



CISC

Curriculum and Instruction
Steering Committee



HANDBOOK 2021

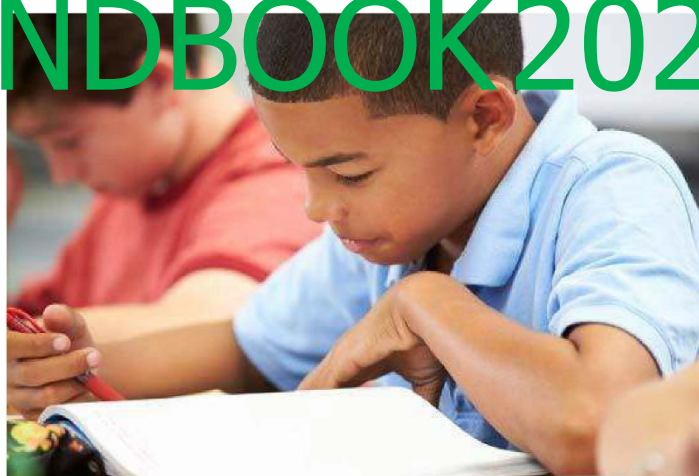


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CISC

General Information



CISC
Curriculum and Instruction
Steering Committee

CISC Mission, Core Purpose, and Goals

Mission

Through the recognized regional structure of the County Offices of Education (COE), the Curriculum and Instruction Steering Committee (CISC) initiates and promotes collaborative leadership with school districts, the California Department of Education (CDE), State Board of Education (SBE), Governor's Office, California Collaborative for Educational Excellence (CCEE) and others in the statewide system of support, and other partners to ensure high quality programs, practices, and services that support sustainable and improved success for all students.

Core Purpose

Strengthen county office of education service and leadership capacity to improve and sustain academic achievement for all students, to prepare them with the capacities and skills required for 21st century citizenship, and to close the existing achievement gap.

Goals

The goals of the Curriculum and Instruction Steering Committee (CISC) are to provide leadership and high-quality services to school districts by:

1. Supporting academic achievement and continuous improvement, with a focus on closing the achievement gap: Strengthen county office of education capacity to support districts, schools, and county programs in fully implementing State Standards and preparing for SBAC annual state assessments in order to improve student achievement, with particular focus on under-served student populations, English learners, early learning, and college and career readiness.
2. Developing collaborative leadership approaches that are future-focused, and responsive to changing conditions: Take steps to build strong working relationships with CDE and state leaders, with CCSESA Steering Committees, COE superintendents, and district leaders; seek collaborative approaches that support districts in their improvement efforts while continually building CISC's internal leadership capacity.
3. Addressing national initiatives: Provide leadership that supports California in developing and implementing plans to address federal initiatives, including Common Core Standards, Next Generation Science Standards, and ESSA.
4. Providing leadership for California initiatives impacting instruction and student achievement: Work in collaboration with CDE, state leaders and other key stakeholders and CCSESA steering committees to provide leadership in the areas of key statewide initiatives such as implementation of the Local Control Funding Formula, Local Control Accountability Plans, the Quality Schooling Framework, and other statewide initiatives.
5. Providing leadership for technology-based curriculum and instruction approaches: Work in coordination with other key stakeholders and CCSESA steering committees to provide leadership in areas related to technology and innovation including virtual schools and courses, online professional development resources and tools, electronic textbooks, and other technology-based areas that influence and accelerate teaching and learning.

CISC Organization, Meetings, and Rosters

In order to assure accomplishment of the CISC mission, purpose, and goals, CISC Chairs, Officers, and Executive Committee provide guidance for overall activities of CISC, and work with CISC Regional Leads, Liaisons, Subcommittees, and Rapid Response Teams.

Chair, Officers, and Executive Committee

The CISC Chair, working with the Executive Committee, is responsible for general supervision and direction for CISC. CISC officers are the Chair, Chair Elect, Past Chair, and Treasurer. The CISC Executive Committee meets regularly to provide guidance and direction for CISC work and operations. The CISC Executive Roster is accessible from https://drive.google.com/file/d/1bZZhDHSxJUmnTyZIFtmH_YH4poGAlPHr/view.

Executive Committee Meetings

The Executive Committee meets via both conference calls and face-to-face meetings. Conference calls are scheduled every other month from 2:00 – 4:00 pm on the first Wednesday of each month, with the exception of March and September which have been moved to accommodate the SBE agenda posting.

January 6, 2021
March 10, 2021
May 5, 2021

September 7, 2021
November 3, 2021

Face-to-face meetings are held from 5:00 – 7:00 pm on the Wednesday evening prior to CISC meetings.

Regional Leads

Regional Leads are selected annually by the eleven regions. Regional Leads are responsible for facilitating communication, information distribution, accomplishment of CISC tasks or responsibilities within the region, and for notifying the CISC Chair of any changes in COE representatives to CISC. The list of CISC Region Leads is posted at http://ccsesa.org/?wpfb_dl=6298.

Liaisons

Liaisons represent CISC with various agencies, organizations, and programs. Liaisons are responsible for identifying current trends, activities, and materials in key areas, recommending guests for presentations or discussions at CISC, and for providing an electronic report for each of the CISC meetings. The list of CISC Liaisons is posted at http://ccsesa.org/?wpfb_dl=6297.

Subcommittees

Subcommittees address curriculum and instruction, professional development, accountability, and other areas directly related to CISC goals. Subcommittee Leads and Co-leads work with the regional representatives to the subcommittees appointed by each region. Subcommittee Leads are responsible for providing direction for subcommittee work; keeping minutes for each subcommittee meeting that includes participation rosters; preparing an electronic report for each of the CISC meetings; preparing and submitting a budget consistent with guidance and parameters set by the Executive Committee; and for seeking approaches that reduce travel and meeting expense. CISC Subcommittee leads and co-leads are posted at https://ccsesa.org/?wpfb_dl=7693

Subcommittee Leads and Co-Lead Meeting Schedule

The CISC Subcommittee Lead and Co-Lead meetings are held via conference calls every-other month on the first Wednesday of the month from 12-1:30 pm on the following dates:

February 3, 2021

April 7, 2021

June 2, 2021

August 4, 2021

October 6, 2021

December 1, 2021

Rapid Response Teams (RRTs)

Rapid Response Teams (RRTs) are ad hoc work groups called to action in response to immediate needs that require a response or plan of action within a short time. Issues addressed by RRTs have fiscal, programmatic, and/or service implications for COEs. RRT Leads are responsible for developing an action plan to address an immediate issue within a specified timeframe.

