

SHASTA COUNTY BOARD OF EDUCATION
Shasta County Office of Education
1644 Magnolia Ave.
Redding, CA 96001

Meeting Location:
Sierra Pacific Industries – Conference Room
19794 Riverside Ave., Anderson, CA 96007

August 27, 2014
Planning Session Meeting Minutes

ADOPTED

1. CALL MEETING TO ORDER

The meeting was called to order by President MacFarland at 10:09 a.m.

Members Present

Diane Gerard
Rhonda Hull
Sharon Hunter
Steve MacFarland, President
Linda McBride, Vice-President (departed 12:00 p.m.)
William Stegall
Elizabeth “Buffy” Tanner

Administrators Present

Tom Armelino, Shasta County Superintendent of Schools
Adam Hillman, Associate Superintendent, Administrative Services
Kathy Thompson, Assistant Superintendent, Early Childhood Services

Others Present

Robin Beeson, Executive Assistant to the Superintendent (Recording Secretary)
Heidi Brahms, Director of Youth Services (departed 10:35 a.m.)
Kerry Caranci, Chief Executive Officer, Shasta Regional Community Foundation (arrived 10:50 a.m./departed 11:35 a.m.)
Jennifer Baker, Executive Director, Curriculum and Instruction (arrived 11:00 a.m.)
De’An Chambless, Director, Business Services (arrived 11:00 a.m.)
Brenda Palmer, Director, Human Resources (arrived 12:00 p.m.)

2. HEARING OF PERSONS WISHING TO ADDRESS THE BOARD REGARDING ITEMS ON THE AGENDA

There were none.

3. APPROVAL OF AGENDA

ACTION: Board Member Tanner moved to approve the Regular Agenda as submitted. Board Member Hull seconded the motion. The motion was approved unanimously.

4. INFORMATION/DISCUSSION

4.1. Foster Youth/Homeless Update

Heidi Brahms, Director of Youth Services, introduced a Foster Youth student who shared his experience with the Foster Youth program. He has been in the program since he was 14, is currently 19, and attends Shasta College majoring in Social Science. He is enrolled in a program at the college that provides support to Foster Youth to help them succeed. In addition, he has a leadership role in the Shasta County California Youth Connection (CYC) and represents the county at the state-level. Director Brahms shared her interactions with CYC as a volunteer and provided an overview of the program. The student shared statistics pertaining to Foster Youth and discussed an annual dinner held to raise funds to send students to conferences.

Director Brahms referred to the information included in the agenda packet that addresses Foster Youth under the LCFF. She provided a handout of the PowerPoint she shared and reviewed Foster Youth data, grant funding, staffing, demographics, outcomes, funding allocations, graduation rate trends, training and education, LCFF and LCAP impact, enrollment by district, placement type, and areas on the horizon for Foster Youth.

Discussion took place regarding funding for Foster Youth through the LCFF and inclusion of the program in district and county office LCAP's.

4.2. Early Childhood Resources

Kathy Thompson, Assistant Superintendent of Early Childhood Services, provided a handout indicating the information is being provided in response to an inquiry from the Board on efforts being made in Shasta County to prevent adverse childhood experiences. She reviewed statistics, various initiatives in place to address issues, and numerous partnerships in place. Discussion took place regarding enrollment for preschool programs and other County Office programs.

4.3. Board Bylaw 9223 – Filling Vacancies

Superintendent Armelino referred to the bylaw included in the agenda packet and the requirements for an appointment of a Board Member due to failure to elect. He indicated there were no candidates who applied for Board Member McBride's position; therefore, an appointment must be done prior to the November 4, 2014 election. The position would become effective the first Friday in December and would be a four year term.

Discussion took place regarding the application process. It was agreed that a proposed advertisement and interview questions will be reviewed at the September Board meeting and an application eligibility committee will be discussed. The advertisement will be ran immediately after the September meeting and the application period will be at least two weeks. Interviews and appointment will be done at the October Board meeting.

It was noted in the past that applicants were requested to submit a letter of interest and there was no other requirements. There was agreement that Superintendent Armelino would develop a form for applicants to complete to ensure they meet eligibility requirements and to respond to a few questions. The form will be brought the next meeting for review.

4.4. Administrative Regulation 3300 and Exhibit 3300-2 – Business and Noninstructional Operations – Expenditures and Purchases

Kerry Caranci, Chief Executive Officer of Shasta Regional Community Foundation, provided an overview of fund returns. The Statement Fund Activity and Annual Payout Notice included in agenda packet were reviewed. It was noted that the payout amount calculated for 2014/15 is \$46,125 and can be utilized anytime before June 30, 2015. Any funds not expended will be rolled over to next year. Ms. Caranci reviewed the investment statement policy set by the Foundation Board and Investment Committee; she provided a handout with investment pool data, returns, and benchmarks by fund.

