

SHASTA COUNTY BOARD OF EDUCATION

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

March 8, 2017
Regular Meeting Minutes

ADOPTED

1. CALL MEETING TO ORDER

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

Members Present

Kathy Barry
Diane Gerard (departed at 5:00 p.m.)
Rhonda Hull, President
Laura Manuel, Vice-President
Denny Mills
Elizabeth “Buffy” Tanner
Miley Hu, Student Board Member
Darby Twilight, Student Board Member (departed at 3:30 p.m.)

Members Absent

Steve MacFarland

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.)
Renee Menefee, SCOE
Jodie VanOrnum, SCOE
Rebecca Lewis, SCOE
Cindy Gomes, SCOE
De’ An Chambless, SCOE
Chris Dell, SCOE
Jennifer Baker, SCOE
Amy Barker, SCOE
Brenda Palmer, SCOE
Dan Ostrowski, SCOE

2. PLEDGE OF ALLEGIANCE

President Hull led the Pledge of Allegiance.

3. APPROVAL OF REGULAR AGENDA

ACTION: Board Member Tanner moved to approve the Regular Agenda as submitted. Student Board Member Twight seconded the motion. The motion passed by majority vote as follows:

Shasta County Board of Education

AYES: Barry, Gerard, Hull, Manuel, Mills, Tanner
NOES: None
ABSTENTIONS: None
ABSENT: MacFarland

Student Board Members

AYES: Hu, Twight
NOES: None
ABSTENTIONS: None
ABSENT: None

4. STUDENT PRESENTATION

4.1. Special Education – Early Intervention Program

Kathy Thompson, Director of Special Education, introduced staff from the Early Intervention Program who introduced parents in attendance. The parents shared their children’s medical and development challenges as they provided an overview of the many services they receive from the Early Intervention Program that assists their family. It was noted that Shasta County has many programs available for children with special needs; there are also parent support groups. Parents expressed their appreciation for the staff who provide invaluable encouragement and support.

5. HEARING OF PERSONS WISHING TO ADDRESS THE BOARD

President Hull read the statement on the Board agenda regarding the process for addressing the Board.

6. APPROVAL OF CONSENT AGENDA

6.1. Board:

6.1.1. February 15, 2017 Regular Meeting Minutes

6.1.2. Excuse Board Member MacFarland’s Absence at March 8, 2017 Regular Board Meeting for Reasons Deemed Acceptable to the Board per Board Bylaw Administrative Regulation 9250 and Ed. Code 1090

6.2. Administrative Services:

6.2.1. Credentials and Oaths for Temporary Certificates

6.3. Instructional Services:

6.3.1. Proposed Revisions to Board Policy and Administrative Regulation 5145.7 – Students – Sexual Harassment

ACTION: Board Member Barry moved to approve the Consent Agenda as submitted. Board Member Mills seconded the motion. The motion passed by majority vote as follows:

Shasta County Board of Education

AYES: Barry, Gerard, Hull, Manuel, Mills, Tanner
NOES: None
ABSTENTIONS: None
ABSENT: MacFarland

Student Board Members

AYES: Hu, Twight
NOES: None
ABSTENTIONS: None
ABSENT: None

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. New, Retired, and Exited Employee Quarterly Report

7.2. Instructional Services:

7.2.1. Consolidated Application Mid-Year Collection Report

8. STUDENT PROGRAM UPDATE

8.1. Special Education – Early Intervention Program (EIP)

Director Thompson introduced staff in attendance and indicated that the information in the agenda packet provides the history of services provided in Shasta and Tehama counties along with an overview of services, referral process, and program goals. A PowerPoint was shared as it was explained that the program serves children birth to three years of age and is operated under the Individuals with Disabilities Education Act (IDEA). Eligibility, enrollment priority, and the variety of disabilities the children/families are challenged with were reviewed. Some students also receive services from Far Northern Regional Center which is funded through the Department of Developmental Services. It was explained that services are no longer center-based, they are now provided in the child's/family's natural environment. EIP staff provide workshops for parents on a variety of topics as well as excursions in the community.

Staffing data and make-up of the EIP team were reviewed by Director Thompson who also discussed the funding history and noted the model has not changed in several years. The program has funding to serve up to 41 children; funding assistance is provided by local agencies.

8.2. Schreder Planetarium

Nate Fairchild, Science Coordinator and Director of Educational Programs, shared a Google Slide presentation and stated that a kick-off event was held in January that was attended by 44 teachers. Since the event, scheduling of field trips has increased with 70% of those being schools in Shasta County which is an increase from 10%. There has been positive feedback on pre/post activities as they are helpful to teachers who are looking for Next Generation of Science Standards (NGSS) resources.

An interior makeover has taken place in the Planetarium with new Mars Exploration framed posters and improved lighting. Coordinator/Director Fairchild discussed exhibits that are being worked on and reviewed the budget. He shared a couple exhibit demonstrations in his Google Slide presentation. The Planetarium hardware is all functioning, it was noted that most of the parts are replaceable or repairable, however, some are not.

The recent focus has been on field trips, however, public shows have continued once a month. The shows have been sold out since August; it is felt the effective use of social media has helped with attendance.