CISC General Membership **2021** Meeting Schedule

CISC meeting dates are posted at <https://drive.google.com/file/d/1H6wzJz3q5OaxfF8RIQPRKAAFYVLI94-y/view?usp=sharing>. All meetings are held at the following location unless otherwise noted on the meeting schedule:

Sacramento County Office of Education Conference Center
3661 Whitehead Street, Mather, CA 95655

CISC General Membership Roster

The current CISC Membership Roster accessible at <https://ccsesa.org/wpfb-file/cisc-2021-roster-revised-1-11-2021-pdf/>

CISC Protocols

This section includes two CISC Protocols:

1. Protocols for the Curriculum and Instruction Steering Committee, which are sometimes called the CISC Bylaws.
2. CISC Rapid Response Teams Protocols

Protocols for the Curriculum and Instruction Steering Committee

A Committee of the California County Superintendents Educational Services Association

Approved December 6, 2010 by the CCSESA Board of Directors

ARTICLE 1: Committee Name, Purpose and Mission

- A. Committee Name
Curriculum and Instruction Steering Committee
- B. Purpose
Strengthen County Office of Education (COE) service and leadership capacity to improve and sustain the academic achievement for all students, to prepare them with the capacities and skills required for 21st century citizenship, college and career readiness, and to close the existing achievement gap.
- C. Mission
Through the recognized regional structure of the California County Superintendents Educational Services Association (CCSESA), the Curriculum and Instruction Steering Committee (CISC) initiates and promotes collaborative leadership with school districts, the California Department of Education (CDE), State Board of Education (SBE), Governor's Office, California Collaborative for Educational Excellence (CCEE) and others in the statewide system of support, and other partners to ensure high quality programs, practices, and services that support sustainable and improved success for all students.

ARTICLE 2: Officers

- A. Officers
 1. CISC officers shall include: Chair, Chair Elect, Past Chair, and Treasurer (The Chair shall be appointed in accordance with the CCSESA Bylaws (Article IX, Section 3).
 2. The Treasurer shall be nominated by the Executive Committee and shall be presented to the CCSESA Board of Directors for approval and given authority to manage the finances of the Committee in accordance with the CCSESA protocols. All terms are for one calendar year except the Treasurer who shall serve a two-year term.
- B. Officer Responsibilities
 1. The Chair shall be the Chief Executive Officer of CISC, and shall, subject to the control of CISC, provide general supervision, direction, and control of the business and officers of CISC.
 - a. The Chair shall preside at all CISC meetings. The Chair shall be an ex-officio member of all standing committees, if any, and shall have the general powers and duties of management usually vested in the office of president of an organization and shall have such other powers and duties as may be prescribed by the CISC or the CCSESA Bylaws.
 - b. The Chair shall give, or cause to be given, notice of all CISC meetings.
 - c. The Chair shall serve as secretary and maintain records in accordance with these protocols and the CCSESA Bylaws. These records shall be kept on file by the Chair and retained as records of the Association for a period of at least four (4) years. The Chair shall appoint a committee, to be chaired by the Treasurer, to study and recommend a budget to CISC membership and to the CCSESA Board of

Directors. The budget should include the cost of carrying out secretarial responsibilities, postage, telephone and other necessary costs accrued by the Chair.

- d. The Chair shall annually direct a revision of the CISC Handbook. Planned revisions will be shared with the CISC
- e. The Chair will prepare a written report of the major activities and achievements of CISC during the year. This report will be submitted to the Executive Committee for review.
- f. No later than December of each year, the Chair Elect shall appoint subcommittee chairs, liaisons and representatives to other CCSESA Steering Committees and CCSESA Standing Committees. The Executive Committee shall approve these appointments. Each subcommittee chair, liaison or committee representatives will serve for the next calendar year.
- g. The Chair shall be responsible for monitoring the operations of each subcommittee.
2. The Chair Elect shall fulfill all duties and responsibilities of the Chair in the event the Chair is not able to fulfill those duties and responsibilities. The Chair Elect shall support the subcommittee appointed by the Executive Committee to plan the annual Leadership Symposium. The Chair Elect shall also serve on the CISC Accountability Subcommittee.
3. A Past Chair shall serve as a member of CISC for a minimum of two years after the year he/she served as Chair.
4. The Treasurer shall: maintain accurate records of income and expenditures of the Committee; present financial reports at each CISC meeting for approval by the membership; and approve and process financial transactions related to the CISC and related subcommittees in accordance with CCSESA Steering Committee protocols.

C. Executive Committee

1. Membership
 - a. Members of the CISC Executive Committee will be: the Chair, the Chair Elect, Past Chair, Treasurer, President of CCSESA Board of Directors or his/her CCSESA staff representative, the CDE representative to CISC (non-voting member), the Leadership Symposium Subcommittee Lead, and five to seven At-large members as appointed by the CISC Chair, Chair Elect, and Past Chair. The five to seven At-large members shall include representation from northern, central, and southern areas of the state, and CISC members chosen for their background in work with initiatives related to CISC goals. At-large members serve a two-year term. During a year in which a two-year Treasurer term concludes at the end of a fiscal year, a treasurer shall be nominated by the Chair, and, upon confirmation by the CCSESA Board of Directors, shall serve as Treasurer Elect on the Executive Committee until taking office July 1. The outgoing Treasurer shall continue to serve on the Executive Committee from July 1 until December 31 to ensure a smooth transition of duties.
2. Executive Committee Responsibilities
 - a. The Executive Committee will serve and function in an advisory capacity to the CISC Chair and meet as requested by the CISC Chair. Typically this is a monthly conference call and a meeting before the regularly scheduled CISC meetings. The Chair serves as a member of the CCSESA Board of Directors and is responsible for assuring efficient planning and operations.
 - b. The Executive Committee shall serve as the nominating committee for the CISC Chair Elect and the CCSESA "Star Award."
 - c. The Executive Committee shall serve as the decision-making entity on any Requests for Proposals or Request for Applications that are released by the Committee. The Executive Committee shall present its recommendation to the CCSESA Board of Directors for approval.
3. Nomination of Chair
 - a. The Past Chair shall serve as the chairperson of the nominating committee. At the May Executive Committee the Past Chair should request nominations. This selection should be based on rotating the Chair between the North, Central, and Southern service regions of CCSESA.
 - b. At the September Executive Committee meeting the Executive Committee shall make their selection.

- c. The current Chair Elect will contact the Superintendent from the perspective Chair's county to inquire as to the availability of the nominated person.
- d. Once the Superintendent agrees, then the current Chair Elect will contact the nominee to inquire as to his/her availability.
- e. The Executive Committee shall present its recommendation for Chair to the CCSESA Executive Director by the date set by CCSESA.
- f. The final appointment of the Chair will be made in accordance with the CCSESA Bylaws.

ARTICLE 3: Membership

A Membership

1. CISC members must be current COE employees in educational services.
2. Each COE may appoint one representative to CISC, except Los Angeles COE, who may appoint up to three members.
3. Each CCSESA region shall select one COE to serve as the Regional Lead to facilitate communication and information distribution. Regional Lead terms shall expire on December 31. Each region determines the process to be used for selection of a Regional Lead.
4. Special or at-large members who the Committee feels would assist in CISC's work may be appointed by the Chair. Such appointments are to be reviewed and renewed on an annual basis.
5. New Regional Leads begin service at the first CISC meeting of the calendar year, or in the event of mid-term vacancies, at the next regular meeting of the year. Participation as a Regional Lead should be approved by the service region representative's superintendent including permission to attend all regular meetings and to carry out assigned tasks.
6. Regional Leads shall notify the CISC Chair of any changes in COE representatives to CISC.
7. COE superintendents may attend meetings as non-voting members of CISC.
8. There shall be one member from CDE with responsibility for curriculum and instruction, professional development, and/or regional projects that is a non-voting ex-officio member of CISC.
9. The CCSESA Executive Director or designee shall serve as a non-voting ex-officio member.

ARTICLE 4: Voting

A Voting

The presence of the members at any regular or special meeting of CISC shall constitute a quorum. A majority of the members present must vote on all revisions of the Bylaws and on the election of officers.

1. A majority vote of the quorum shall be sufficient to approve a measure voted upon.
2. Voting members are considered to be one representative from each COE, except Los Angeles County, which may have three (3).