Ms. Caranci shared that the Foundation is accepting donations for their Stewardship Endowment Fund. Donations are voluntary and are geared more towards those that are not non-profit and similar organizations. The Foundation is also co-sponsoring a “Giving Tuesday” event encouraging businesses and organizations to allow their employees to wear jeans on a designated day. In return, the employee donates \$5 and employers are encouraged to match contributions. It was noted that those who participate this year are allowed to nominate a business or organization for grants.

Upon her departure, Ms. Caranci stated when the Board has decided how they want to utilize the available funds, it is as simple as sending her an e-mail with the requested amount and brief explanation of how the funds will be expended.

Superintendent Armelino referred to the policy in the agenda packet that outlines how the Board can disseminate the funds and noted they have 100% control of how the funds will be utilized. Options include County Office programs applying for mini-grants. The Board agreed that for 2014/15, the Superintendent’s Cabinet will have discretion on how to spend 100% of the funds utilizing the mini-grant application process.

It was noted that there are still funds available from the harvest of Camp Latieze and the sale of the property following the devastating fire that destroyed the camp.

4.5. Proposed Goals and Priorities for 2014/15

Superintendent Armelino provided a handout and reviewed the process administration followed to develop the proposed goals and priorities. He reported on strategies, timelines, and outcomes for each. Assistant Superintendent Thompson provided a handout for goal #3 noting the information on services provided to districts was shared with the Board in May 2010 and includes mandated services, services for a fee, and services provided for at no cost. A second handout was given by Assistant Superintendent Thompson addressing current services provided to districts including those mandated by Ed. Code and those not mandated that will be examined.

The Board was asked for input. It was suggested for priority #3 where the Facilities Master Plan will be reviewed that the Oasis facility be looked at considering its current enrollment and ERC to ensure it is being utilized accordingly. Associate Superintendent Hillman stated other facilities also need to be reviewed and encouraged the Board’s participation in the process; Board Member Hull expressed interest.

In addition, it was questioned if County Office students in Alternative Education should be required to show proficiency in computer skills in order to graduate. Jennifer Baker, Executive Director of Curriculum and Instruction, indicated she will look into this.

Superintendent Armelino indicated input provided by the Board will be included in the implementation of the goals and priorities that will be brought to the Board for approval at the September meeting.

4.6. Mission and Vision

Superintendent Armelino indicated he feels the Mission appropriately reflects the services provided by the County Office, but feels the Vision needs to be continually looked at to ensure it defines how goals are achieved. He indicated the third Vision statement specifies offering opportunities to students to explore science through outdoor and hand-on education and does not address all programs offered by the County Office. The Vision will be brought to the mid-year Board Planning Session for further review with possible revision for 2015/16.

5. OTHER COMMENTS

The Board commented how much they enjoyed the Foster Youth Services report.

Superintendent Armelino provided an update on transportation services provided to districts and funding for transportation of special education students.

The County Office is the process of applying for a \$600,000 K-2 STEM grant.

It was shared that the Legislative Analyst's Office has requested to visit Shasta County. They will interview County Office and District staff on September 17, 2014 and will then visit two rural district school sites on September 18, 2014. They are interested in learning more about rural schools.

Superintendent Armelino inquired of the Board their interest in visiting charter schools throughout the county during the school year to learn more about services they provide to students. The Board expressed interest and it was agreed that a letter from Superintendent Armelino and President MacFarland would be sent to the charter schools requesting to visit.

It was noted that enrollment at some elementary school districts is up, while high school district enrollment continues to decline.

6. REMINDERS/UPCOMING EVENTS

- September 4, 2014, 1:00 p.m. – EXCEL Back-to-School Welcome
- September 11, 2014, 2:30-4:00 p.m. – Alt. Ed. Collaborative Forum at Oasis
- September 16, 2014, 2:00-3:00 p.m. – Safety and Wellness Committee in Downstairs Conf. Rm.
- September 17, 2014, 1:30-3:00 p.m. – ECS Teacher Leadership Team at ECS Conf. Rm.
- September 24, 2014, 10:00-11:00 a.m. – Safety and Wellness Committee in Downstairs Conf. Rm.
- September 25, 2014, 9:00-11:00 a.m. – Local Child Care Planning Council at First 5 Shasta
- September 25, 2014, 9:30-11:30 a.m. – ECS Parent Advisory Committee at ECS Conf. Rm.

7. NEXT MEETING

- September 10, 2014, 1:30 p.m. at Shasta County Office of Education, 1644 Magnolia Ave., Redding, CA 96001

8. ADJOURN

President MacFarland adjourned the meeting at 2:50 p.m.

Respectfully submitted,

Tom Armelino, Shasta County Superintendent of Schools
Ex-Officio Secretary to the Board