

SHASTA COUNTY BOARD OF EDUCATION

Shasta County Office of Education
1644 Magnolia Ave.
Redding, CA 96001

Meeting Location:

Shasta County Office of Education Professional Development Center Shasta Hall
2985 Innsbruck Dr., Redding, CA 96003

October 21, 2015

Regular Meeting Minutes

ADOPTED

1. CALL MEETING TO ORDER

The meeting was called to order by President MacFarland at 1:30 p.m.

Members Present

Diane Gerard
Rhonda Hull
Sharon Hunter
Steve MacFarland, President
Laura Manuel
William Stegall
Elizabeth “Buffy” Tanner, Vice-President
Luke Ackerman, Student Board Member
Parker Harrell, Student Board Member

Administrators Present

Tom Armelino, Shasta County Superintendent of Schools
Judy Flores, Assistant Superintendent, Instructional Services
Adam Hillman, Associate Superintendent, Administrative Services

Others Present

Robin Beeson, Executive Assistant to the Superintendent (Recording Secretary)
(NOTE: The following listed their name and representation on a sign-in sheet, there may have been others in attendance. Those in attendance may have attended only a portion of the meeting.)
Michelle Larsen, SCOE ECS
Joe Wyse, Shasta College
De’An Chambless, SCOE
Diana Bates, SCOE
Dan Ostrowski, SCOE
Vicki Smith, SCOE
Jodie VanOrnum, SCOE
Brenda Palmer, SCOE
Jennifer Baker, SCOE
Kendall Kilborn, SCOE

2. PLEDGE OF ALLEGIANCE

President MacFarland led the Pledge of Allegiance.

3. APPROVAL OF REGULAR AGENDA

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

It was noted that the notice in the newspaper for the Public Hearing for the Interpreter Waiver indicated it was to take place at the Shasta County Office of Education in the Board Room at 3:00 p.m. As the meeting was actually taking place at the PDC, a notice was posted at the County Office indicating the correct location of the hearing and that the time was postponed to 3:30 p.m. to allow travel time for those who may have planned to attend the hearing. Maps were also posted with the notice giving directions from the County Office to the PDC.

4. STUDENT PRESENTATION

4.1. Early Childhood Services

Kathy Barry, Executive Director of Early Childhood Services, introduced the Shasta Meadows State Preschool afternoon class staff, the students performed songs.

5. HEARING OF PERSONS WISHING TO ADDRESS THE BOARD

There were none.

6. APPROVAL OF CONSENT AGENDA

6.1. Board:

6.1.1. August 26, 2015 Planning Session Meeting Minutes

6.1.2. September 9, 2015 Regular Meeting Minutes

6.2. Administrative Services:

6.2.1. Credentials and Oaths for Temporary Certificates

6.2.2. Resolution Fixing Appropriations Limit as Required by the Gann Amendment

6.2.3. Resolution Authorization for Transfer to Child Development Fund

6.3. Instructional Services:

6.3.1. Proposed Revisions to Board Policy and Administrative Regulation 5148 – Students – Child Care and Development

6.3.2. Proposed Revisions to Board Policy and Administrative Regulation 5148.2 – Students – Before/After School Programs

Board Member Gerard made an inquiry regarding item 6.3.2 and the statement in the policy on page 50 that references preparing students for the high school exit exam when the exam no longer exists. Judy Flores, Assistant Superintendent of Instructional Services, explained that the exam does still exist and that it has been suspended for up to three years. Discussion took place regarding how the suspension allowed students who had not passed the required exam to graduate.

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

7. INFORMATION

Materials were provided in the Board Agenda packet for the following Information items, no discussion took place during the Board meeting unless otherwise noted below.

7.1. Administrative Services:

7.1.1. General Fund Board Report

7.1.2. Chrysalis Charter School Unaudited Actuals for 2014/15

8. RECOGNITION

8.1. Resigning Employees with Five or More Years of Service to the Shasta County Office of Education

• Karen Robertson, State Preschool Instructional Assistant

Superintendent Armelino shared that while Ms. Robertson was unable to attend the meeting she is to be recognized for her 14 years of service. Her certificate of acknowledgement will be forwarded to her.