ARTICLE 5: Meetings

A Meetings

1. Five regular CISC meetings are held each year during January, March, May, September, and November.
2. Special meetings may be called by the Chair.

ARTICLE 6: Liaisons

A Liaisons

1. A CISC member shall be appointed by the Chair to be responsible for a specific liaison assignment. The liaison will represent CISC with various agencies, organizations, and programs. The liaison will identify

current trends, activities, and materials in the assigned area. The liaison will recommend to the Chair appropriate guests for presentations or discussions at CISC. The liaison will provide a written electronic report for each of the CISC meetings.

2. CISC liaisons will be determined annually, and can be added or deleted by the Executive Committee.

ARTICLE 7: Subcommittees

A Subcommittees

1. The Executive Committee may establish subcommittees directly linked to the work of CISC. Subcommittees are to operate in accordance with CCSESA and CISC Bylaws and protocols and all financial operations must be centrally reported and accounted for as directed by the CCSESA Board of Directors.
2. Subcommittees are responsible for accomplishing work on curriculum and instruction, professional development, accountability, and other issues directly related to CISC goals.
3. CISC subcommittees will be determined annually, and can be added or deleted by the Executive Committee.
4. The CISC Chair shall appoint CISC Committee members to serve as Lead and Co-lead of each subcommittee.
5. Subcommittee Leads and Co-leads will work with regional representatives appointed by the CCSESA regions, and provide guidance for the work and operations of each subcommittee.
6. Subcommittee Leads are responsible for: providing an electronic report for each of the CISC meetings; preparing and submitting a budget consistent with guidance and parameters set by the Executive Committee; and for seeking approaches that reduce travel and meeting expense, consistent with CCSESA guidance to minimize costs and utilize technology as an alternative to face-to-face meetings, whenever possible.

ARTICLE 8: Rapid Response Teams

A Rapid Response Teams

1. The Executive Committee may establish ad hoc Rapid Response Teams (RRT) in response to specific issues and immediate needs that require a response or plan of action within a short time. Issues addressed by RRTs must have fiscal, programmatic, and/or service implications for COEs in areas related to CISC goals.
2. The RRT Lead and members are selected by the CISC Chair, Chair Elect, and Past Chair, and are selected with consideration of the knowledge and experience required to address the RRT issue.
3. The RRT Lead is responsible for developing, within a specified timeframe, an action plan to address an immediate issue. The action plan developed by the RRT shall be given to the CISC Chair, who reviews it with the Chair Elect and Past Chair. It is then reviewed by the CISC Executive Committee and disseminated to CISC members.
4. RRTs are to operate in accordance with CCSESA and CISC Bylaws and protocols and all financial operations must be centrally reported and accounted for as directed by the CCSESA Board of Directors.

ARTICLE 9: Operations

A Operations

1. CISC shall operate in accordance with all CCSESA Bylaws and operating protocols.
2. The Chair shall be responsible for maintaining written records of the CISC meetings. Archives of the records may be kept on the CCSESA website or in accordance with the CCSESA protocols.
3. CISC records shall, during normal business hours, be subject to inspection by any member or designee of CCSESA.
4. The strength of the CISC depends on the regular attendance and active participation of each representative. Members should attend the meetings regularly.

ARTICLE 10: Legal Instruments

A Legal Instruments

1. The CCSESA Board of Directors shall have the power to designate the Officers and Agents who shall have authority to execute any contract or other legal instrument on behalf of the Association.

ARTICLE 11: Amendments

A Amendments

1. These Protocols may be amended, altered or added to, or repealed by an affirmative vote of the majority of the members present and entitled to vote at any regular or special meeting of the members called for such purpose. Any amendments shall be submitted to the CCSESA Board of Directors for approval.

B Handbook

1. The Chair shall annually direct a review of the CISC Handbook. The Chair Elect may chair this committee during the months of May-October.
2. This review shall be completed in time for a report containing possible revisions at the CISC November meeting.
3. Requests for amending the CISC Handbook may be initiated at any time by a member of CISC. Requests shall be submitted in writing to the CISC Chair.
4. CCSESA may request consideration for a change in this Handbook through a request in writing to the CISC Chair.

CSIC Rapid Response Team (RRT) Protocol

What is the CISC RRT?

The CISC RRT is a small, nimble, ad hoc team of specially selected CISC members who develop a fast action response plan of action within a short timeframe.

How are RRT action issues identified?

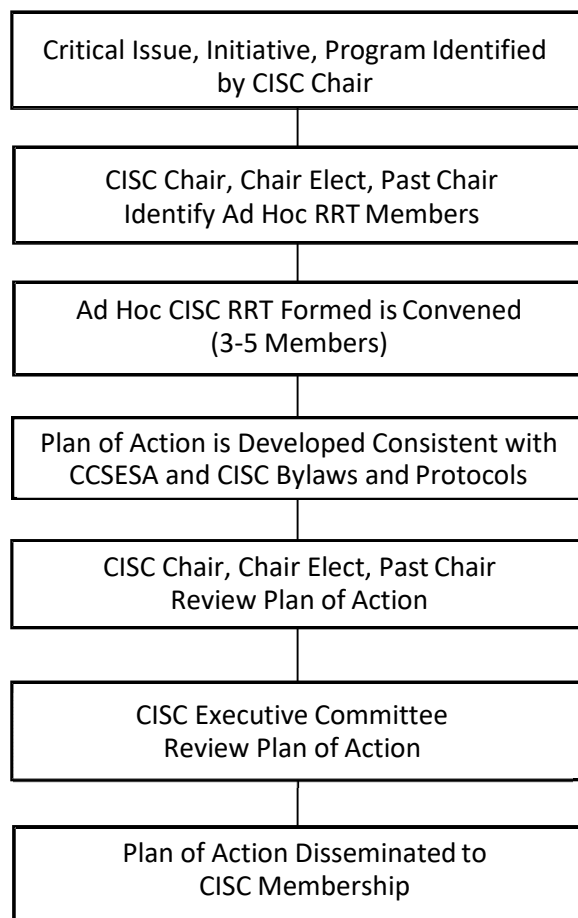
An RRT issue must have at least fiscal, programmatic, and/or significant service implications for COEs. RRT issues are directed to the CISC Chair. They may come from and are not limited to the CDE, CCSESA, CISC, SBE, the Governor, or USDE.

Who identifies RRT members?

The RRT members (3-5 members) are identified by the CISC Chair, Chair Elect, and Past Chair and based on the specific issue and the required knowledge and experience needed to address the issue. The RRT members identify the RRT Lead.

What does the CISC RRT do?

The RRT develops, within a specified timeframe, an action plan to address an immediate issue. The plan is given to the CISC Chair who reviews it with the Chair Elect and Past Chair. It is then reviewed by the CISC Executive Committee and disseminated to CISC members. RRTs operate in accordance with CCSESA and CISC Bylaws and protocols and all financial operations are centrally reported and accounted for as directed by the CCSESA Board of Directors.



CCSESA General Information



CISC
Curriculum and Instruction
Steering Committee

About the California County Superintendents Educational Services Association

The California County Superintendents Educational Services Association (CCSESA) provides the organizational mechanism for the 58 County Superintendents of Schools to design and implement statewide programs to identify and promote quality cost-effective educational practices and services, and provide support to school districts in the areas of student services, curriculum and instructional services, fiscal accountability and business services, personnel services, and technology and telecommunications. More information about CCSESA is posted at <https://ccsesa.org/about/>

Mission & Goals

The mission of CCSESA and its goals are posted at <https://ccsesa.org/about/>.

