presented proposed changes to Board Policy and Administrative Regulation 6143 Courses of Study. The policy is conditionally mandated and includes people of all genders, LGBTQ+ Americans and members of ethnic, cultural, religious and socioeconomic status groups to the groups for which instruction in social studies is required to include a study of the role and contributions of. The committee approved to present the policies for first reading to the full Board at the next Board meeting.

4.9 BP 6146.1 – High School Graduation Requirements

Superintendent Mackey introduced proposed changes Board Policy 6146.1 High School Graduation Requirements. It was recommended to adopt CSBA language to update the policy from 2004. The policy reflects current practice and is aligned with current law. The policy also includes new law that goes into effect on Jan. 1, 2024, which allows for alternative graduation requirements. The committee approved to present the policies for first reading to the full Board at the next Board meeting.

4.10 BP 6146.11 – Alternative Credits Towards Graduation

Superintendent Mackey introduced new Board Policy 6146.11 Alternative Credits Towards Graduation. The policy allows for students to satisfy course requirements through practical demonstration of skills and competencies for graduation. The committee approved to present the policies for first reading to the full Board at the next Board meeting.

4.12 Policies for Elimination

Superintendent Mackey proposed eliminating the following policies: AR 7150 Prohibition of Alcohol; AR 7250 Access to County Special Centers; AR 7430 Limitation on Use of Facilities; BP 2000 Concept and Roles in Administration; BP 2120 Organization Chart(s); BP 2231 Policy/Regulation/Bylaw Development; AR 2232 Distributing Revised Pages to Manual Holders; AR 2326 Function of Superintendent in Selection of Member Commission on Professional Compliance; BP 2400 Care of County Office Records; AR 2434 Records Management Program; BP 2435.1 Function of County Superintendent in Destruction of Records; BP 2435.2 Function of County Superintendent in Relation and Disposal of Records; BP 2435.5 Function of County Superintendent in Classification of Records; BP 2435.6 Function of County Superintendent: Permanent Records (Class I); BP 2435.7 Function of County Superintendent: Optional Records (Class II); BP 2435.8 Function of County Superintendent: Disposable Records (Class III); BP 2435.9 Function of County Superintendent: Retention Period of Disposable Records (Class III); BP 2435.10 Function of County Superintendent: Transfer of Records; and BP 2435.11 Procedure to be Followed in the Destruction of Records. The policies proposed for elimination do not apply to current CCCOE programs, are out of date with current statute or have been incorporated into other policies.

4.12 Progress Report

Superintendent Mackey presented to the committee a progress report for updating all CCCOE policies. It was estimated that by December 2023, all policies would be updated or eliminated, as necessary.

4.13 Future Agenda Items

Continue with progress report.

5. ADJOURNMENT

5.1 Adjournment

Committee Chair Mike Maxwell adjourned the meeting at 10:42 p.m.