9. STUDENT PROGRAM UPDATE

9.1. Early Childhood Services

Executive Director Barry, recognized Renee Menefee, Director of Early Education and Instructional Services, for putting together the presentation and shared that ECS has added an apple to the County Office logo to identify and brand the program; it will be used on all ECS materials. It was noted as of July 1, 2015, ECS has officially moved under the Instructional Services Department

Michelle Larsen, Director of Nutrition Services, introduced Tanya Marshall, Supervisor for Health and Nutrition Services, and shared that their program assists families with signing up for CalFresh and provides nutrition education. They have also been designated as a Red Cross Training Center to provide CPR and First Aid Certification. Data was shared on breakfast, lunch, and snacks provided to students in County Office programs as well as families in Shasta, Tehama, and Siskiyou Counties through the meal reimbursement program.

Executive Director Barry shared that Family Resource Support is overseen by Lori Harrison, Director, who did a presentation when the last ECS update was provided the Board. Services include Resource and Referral, Alternative Payment Program in Shasta and Tehama Counties, and preschool enrollment.

Director Menefee reported that the work of Early Education and Instructional Services has been focused on providing quality care. Funds designated by the California Department of Education as a result of the Race to the Top Early Learning Challenge and First 5 Shasta have been utilized to develop a consortium that was formed with five other counties in the region. In addition, a QRIS (Quality Rating and Improvement System) grant was received. The quality continuum framework, seven system functions for thriving children and families, and standards based Early Childhood Education system was reviewed.

Jeannie Jacobs, Coordinator of Bridges, reported that the Bridges to Success Program has added "School" to their title as they have moved from serving students age 0-5 to serving school-age

children as well. Coordinator Jacobson reviewed data, various behavior and mental health services, and types of settings services are provided in.

10. PROGRAM REPORT/PROFILE

10.1. REACH HIGHER Shasta Business Subcommittee's Career Connections Report

Chris Dell, Director of STEM Education, introduced Theresa Flynn Gasman as the Reach Higher Shasta Career Connections Coordinator. They provided an overview of members and goals of the Business Committee Executive Team that exists to bridge the connection between local businesses and community volunteers to schools. A video was shared explaining how businesses can connect with schools and the on-line registration process to volunteer in different capacities. Programs have been put in place to engage students starting with preschool through college. Celebrations will be held to recognize the work of all involved. Next steps for the committee were shared.

Director Dell shared that the second annual Ignite Opportunity STEM Career Day will be held on October 23, 2015 from 9:30 a.m.-2:00 p.m. at the Shasta District Fairgrounds. He provided an overview of funding sources for the event open to 9th graders in six counties and invited the Board to attend.

10.2. Northstate Secondary STEM Partnership Program Profile

Director Dell reported the grant serves middle and high school teachers. An overview of year one teacher outcomes, year two content focus, a report from the 2015 summer institute, and the year two unit study that includes coaching was provided. Attrition has resulted from teachers changing positions, currently there are 55 teachers; full funding will remain in place as long as 50 teachers continue to participate. A schedule of upcoming events was shared; the Board was invited to attend.

11. SCIENCE PROGRAMS BIENNIAL UPDATE

11.1. Schreder Planetarium

Jennifer Baker, Executive Director of Curriculum and Instruction, reported that information included in the agenda packet is similar to data shared recently with the Board as part of discussions that have taken place regarding the Planetarium.

11.2. Whiskeytown Environmental School

Executive Director Baker apologized as some of the data included in the agenda packet is inaccurate. A handout was provided with corrected budget information. It was noted that WES has been placed under the Instructional Services Division with the vision of working on enhancing the curriculum to meet Next Generation Science Standards. Services include 5th and 6th grade residential outdoor science school, spring and fall day-program field labs, and five weeks of summer camp.

12. STUDENT BOARD MEMBER REPORT

• Luke Ackerman, Anderson New Technology High School

Student Board Member Ackerman shared of Halloween festivities students are assisting with to gain community service hours. An overview of various events scheduled and programs that have been implemented to generate revenue for the school was provided.

• **Parker Harrell, Central Valley High School**

Student Board Member Harrell reported on various club events, donation fundraising done for community organizations, and sports. He shared that he applied for the student representative position for the State Board of Education and was selected as one of 12 to be interviewed.