Leadership

The CCSESA Board of Directors as well as region and committee chairs are posted at <https://ccsesa.org/about/board-directors/>

County Superintendents

CCSESA maintains an online directory of county superintendents by name and by county. To access either list, visit <https://ccsesa.org/members/>.

CCSESA Regions

Through a system of 11 service regions, CCSESA provides the organizational mechanism for the 58 county superintendents of schools to design and implement statewide programs to identify and promote quality cost-effective educational practices and services and provide support to school districts. A map of the 11 CCSESA regions is available at <https://ccsesa.org/regions/>

CCSESA Committees

CCSESA uses committees to assist in carrying out the business of the statewide county superintendents' network. CCSESA committees include:

- Business and Administration Steering Committee (BASC)
- Business Partnerships
- Curriculum and Instruction Steering Committee (CISC)
- Legislative
- Personnel Administrative Services Steering Committee (PASSCo)
- Student Programs and Services Steering Committee (SPSSC)

Committees and their subcommittees operate in a manner consistent with CCSESA's protocols and procedures. CCSESA developed the following protocols to provide clarity and direction for the Steering Committees in the areas of financial management and reporting, communication with the CCSESA Board of Directors & General Membership, general conduct, business partnerships, and website maintenance. More information regarding CCSESA committees may be found on the CCSESA website at <http://ccsesa.org>.

CCSESA Staff

The CCSESA Executive Director and staff are posted at <http://ccsesa.org/about/staff/>.

CCSESA Events and Registration

CCSESA Events, including Board of Director, General Membership, and committee meeting dates are posted at <http://ccsesa.org/events/>. Members use the event links to register. For questions about CCSESA events, contact the CCSESA office at (916) 446-3095.

Using the CCSESA Website

The CCSESA website, <http://ccsesa.org>, is a valuable resource for committee members to access important information such as agendas, minutes, meeting handouts, and other resources. The website is designed with a members' section that is password protected.

The Chair of CISC must request a password for new members and will do so by contacting the CCSESA office directly. Only county office of education employees who are members of CISC may receive a user password.

To access the members' website with your password:

1. Go to <http://ccsesa.org>
2. Click on the "MEMBER SIGN IN" button
3. Enter your email address in the "Username" box
4. Enter your unique password in the "Password" box
5. Click on "Log In"
6. If you forgot your password, click on "Lost Password" and then enter your email in the space provided.

Appendix



CISC

Curriculum and Instruction
Steering Committee

Appendix A: History of the Curriculum and Instruction Steering Committee

Historical documents about the Curriculum and Instruction Steering Committee are available in the CISC member section of the CCSESA website. Documents include:

- History of the Curriculum and Instruction Steering Committee from the 1950s and 2010 posted at http://ccsesa.org/?wpfb_dl=6296
- Annual CISC Reports to the CCSESA Board of Directors for 2011 to 2019:
 - 2011 Final Report: http://ccsesa.org/?wpfb_dl=6289
 - 2012 Final Report: http://ccsesa.org/?wpfb_dl=6290
 - 2013 Final Report: http://ccsesa.org/?wpfb_dl=6291
 - 2014 Final Report: http://ccsesa.org/?wpfb_dl=6292
 - 2015 Final Report: http://ccsesa.org/?wpfb_dl=6293
 - 2016 Final Report: http://ccsesa.org/?wpfb_dl=6294
 - 2017 Final Report: http://ccsesa.org/?wpfb_dl=6295
 - 2018 Final Report: http://ccsesa.org/?wpfb_dl=6296
 - 2019 Final Report: http://ccsesa.org/?wpfb_dl=6297
 - 2020 Final Report:
- A listing of the CISC chairs by year posted at http://ccsesa.org/?wpfb_dl=6288.

Appendix B: California County Superintendents Educational Services Association (CCSESA) Protocols

The CCSESA Board of Directors and General Membership have adopted several protocols that guide the operation of the Association and its members. The following protocols are current as of the publication date of this document.

Contents:

- I. Service Delivery Protocol
- II. Funding Opportunities Protocol
- III. State & Federal Legislative Committee Protocol
- IV. Steering Committee Protocol
- V. Protocol for Reviewing Business Partnerships
- VI. Protocol for Business Partnerships between CCSESA and COEs

I. Service Delivery Protocol

Purpose:

County Superintendents strive to ensure that all school districts and other clients have available quality, timely, and resource-rich services, including online resources, responsive to the needs of the clients. County Superintendents, and their respective county offices, will proactively seek to deliver the services needed by their school districts and other clients through:

- direct delivery of services;
- collaborative delivery of services involving school districts, county offices, or other entities;
- brokering services developed on a regional or statewide or national basis, potentially including public, non-profit and for-profit entities; and
- regional services through a designated regional lead.

County Superintendents will ensure that services provided through regional lead counties meet high standards of quality, address the capacity building needs of individual counties and school districts, and are evaluated regularly. County Superintendents will proactively select regional lead counties based on clear, agreed-upon criteria, establish high expectations for the delivery of services, and embed quality assurance measures for regular feedback and evaluation.

This protocol describes county-to-county and regional communication and processes to ensure collaborative working relationships among County Superintendents on a regional basis and throughout the state. Ultimately, the goal of this policy is to support and enhance the services offered by counties while providing the best possible options for delivery of services, including digital learning resources, to school districts and schools across the state. This protocol applies to services provided to school districts by County Superintendents serving as state or federally approved statewide vendors of services.

Note: This protocol does not apply if an individual (or district on behalf of an individual) enrolls in an in-person or online professional development workshop or if the professional development activities are part of a state-funded grant directed by a single County Superintendent. In the aforementioned cases, the County Superintendent from the county offering the professional development service need not consult with the resident County Superintendent prior to accepting the out of county enrollment.

This protocol does apply if a County Superintendent wishes to advertise services or send promotional materials to districts or schools in other counties. This protocol does not apply to on-line advertising of COE services.

*This protocol combines two existing protocols: Protocol for Selecting Regional Lead County Offices and Protocol for County-to-County and Out-of-County Service Provision.

Protocol:

In recognition of constitutional and statutory responsibilities, the resident County Superintendent (where an interested school district or other entity is located) chooses to meet the needs of the districts in his/her county through one of several models:

(1) Direct Service: The resident County Superintendent provides the service.

(2) Collaborative Model: The resident County Superintendent collaborates on the provision of services. Counties are encouraged to enhance their county-provided services by partnering with other counties that have developed resources and services, thereby supporting and benefiting by another county's resources and expertise. For example, in the case of digital learning, the resident County Superintendent might provide face-to-face facilitation to enhance online professional development offered by another county.

(3) Brokering of Service: The resident County Superintendent decides to broker the service to the district or other entity by engaging in an agreement with another County Superintendent provider. This provides the resident County Superintendent the opportunity to be identified in some manner as the service provider. This would mean in most cases that an agreement would be reached between the two County Superintendents to share recognition and service delivery responsibilities.

Any County Superintendent seeking to provide services in another county will consult with the resident County Superintendent prior to marketing in that county and prior to contracting with a district for services. This notification should include a dialogue between the resident County Superintendent and the County Superintendent seeking to provide services that considers the impact that the potential contract of services will have on the resident County Superintendent and/or on the school districts in the county, including an awareness of timelines such as employee notifications. In instances where CCSESA plans to provide services to districts, the Executive Director shall consult the County Superintendent where the district(s) is/are located prior to entering into any agreement with the district(s).