13. BOARD BUSINESS

13.1. Board Comments/Discussion/Reports/Correspondence

Board Member Tanner reported that College OPTIONS has held two trainings at the PDC. She shared that the facility is wonderful and has saved the program money.

Board Member Manuel stated that at a recent ROP Board meeting concern was expressed with the behavior of students in the Pathways Program located at the ROP campus. Superintendent Armelino indicated staff is aware of the problem noting that meetings have been held, changes are being implemented, and it will continue to be monitored. He added that the students do well when they are in the ROP class, problems are occurring before and after school, when they transition between classes, and when they are in the Pathways class.

13.1.1. Report from CCBE Conference Attendee

Board Member Hunter reported she attended the conference in September that was held in Monterey. She attended several different sessions that included political landscape, what to expect in the future for LCAP/LCFF, foster care and the impact on LCFF, social networking, chronic absenteeism, Board governance and conversations. Appreciation was expressed by Board Member Hunter for the opportunity to attend.

14. ACTION

14.1. Board:

14.1.1. Student Benefit Fund Mini-Grant Proposals

Superintendent Armelino shared that the amount available for grants in the Shasta County Board of Education Student Benefit Fund administered by the Shasta Regional Community Foundation is approximately \$48,000 plus \$3,000 that was not utilized last year. The following Student Benefit Mini-Grant Proposals were submitted:

Program: Early Childhood Services – Bridges to Success Program
Project Title: Bridges to Success – Support for Coordinator
Amount: \$12,000

Program: Excel Academy
Project Title: Student Token Economy Incentive
Amount: \$2,000

Program: K-3 Reading Support
Project Title: Fluency Instruction Trainer of Trainers (TOT)
Amount: \$10,000

Program: North State STEM SCOE Beyond the Classroom STEM Education Committee
Project Title: Beyond the Classroom STEM Education Robotics Kits
Amount: \$21,078.50

Program: Schools of Hope
Project Title: Schools of Hope
Amount: \$2,000

TOTAL: \$47,078.50

ACTION: Board Member Stegall moved to approve the five mini-grant proposals as submitted. Vice-President Tanner seconded the motion. The motion was approved unanimously.

14.2. Instructional Services:

14.2.1. PUBLIC HEARING to Receive Public Comment on Proposed General Waiver Request – Educational Interpreter of California Code of Regulations, Title 5, Sections 3051.16 (b)(3) Specialized Services for Low-Incidence Disabilities

President MacFarland opened the Public Hearing at 3:40 p.m. Hearing no comments the hearing was closed at 3:41 p.m.

14.2.2. General Waiver Request – Educational Interpreter of California Code of Regulations, Title 5, Sections 3051.16 (b)(3) Specialized Services for Low-Incidence Disabilities

Allison Rideout, Certified Educational Interpreter, reported that the waiver request is for one interpreter who is an asset to the interpreter team and is working on becoming fully certified. She provided an overview of certification requirements and how they are obtained. If the waiver is approved by the Board, the waiver will be submitted to the State Board of Education for consideration at their January meeting.

ACTION: Board Member Gerard moved to approve item 14.2.2 as submitted. Board Member Manual seconded the motion. The motion was approved unanimously.

15. SUPERINTENDENT'S REPORT

15.1. Grand Jury Report/Response

Superintendent Armelino indicated the summary of the Grand Jury Report that addressed after school programs, recommendations for the County Office Project SHARE Program, and his response to the findings were included in the agenda packet. Responses provided to the findings were reviewed. Superintendent Armelino shared that recently he was requested to attend a meeting with the Grand Jury Continuity Committee.

15.2. Other Comments

There were none.

16. DISCUSSION

16.1. Board:

16.1.1. Chrysalis Charter School Annual Report

Irene Salter, Administrator of Chrysalis Charter School, shared the schools mission is the focus of their LCAP and that Chrysalis is a teacher lead school where they want the students to think and understand the materials they are presented. Enrollment has increased by nine students from last year; there are currently 198 students with a capacity of 200-225. A charter school facility grant has afforded the school a healthy budget allowing them to save for long-term plans. Administrator Salter indicated that while the school does focus on test results, their Smarter Balanced test results were very positive.

Staffing changes include a new office manager, a few new teachers, and a new Special Education Director. Administrator Salter shared that staff met and set long-term goals which include facilities, articulated field study guidelines, development of infrastructure for new funding sources, and a new salary and benefit structure.

A 20th birthday celebration will be held for Chrysalis on Sunday, December 27, 2015, 6:30 p.m. at the Turtle Bay Exploration Park Museum where the school was originally located. An invitation will be forwarded to the Board.

Administrator Salter concluded by sharing that she will be back in early spring with a charter and MOU renewal. She thanked the Board and County Office staff for their continued support.

16.1.2. Redding STEM Academy Annual Report

John Husome, Director of Redding STEM Academy, reported that while they have only been in operation since the Board approved their charter in June, he wanted to provide an update. He shared that enrollment is currently at 225 students, when the school was North Wood Discovery Charter School enrollment was at 180-190. They have experienced a budget challenge as a result of start-up costs which has caused a cash flow problem; however, a short-term loan has put them in a better position.

With the charter being approved in June, staff had to move quickly from their old facility in Mountain Gate to the Oasis campus. This has been stressful on staff, but they are working through it as they enjoy the new facility. The school has three sports teams and has voted on "Rockets" as their mascot.

Challenges include the playground area as it is not designed for an elementary school and the open area has required extra staff being assigned to yard duty for better supervision. An intervention program has been implemented and is utilized for students who do not assess well on Common Core. Appreciation was expressed for LCAP assistance provided by County Office Instructional Services staff.

Staff were trained over the summer and STEM curriculum was implemented the first couple weeks of school. Director Husome provided an overview of what he observed in classes during visits he made recently. Pictures included in the agenda packet were referred to.

It was reported that North Woods Discovery Charter School is continuing to operate this year to meet an obligation they have with the Gateway Unified School District who originally sponsored them. There are three adults for the eight students in grades 1-6 that are served in the same class. All the students live within the neighborhood where the school is located. Director Husome indicated he tries to visit the class at least once a week and that the students are well served.

Director Husome thanked the Board for their support and indicated he hopes to be back soon with another update.

16.2. Administrative Services:

16.2.1. Unaudited Actuals for 2014/15

Adam Hillman, Associate Superintendent of Administrative Services, referred to page 314 of the agenda packet. He reported revenues and expenditures are very close to estimated amounts reported in June; variances were reviewed.

Funds including legally restricted, nonspendable, assigned for economic uncertainty, Board assigned, unassigned/unappropriated, and the ending fund balance on page 321 of the agenda packet were reviewed. It was noted that comparisons between estimated and unaudited actuals are consistent. Associate Superintendent Hillman indicated there is a healthy reserve, auditors have been to the County Office three times, and barring any changes from the audit the balance will remain the same.

Board Member Hunter requested detail on facility needs. Associate Superintendent Hillman responded that the detail is in the deferred maintenance budget which is now within the General Fund as it is no longer restricted. In December at first interim, funds spent to purchase the building for Maintenance and Operations will be reflected which will result in the balance being reduced. It was noted that remaining funds will be utilized for projects such as a new AC/heater unit for the Magnolia building and other projects in the Facilities Master Plan. A reminder was given that a lot of the work done at the Magnolia building was paid with insurance funds from when the roof leaked.

An inquiry was made regarding funds designated for Retiree Insurance Obligations under Other Board Goals. It was explained that the County Office has set up an irrevocable trust which has been utilized as a tax insurance and that funds have been designated in the past for this purpose.

Associate Superintendent Hillman concluded by welcoming the Board to contact him or De'An Chambless, Director of Business Services, at any time with questions.

16.3. Instructional Services:

16.3.1. Schreder Planetarium Survey to Schools and Discussion

Jennifer Baker, Executive Director of Curriculum and Instruction, referred to the proposed survey questions included in the agenda packet and shared additional questions that came up since the information was provided for the agenda packet. Discussion took place regarding questions to include in the survey and it was agreed that an opening statement will be given to explain the purpose of the survey, the estimated time it will take to complete it, and questions will pertain to Science education and will include WES not just the Planetarium. In addition, the survey will

have no more than five questions; some will have options to choose from and will be followed by an opportunity to add comments. As the County Office does not have direct e-mails for all teachers in the County, different resources will be used to get the electronic survey to as many teachers as possible. Superintendent Armelino indicated the goal is to be able to include data gathered from the survey in the next Board agenda packet.