(4) Statewide Network of Regional Services: Federal, state, or private grant programs may establish a statewide network of services. Regional collaborations are valued for their collective contributions to social, financial and organizational impact in supporting district needs across the region. CCSESA's statewide network of County Superintendents has organized into regional hubs for provision of services and coordinated efforts statewide. Historically, these regional hubs are typically configured by the 11 CCSESA geographic regions but have, in some instances, been configured on another basis. In some instances, a statewide role is vested with a single County Superintendent and requires the coordination of data collection and deliverables for the network.

Each region will prepare and approve written protocols for delivery of regional services based on the four key elements described below. As state, federal, or grant opportunities become available, the specific deliverables and operational requirements should be incorporated into the approved regional protocol.

- A Selection of a Regional Lead County—Selection of a lead County Superintendent and his/her staff should be based on specific criteria established within the region, including, but not limited to:
 - a. Demonstrated experience, expertise, and ability to undertake the roles and responsibilities associated with the regional opportunity in meeting the expectations for regional work.

- b. Ability to manage and hire, as needed, staff that is qualified to assume the role of regional lead, irrespective of the size of the county to enable a County Superintendent to build local capacity throughout the region.
 - c. Geographic location of school districts that will receive services.
 - d. Consensus of the County Superintendents within a region.
- B. Expectations for Regional Work – Expectations for regional work are based on specific criteria established within the region, including, but not limited to:
 - a. Quality indicators for services.
 - b. Data reporting requirements.
 - c. Regular reporting on the quality and quantity of services provided throughout the region, including feedback from school districts as clients of services.
 - d. Use of technology for data collection where feasible.
 - e. Clear, formal guidelines for regional decision making which involve broad regional participation and a system for communication of decisions.
- C. Delivery of Services - A clear plan of action for delivering regional services is developed by the lead County Superintendent and confirmed by the region's County Superintendents through consensus. The plan includes, but is not limited to:
 - a. Priorities for equitable services across the region including coordination and integration across programs, counties, and regions.
 - b. Identification of resources for building staff capacity aligned to service goals and maximized across the region.
 - c. How services will be marketed and how services will evolve to meet emerging district needs.
 - d. How services will leverage or support other initiatives within the region, if possible.
 - e. How the regional services that are marketed and delivered to school districts will be communicated to the resident County Superintendent.
- D. Ongoing Feedback and Evaluation Within the Region – Analysis of feedback and evaluation of needs, services, and priorities are based on specific criteria established within the region, including, but not limited to:
 - a. Clear, formal systems for data collection in relevant areas
 - b. Data reviewed regularly to: support planning and improvements in meeting regional needs and state, federal, or grant requirements; for the purpose of evaluating needs, quality and quantity of services provided; and for assessing the degree to which project goals were met and measuring impact of services.
 - c. Periodic assessment of regional needs of school districts and counties and reprioritization of delivery of services, based on an agreed-upon schedule of evaluation.
 - d. Regular discussions among County Superintendents regarding progress on goals and services provided.
 - e. Annual review by the County Superintendents in the region of needs, priorities, and quality of services provided.

Regions are encouraged to compile an annual inventory of services available within the region for the dual purpose of (1) reducing redundancy of services and products already available and (2) maximizing services and products available to school districts.

Adopted by the CCSESA Board of Directors: June 27, 2010

Adopted by the CCSESA General Membership: June 28, 2010

II. Funding Opportunities Protocol

PURPOSE

The network of 58 county superintendents and their county offices of education have witnessed the expansion of their responsibilities for fiscal and academic accountability. The State Department of Education and the Legislature are engaging county superintendents increasingly in systemic statewide efforts.

As a result, a number of groups, including state and federal agencies and organizations as well as foundations and private organizations, are becoming more interested in county superintendents' ability to operate a coordinated support system that reaches every school district in the state. As opportunities arise, CCSESA, on behalf of the county superintendents, will pursue relationships with these groups and foundations in order to further the mission and goals of the county superintendents. To keep the CCSESA Executive Committee involved in proposals as they unfold, the following protocol will be followed.

PROTOCOL

1. Developing Proposals

As opportunities arise, the Executive Director will initiate development of proposals that are compatible with the work of CCSESA and its county superintendents and CCSESA's mission and goals. The Executive Director will inform the President, typically once a draft proposal or concept paper has been developed.

2. Vetting with Executive Committee

The Executive Director will inform Executive Committee about a pending proposal once a proposal is positively received by the organization or foundation and has reached a level of discussion with the entity such that funding appears probable. Copies of proposals will be available if Executive Committee members request a copy. Information regarding draft proposals is confidential.

3. Informing the Board

The Executive Director will inform the Board and share an executive summary of a proposal once it has been approved and funded. The Board will be asked to ratify the proposal.

4. Involving Steering Committees

Appropriate steering committees may be involved in the development of proposals as needed. Upon successful approval of a proposal, appropriate steering committees will be engaged as needed based on the nature of the proposal.

5. Supporting Initiatives

Consistent with the Financial Services Committee recommendations approved by the General Membership on October 18, 2004, as the state, federal government, or other entity or foundation funds a statewide service or program through regions, specified county offices, or all county offices (such as the Williams settlement), a portion/percentage of the money received by the county offices may be earmarked and returned to CCSESA for common activities and support. Upon approval of the Board of Directors, the availability of these funds will be taken into account in the development of the annual budget which is approved by the Board of Directors and General Membership.

Approved by the CCSESA Board of Directors: February 27, 2006

Approved by the General Membership: March 20, 2006

III. State & Federal Legislative Committee Protocol

I. Committee Meetings

A. Schedule

- 1) The schedule of State & Federal Legislative Committee meetings for the following year shall be approved by the Committee chair-elect no later than the December Board of Directors meeting of the year prior.
 - (a) It is recommended that the committee meet once during the months of January, February, March, April, June and October (January, March, June and October will coincide with the quarterly meetings).
 - (b) Meetings may be in person, via telephone, or via video conference as deemed appropriate by the Committee chair.
 - (c) The committee shall convene for "special" telephone conferences as deemed necessary by the chair and director of governmental relations.

B. Appropriate Meeting Notice

- 1) The agenda and list of bills to be discussed at the meeting shall be distributed via email, fax or mail no later than five (5) days prior to the meeting to all members of the Committee and the executive committee.

C. Minutes

- 1) The positions taken at Committee meetings will serve as minutes and will be distributed by staff via email, fax or mail (after review by the legislative committee chair) within one week following the meeting.

II. Bill Positions/Referrals

- A. The director of governmental relations, working with the committee chair and vice chair (as appropriate), shall refer appropriate bills to the Committee for discussion at scheduled meetings.
- B. The director of governmental relations shall recommend positions on bills referred to the Committee and/or steering committees.
- C. The Committee shall be responsible for taking positions on legislation, which in turn gives direction to the director of governmental relations.
 - 1) Should the Committee need more information prior to taking a position, the bill may be referred to a steering committee and added to the agenda of the next Committee meeting, to be discussed as "old business."
- D. Positions on legislation may be revisited by the Committee as circumstances deem necessary.
- E. The director of governmental relations, in consultation with the legislative chair, may refer bills to appropriate steering committees for review and comment in order to benefit from their expertise.
 - 1) Steering committees, via their chair and/or legislative committee liaison, may receive bills specifically referred to them prior to the Committee meeting to review and comment on the position recommended by the Director of Governmental Relations.
- F. Should another organization such as ACSA or CSBA approach CCSESA to support or oppose a bill that does not directly affect county offices, the Committee may opt to do so.
 - 1) Similarly, CCSESA may approach other organizations for their support or opposition on a high priority bill.

III. Interim Bill Positions (Urgent need)

- A. Should the director of governmental relations (in consultation with the executive director) and chair of the Committee determine an urgent need for a position on a new or amended bill, the Executive Committee shall have the option of adopting an interim position.
 - 1) Interim positions will be on the agenda at the next Committee meeting for discussion, position confirmation or other action.

IV. Bill Position Definitions

- A The following definitions of positions outline the actions to be taken on a bill.

Support – the Committee supports the content of the bill and feels it reflects the high priorities of the association. The director of governmental relations will write letters of support and actively testify in support of the bill.

Support if Amended – the Committee supports portions of the bill and decides to request an amendment that would allow for a support position to be taken. The director of governmental relations will write letters stating the committee's concerns and request an amendment. Should a suitable amendment be made, the position may be upgraded.

Watch – the Committee feels that the bill is of low priority. The director of governmental relations will track the bill's progress and if amendments are made that may be critical to the association, the committee may reevaluate.

Oppose – the Committee opposes the bill because of its impact on county offices/programs operated by county offices of education, on public education in general. The director of governmental relations will write letters of opposition and actively testify against the bill.

Oppose unless amended – the Committee opposes the bill's content. However if the bill is amended to address the committee's concerns, the position may change. The director of governmental relations will write letters specifying the committee's concerns and closely monitor the bill's progress.

Under Review – the bill topic is of interest to the Committee, but there is not enough information to officially take a position. The director of governmental relations will actively follow the bill's progress and report back to the Committee when there is adequate information for the Committee to declare a position.

V. Requests for Bill Positions

- A Should a CCSESA member have concerns about a specific bill not discussed by the Committee, that person may make a request to the chair of the Committee or director of governmental relations.
- 1) The concerns will be taken to the Committee for consideration.

VI. Sponsored Legislation

- A CCSESA may choose to sponsor legislation. The time and effort involved in sponsoring legislation inherently limits sponsorship to those issues of highest priority to the association.
- 1) Requests to sponsor legislation may be initiated by an individual CCSESA member, a CCSESA committee, or the association's Board of Directors.
 - 2) To be considered as sponsored legislation, requests must be in alignment with CCSESA's legislative principles and annual legislative priorities as established by the Board of Directors.
 - 3) Requests to sponsor legislation must be presented to the legislative chair and chair-elect for review prior to any action. The legislative chair will consult with the director of governmental relations to determine if the proposal is in alignment with association legislative principles and priorities. If the proposal is aligned, the chair will present it to the Committee for consideration.
 - 4) The Committee may:
 - a) Refer the request to the appropriate Steering Committee(s) for analysis and recommendation to the Committee; or
 - b) Recommend sponsorship of the legislation to the Executive Committee.
 - 5) Prior to any recommendation being sent to the Executive Committee for action, it will be submitted to BASC in order to determine any fiscal impacts of the proposal.

- 6) The Executive Committee will make the determination of sponsorship.
- 7) If sponsorship is approved, the president will direct the executive director and the director of governmental relations to proceed with pursuing legislation. CCSESA will actively support and work the legislation.
- 8) This process is not intended to hinder any county office of education from seeking its own specific legislation.

VII. Information Dissemination

- A The Board of Directors and General Membership will be notified on a regular basis of bill positions adopted, including any “urgent” positions taken.

Adopted by Board of Directors: November 18, 2002

Revised: January 2004

Advocacy Protocol

Guiding Principles

To coordinate an effective, targeted legislative advocacy strategy on behalf of County Superintendents and CCSESA, and consistent with legislative priorities adopted annually by the Association, we recommend adoption of the following guiding principles:

- Work all issues through the relevant CCSESA Steering Committees; e.g. Smarter Balanced Assessments through CISC and TTSC, Special Education through SPSSC;
- Steering committees bring issues forward through the Legislative Committee;
- Legislative Committee takes positions on legislation on behalf of the Association, and when appropriate brings issues/recommendations forward to the Board of Directors and to the General Membership; and
- County Superintendents develop/communicate local COE advocacy protocol within their respective county offices; e.g. who can send letters/e-mails, level of sign-off required.

Approved by CCSESA Board of Directors: May 17, 2004

Approved by the CCSESA General Membership: June 22, 2004

Revised to conform to CCSESA Bylaws: October 15, 2013

Revised to add Under Review position to reflect Board approval: January 2015

CCSESA Advocacy Protocol before the State Board of Education

History

CCSESA recognizes that the State Board of Education (SBE) is a key policy body in the California public education system. Therefore, as a matter of practice and protocol, the CCSESA Executive Director and/or staff will endeavor to establish and maintain a relationship with the SBE Executive Director and staff, as well as the State Board President and members of the Board.

Purpose

To track, to the degree possible, emerging policy issues and to influence, where appropriate, the policy setting process. The “influence” CCSESA exerts will primarily be in the form of information, policy clarification, and general advice. CCSESA may advocate on behalf of specific issues or to clarify or explain policy implications.

Protocol

CCSESA members with issues to bring forward to the SBE may make a request to the CCSESA President or Executive Director. The issues may be taken to the appropriate Steering Committee or Executive Committee for consideration to determine if the issue has statewide implications for multiple county offices.

At the formal State Board of Education meetings, the CCSESA President, member of the Executive Committee, Chair of the relevant Steering Committee, or the Executive Director (or his or her staff), may speak in areas that CCSESA has taken a position on or to articulate a policy implication consistent with the direction and policy stance of the Association.

CCSESA's practice is not to testify on any issue that is brought forward by a single county office or that pertains to one county office of education.

On those rare occasions when an agenda item before the SBE has implications for multiple county offices, any Steering Committee Chair (representing the Committee) or any county superintendent can request that the CCSESA State and Federal Legislative Committee analyze and consider taking a position. (Note: The CCSESA bylaws empower the Executive Committee to take urgent action on an issue if deemed necessary.)

Approved by the Executive Committee January 6, 2006

Approved by the Board of Directors: January 23, 2006

Approved by the General Membership: January 24, 2006

IV. Steering Committee Protocol

PURPOSE

Each Steering Committee* plays an integral role in carrying out the business of the statewide county superintendents' network. CCSESA is legally and financially responsible for the acts of each steering committee (per Fekete legal opinion dated 8/29/05). Therefore, Committees and their subcommittees are expected to operate in a manner consistent with CCSESA's protocols and procedures. CCSESA developed the following protocols to provide clarity and direction for the Steering Committees in the areas of financial management and reporting, communication with the CCSESA Board of Directors & General Membership, general conduct, business partnerships, and website maintenance.

I. Financial Management & Reporting

A. Financial Procedures

1. Steering Committee treasuries shall be managed by the CCSESA staff under the same internal controls as the core CCSESA finances.
2. Committees shall adhere to all financial management procedures established by CCSESA.
3. Committees shall not maintain other bank, credit, or loan accounts outside of CCSESA staff control.
4. Committee members shall not have authority to sign legal instruments (checks, bank documents, contracts) on behalf of CCSESA or a committee.
5. Committees shall not purchase major assets (computer equipment, mobile devices, furniture, etc.) without approval from the CCSESA Executive Director.
6. The CCSESA Board of Directors may establish a fee for services to be paid by individual committees to cover staff time and costs for providing financial and operational support services for the committees.