President MacFarland reported Board Member Manuel has done an enormous amount of research on possibilities for the Planetarium since the last meeting. Board Member Manuel provided a handout with a summary of ideas she pursued that include financing, collaborating, reinvigorating education programs, and reengaging the community. She noted that she ran across some dead ends, but also came across some encouraging resources and potential partnerships. Contacts made include the Lassen National Volcanic Park, Whiskeytown National Recreation Area, Astronomical Society of the Pacific, and NASA. Funding possibilities include a NASA grant, The McConnell Fund, Redding Rancheria Community Fund, business underwriting, crowd funding, and utilizing a non-profit 501c3 group to do fund raising. As the information Board Member Manuel provided included website links for some of the resources, it will be e-mailed to the Board so they can easily access the information.

Superintendent Armelino reported that Assistant Superintendent Flores has done a significant amount of research on the NASA grant and that a grant writer was called in to meet with Cabinet to discuss the grant. Assistant Superintendent Flores shared that a letter of intent was submitted and reviewed the various areas required to qualify for the grant and contacts made to determine if the County Office would qualify that have not resulted in a definite answer. She noted that someone with a Science professor background would be needed to properly write the grant as it requires documentation for each response.

Superintendent Armelino indicated since the last meeting three different quotes to replace the Planetarium equipment have been obtained and it has been determine the perforated dome that is currently in the Planetarium will work fine. Board Member Hunter inquired if leasing equipment would be an option so the equipment would be updated on a regular basis. Superintendent Armelino indicated this option will be looked into. Board President MacFarland made the reminder that the issue is not funding for the equipment, but rather if it will be used. He added that the survey results will be brought to the next meeting along with additional information gathered by County Office staff for further discussion.

16.3.2. Administrative Regulation 0420 – Philosophy, Goals, Objectives and Comprehensive Plans – School Plans/Site Councils (first read)

Assistant Superintendent Flores referred to page 333 of the agenda packet and indicated the paragraph in red font was added by CSBA to reflect LCAP's being in place. The policy will be on the next Consent Agenda for a second read and approval.

17. SUGGESTIONS FOR FUTURE AGENDA ITEMS

There were none.

18. REMINDERS/UPCOMING EVENTS

- October 19-23, 2015, 2:30-6:00 p.m. – Lights On! After School Events at Project SHARE Sites
- October 22, 2015, 10:00 a.m.-2:00 p.m. – Read for the Record at Preschool Sites Throughout Shasta County
- October 23, 2015, 9:30 a.m.-2:00 p.m. – Ignite Opportunity STEM Career Day at Shasta County Fair Grounds
- October 27, 2015, 9:00-11:00 a.m. – ECS Parent Advisory Council Meeting in Aspen Room at SCOE
- October 27, 2015, 2:30-4:30 p.m. – Alternative Education Collaborative Forum in Aspen Room at SCOE
- October 30, 2015, 12:30-2:00 p.m. – Harvest Festival at EXCEL
- November 2-3, 2015, 8:30 a.m.-3:00 p.m., Safe School Culture Summit at PDC
- November 5, 2015, 6:00-8:00 p.m. – Family Science Night at Chrysalis
- November 17, 2015, 3:00-4:30 p.m. – Alternative Education School Site Council in Room 8 at Oasis
- November 18, 2015, 10:00-11:00 a.m. – SWAG Meeting in Maple Room at SCOE
- November 18, 2015, 11:45 a.m. – Thanksgiving Feast at EXCEL
- November 18, 2015, 1:00-3:00 p.m. – ECS Leadership Advisory Council at ECS Conference Room
- November 20, 2015, 1:00-3:00 p.m. – Parent Q&A/Open House at Pathways North/South/ROP

19. NEXT MEETING – November 18, 2015, 1:30 p.m. at Shasta County Office of Education, 1644 Magnolia Ave., Redding, CA 96001

20. ADJOURN

President MacFarland adjourned the meeting at 5:28 p.m.

Respectfully submitted,

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