B. Treasurer Responsibilities

1. Each Steering Committee shall appoint a Treasurer to serve a two-year term. The Treasurer shall be submitted for approval by the CCSESA Board of Directors which will authorize the Treasurer to develop the committee budget, monitor the finances of the committee, and authorize transactions in accordance with CCSESA procedures.

2. Treasurers shall present the annual budget and any revisions throughout the year to the committee membership for approval prior to submitting them to the CCSESA staff.
 3. Treasurers shall present current financial reports for approval at each regular meeting of the committee.
 4. Treasurers shall monitor the finances of all subcommittees created under the Steering Committee and ensure that the subcommittee adheres to all CCSESA financial and operational protocols and procedures.
- C. Budget and Financial Reports
1. The CCSESA Finance Committee shall review and recommend approval of the committee budgets and budget revisions to the CCSESA Board of Directors.
 2. The CCSESA Board of Directors shall approve the committee budgets as a part of the annual CCSESA budget approval process.
 3. The CCSESA Board shall review Committee financial reports at each regular meeting as a part of the CCSESA financial report.
- D. Revenue Sharing
1. Committees shall share revenue earned at conferences, for royalties related to professional development publications, and any other event or product as deemed appropriate by the Executive Director with CCSESA as a means of offsetting Association costs. The following criteria for establishing a revenue sharing mechanism applies:
 - (a) Conferences (at which, registration is collected) – 10% of total registration collected
 - (b) Professional Development publications – 15% of royalties
 - (c) Other – to be determined on an individual basis
- E. Contracts
1. All committee related events and activities are considered CCSESA events. As such, only the CCSESA Executive Director, or others designated by the CCSESA Board of Directors, shall have the authority to sign legal instruments on behalf of the Association.
 2. Committees may request approval of contracts in accordance with the procedures established by CCSESA.
 3. Committee members may not commit CCSESA funds or services without the consent of the CCSESA Executive Director.

II. Communication

- A. Board & General Membership Meetings
1. Steering Committee Chairs shall serve as ex-officio, non-voting members of the CCSESA Board of Directors.
 2. At each meeting, chairs shall present a brief written report that discusses critical and emerging issues that the county superintendents should be aware of and/or take action on. All written reports shall be submitted to CCSESA staff by the deadline for agenda items to be printed in the agenda booklet.
 3. Oral reports at the meeting should briefly summarize the 2-3 most critical emerging issues.
 4. Specific agenda items that require review or action should be requested as a separate agenda item.
 5. At each January Quarterly meeting, the committee chairs shall present a written and verbal annual report of the committee's major accomplishments from the prior year.
- B. Committees
1. The five CCSESA Steering Committees are encouraged to collaborate on common issues. In addition, the CCSESA Board of Directors may request that Committees work together on pertinent issues on behalf of the county superintendents.
 2. Committee Chairs shall meet regularly with CCSESA staff to discuss common issues and protocol.
- C. Staff Liaisons
1. CCSESA staff may be assigned to serve as liaisons to individual committees. Staff will keep the committees informed of CCSESA priorities, advise the committee as necessary and keep the Executive Director apprised of pertinent issues.

III. General Conduct/Protocols

A. Bylaws

1. The Steering Committees shall adhere to the CCSESA Bylaws and shall not maintain or operate under separate committee bylaws.
2. In accordance with the CCSESA Bylaws, Article VI, Section 3 (e), each committee shall abide by the Board established protocols governing all committees.
3. Steering Committees may adopt additional protocols not inconsistent with the Board established protocols. Committee protocols shall be submitted to the CCSESA Executive Director for approval.

B. Committee Meetings

1. Steering Committees operate as the “cabinet” of CCSESA. As such, committees spend time on 1) analyzing and implementing high priority issues for the county superintendents, and 2) sharing and collaborating on issues of mutual concern.
 - (a) To add to the depth of the policy discussion, individuals not employed by a county office of education who have specific expertise may be invited for portions of committee meetings. The key is on an “as needed basis” and for specific times of the meeting.
 - (b) Please note: Even with these “practices” noted above, prior experience has shown that sometimes non-county office staff attending meetings use information gleaned for purposes other than what the county superintendents intend. Therefore, care must be taken and judgment exercised.
 - (c) Steering Committee meetings should, as a standard practice, be scheduled at locations that are the most cost effective and are reflective of fiscally responsible public agencies. Committees are encouraged to use technology options (e.g. videoconferencing, webinars, etc.) to conduct meetings to save on travel costs. If in-person meetings are held, they should be scheduled at county offices of education and/or comparable low-cost venues, unless it is not feasible due to size or other programmatic limitations.

C. Advocacy Protocol

1. Steering Committee members must abide by the CCSESA Advocacy Protocol adopted by the Board of Directors on May 17, 2004.
2. Steering Committees shall bring all advocacy issues to the State & Federal Legislative Committee before any action is taken.
 - (a) Steering Committees shall not take action on legislation or any issue on behalf of all county offices or CCSESA without communicating with the Executive Director first.

IV. Business Partnerships

- A. Steering Committee chairs shall appoint a representative to serve on the Business Partnerships Standing Committee (BPSC) as a non-voting member.
- B. Each Steering Committee is expected to follow its own protocol for highlighting and discussing business partnerships, consistent with the protocol and expectations for Steering Committees relative to CCSESA Business Partnerships.

V. Website

- A. Steering Committees and subcommittee (as desired) shall have a presence on the CCSESA website.
- B. Because each committee is an entity of CCSESA, separate websites are not permitted.
- C. Only county office staff shall have access to the members’ only website. Liaisons and other representatives from other agencies/entities do not have access to members’ only information.

Approved by the Board of Directors: December 10, 2012

Approved by the General Membership: January 29, 2013

V. Protocol for Reviewing Business Partnerships

The following are the protocols for reviewing any business partnership opportunity presented to CCSESA:

1. Value: Public/private partnerships can and should be important to further the goals of public education and of meeting the needs of school districts and the greater communities.
2. Focus: All partnership concepts should be focused on improving the public education system – by bringing more efficiency and/or knowledge to the table, so that educators can improve their craft. The goal is always to be “needs focused.”
3. Rationale: CCSESA’s interest is in delivering tools and services to every county office to further the quality of services provided to districts and communities.
4. Accountability: All efforts will be evaluated against the goal of improving quality, efficiency, and effectiveness of school administrators, teachers, and/or other school staff. In addition, each potential business partnership opportunity should be evaluated with respect to due diligence to ensure that the business entity is fiscally sound, provides a quality service/product, is an ethical entity, and generally meets the standards established for doing business with public education.
5. Competition: While business partnerships are by necessity “competitive” in a business sense, it is the desire of CCSESA to always support individual county offices of education in their efforts to deliver new tools or services first within their own counties, then on a regional basis, and finally statewide. It is understood that any given service or product may duplicate an offering of a single or few county offices, but the goal is to make these tools available statewide. Consideration should be given to the impact of a potential business partnership with CCSESA on individual county offices that may be delivering a similar or equivalent service or product. In addition, the BPSC should try to assess whether any potential competition would result whether CCSESA entered into a partnership with the entity or not.
6. Voluntary Participation: CCSESA desires to offer services and products such that County Superintendents/Offices have flexible use in their application. Indeed, every offering would be left to the discretion of the individual county superintendent as to utility and value.
7. Ethical Standards: Every member of CCSESA will conduct themselves with the highest degree of integrity. This means that BPSC members, as well as staff, will need to disclose any business dealings with any potential partners, and/or any potential conflicts of interest.
8. Financial Interest: It is understood that businesses desire to make money and therefore profit for the business interests is not an insurmountable hurdle. CCSESA’s interest is value added. It is further understood that in most instances, CCSESA is expected to also financially benefit from the business partnership. It is also understood that CCSESA, as a network of the 58 County Superintendents, cannot facilitate the work of the Superintendents with a budget solely based on “dues” and that the CCSESA budget should be augmented through strategic business partnerships. It is important to examine the benefit to be derived to CCSESA and how does that benefit stand against the resources needed to make the partnership effective. Resources in this instance include staff time, as well as financial resources. Another way of assessing this issue is to determine the return on investment that the partnership is expected to yield.

VI. Protocol for Business Partnerships between CCSESA and COEs

The California County Superintendents recognize that public and private partnerships can result in the development and availability of valuable tools, both services and products that can benefit California's public schools and various communities. To that end, the California County Superintendents Educational Services Association (herein after referred to as CCSESA) has developed protocols for such business partners that advance these tools while respecting the independent nature of each county office of education. Consistent with the Financial Services Committee recommendations approved by the CCSESA General Membership on October 18, 2004, a small percentage of such business partnership revenue is returned to CCSESA as "approved" by the Business Partnerships Committee.

It is also recognized that each of California's 58 county offices can and do develop useful services and products that could benefit other county offices and schools and districts across the state and nation. To bring such products and services "to scale" requires that the network of county offices facilitate the awareness of such tools to their districts and communities.

To facilitate the marketing of such products and services, CCSESA has proposed to adopt the following protocols to guide the development and marketing of such "individual county based" products and services. (Note: Marketing means that CCSESA, and to an extent on a voluntary basis, county superintendents and their statewide steering committees, will make such tools known and available statewide and across the country—through such avenues as the Association of Educational Services Agencies (AESA).)

Partnerships with county offices of education presented to the California County Superintendents Educational Services Association (CCSESA) are subject to the Protocol for Reviewing Business Partnerships.

Financial Interest: It is understood that county offices of education often create products and/or services for their own constituents, and that these products and services may be of value to other county offices of education around the state. It is reasonable to assume that county offices of education providing the products and services may need to (and in most cases should) charge fees to recover development and ongoing costs. It is further understood that CCSESA is expected to receive some financial benefit from partnerships with county offices of education, consistent with the Financial Services Committee recommendations approved by the General Membership on October 18, 2004. The amount or percentage of "revenue sharing" to individual county offices and to CCSESA will be dependent on the amount of 'front work' necessary to make the product or service known and available, and the involvement of staff to monitor and support such partnership.

Please note the following essential understandings:

1. CCSESA does not endorse any product or service.
2. As county superintendents are elected and attempt to be non-partisan in approach, CCSESA does not enter into exclusive business partnerships without the expressed approval of the Board of Directors.

Process:

1. When a county superintendent desires to enter into a business partnership with CCSESA, such request will be considered by the Business Partnerships Committee. (Note: each statewide steering committee is represented on the Committee.) The request will include, at a minimum, the following components:
 - a. Description of product or service (an actual 'mock up' is helpful);
 - b. Business plan that includes price schedules and revenue sharing (both for individual county offices and to CCSESA);
 - c. Copyright/ ownership documentation; and
 - d. Hold harmless language for CCSESA.

2. When the Business Partnerships Committee agrees that such product or service is (1) valuable, (2) has clear pricing structures, and (3) is ready for 'scalability', the Committee can direct the CCSESA staff to sign a business partnership agreement. The Committee can also, at their discretion, see that such product or service is presented to the CCSESA Board of Directors or General Membership for information and/or demonstration consistent with marketing and general knowledge. It is clearly understood that such product or service is completely voluntary. Consistent with the Steering Committee Protocol relative to business partnerships, Committees are encouraged/expected to make such partnerships known and available to their memberships.

Approved by the Business Partnerships Standing Committee on October 17, 2006

Approved by the Board of Directors on October 17, 2006

Appendix C: 2020 Classification of Counties
 California County Superintendents Educational
 Services Association (CCSESA)

CCSESA 2020 Classification of Counties

County	2018-2019 P-2 ADA	% of ADA Statewide
CLASS I (Over 750,000 ADA)		
Los Angeles	1,378,857	23.47%
CLASS II (140,000 - 749,999 ADA)		
Alameda	215,851	3.65%
Contra Costa	169,519	2.87%
Fresno	198,565	3.36%
Kern	184,059	3.11%
Orange	462,452	7.82%
Riverside	407,444	6.89%
Sacramento	234,072	3.96%
San Bernardino	392,691	6.64%
San Diego	489,847	8.28%
San Joaquin	143,935	2.43%
Santa Clara	256,119	4.33%
CLASS III (60,000 - 139,999 ADA)		
Monterey	75,613	1.28%
Placer	72,008	1.22%
San Mateo	89,616	1.52%
Santa Barbara	68,150	1.15%
Sonoma	66,888	1.13%
Stanislaus	105,350	1.78%
Tulare	99,338	1.68%
Ventura	131,243	2.22%
CLASS IV (30,000 - 59,999 ADA)		
Butte	30,306	0.51%
Imperial	36,090	0.61%
Madera	30,309	0.51%
Marin	32,021	0.54%
Merced	56,311	0.95%
San Francisco	57,190	0.97%
San Luis Obispo	32,837	0.56%
Santa Cruz	38,413	0.65%
Solano	59,696	1.01%

CLASS V (15,000 - 29,999 ADA)		
El Dorado	27,038	0.46%
Humboldt	17,103	0.29%
Kings	28,363	0.48%
Napa	19,311	0.33%
Shasta	25,590	0.43%
Sutter	24,972	0.42%
Yolo	28,530	0.48%
CLASS VI (7,000 - 14,999 ADA)		
Lake	8,931	0.15%
Mendocino	12,266	0.21%
Nevada	10,492	0.18%
San Benito	10,835	0.18%
Tehama	10,458	0.18%
Yuba	14,073	0.24%
CLASS VII (1,000 - 6,999 ADA)		
Amador	3,967	0.07%
Calaveras	5,016	0.08%
Colusa	4,421	0.07%
Del Norte	4,016	0.07%
Glenn	5,394	0.09%
Inyo	3,866	0.07%
Lassen	3,650	0.06%
Mariposa	1,774	0.03%
Modoc	1,302	0.02%
Mono	1,779	0.03%
Plumas	2,051	0.03%
Siskiyou	5,742	0.10%
Trinity	1,490	0.03%
Tuolumne	5,747	0.10%
CLASS VIII (Under 1,000 ADA)		
Alpine	102	0.00%
Sierra	394	0.01%
TOTAL ADA	5,912,490	

County classifications are based on prior year P-2, K-12 average daily attendance (ADA) which includes districts, county operated programs, and charter schools. For the sole purpose of the Association, these calculations do not include ROC/P, adult education or community colleges. These calculations are intended for use by CCSESA only.