Coordinator/Director Fairchild shared that the Friends of the Planetarium is a passionate group that has been meeting monthly since August and recently established leadership and goals. They have plans to raise funds for shows and eventually to support the purchase of new hardware. A \$1,200 Scripps Howard Foundation grant was awarded to the County Office for the Planetarium. The Friends of the Planetarium are seeking non-profit status to assist them with other endeavors.

8.3. Whiskeytown Environmental School (WES)

Coordinator/Director Fairchild stated this is his first year acting as the Director for WES and reported the week-long residential outdoor camps are full to capacity for February-May (including Spring Break). Plans are being developed to consider extending the season into the Fall starting in 2018. It was noted that money is lost on the outdoor program and increasing them does not fix the problem, however, other resources are being looked at to help.

Marketing of the program to schools in the region who do not currently attend WES and in Oregon which is now mandating outdoor science school participation is taking place. Changes have been made to the staffing structure that allows for more leadership and coaching for staff in Next Generation Science Standards.

WES Day Programs continue to serve over 5,000 students per year. The Summer Program has been synched with Turtle Bay Exploration Parks camps, there are plans to expand this collaboration next year. These programs bring in funds that can help support the residential camps. An Environmental Education Grant is being utilized to support schools and environmental education throughout the region.

9. STUDENT BOARD MEMBER REPORT

• Darby Twight, Anderson High School

Student Board Member Twight reported the play “The Old West” that she mentioned at the last meeting is scheduled for May 10-13, 2017. It will be held at the Anderson Church of Christ, the school office can be contacted for information on tickets. Student Board Member Twight shared that spring sports have started at her school and provided an update on other performing art and club events. She stated that her College Connection classes are moving along and provided an update on colleges she’s applied to.

• Miley Hu, Shasta High School

Student Board Member Hu indicated that students at her school are in full swing signing up for assessments and scholarship opportunities. She provided a recap of sports, club and community

activities, performing arts events, and school recognitions. An update was provided on the status of her college and scholarship applications.

10. BOARD BUSINESS

10.1. Board Comments/Discussion/Reports/Correspondence:

10.1.1. Report from Project SHARE Site Visit Attendees

President Hull reported that she visited the Anderson High School afterschool program on February 23, 2017, she was amazed at how many high school students stay for the after school program and opportunities provided to them. A visit was made to the choir club that performs at the local elementary school, a floral class, cooking class, and robotics class.

10.1.2. Other Comments

Board Member Tanner stated that she attended a ROP Board meeting on March 7, 2017 where a CISCO class did a presentation. She indicated she was impressed with the enthusiasm of the instructor who is a first time teacher. There is legislation that if approved, will provide a dedicated funding stream to ROP for career technical courses.

11. DISCUSSION/ACTION

Closed Session

11.1. Pursuant to Government Code 54956.9, the Board will meet in closed session for the following:

11.1.1. Conference with Legal Counsel-Anticipated litigation related to the pending Medical Therapy Unit (MTU) location and related California Environmental Quality Act (CEQA) process

- **Significant Exposure to Litigation pursuant to 54956.9(d)(2) based on existing facts and circumstances**
- **One case**

Open Session

11.2. Report from Closed Session

President Hull reported that no action was taken in closed session.

The Board took a break from 4:14-4:20 p.m.

11.3. Board:

11.3.1. The Board will receive direction from the Special Education Local Plan Area (SELPA) Board regarding the Medical Therapy Unit (MTU) project. Based on the directive from the SELPA Board, the Board will take action to determine their next steps with building the MTU.

Conde Kunzman, SELPA Director, read the action taken at the Special SELPA meeting held earlier in the day as follows:

“Jim Cloney motioned the Governing Board to direct the Shasta County Office of Education to cease moving forward with the building of the Medical Therapy Unit project on SCOE property, for the SELPA to accept all costs incurred on the project to date and any liabilities associated with this project, and asked Conde Kunzman to seek other opportunities for the relocation of the Medical Therapy Unit and bring back information to the Governing Board on or before May 30, 2017. Tom Armelino seconded the motion. The motion passed by majority vote.”

Jessica Tegerstrand who submitted a Speaker Card was called upon by President Hull to share her comments with the Board. Ms. Tegerstrand stated that she is an employee with the Shasta County Office of Education and noted that her comments are of her own opinion. She shared that she enjoys the green space next to the Magnolia office building and feels that it is important to Redding, however, security has become an increased issue and many staff do not feel comfortable walking to their cars in the parking lot adjacent to the park in the dark. Ms. Tegerstrand shared some of the experiences she has had while walking to her car when leaving the office. She added that as an employee who works on the fiscal side of the organization she feels it is a good idea to look at areas like the park that are slightly outside of the County Office mission and consider creative ways to not fund it, noting it is a murky area to her as a former auditor.

ACTION: Board Member Tanner moved, upon direction from the SELPA Board, to relinquish any interest in the MTU build on the Magnolia property. Vice-President Manuel seconded the motion. The motion passed by majority vote as follows:

Shasta County Board of Education

AYES: Barry, Gerard, Hull, Manuel, Mills, Tanner
NOES: None
ABSTENTIONS: None
ABSENT: MacFarland

Student Board Members

AYES: Hu, Twight
NOES: None
ABSTENTIONS: None
ABSENT: None

Superintendent Armelino stated that even though the SELPA Board took action earlier in the day to direct the County Office to cease the build of the MTU on their property, because there were suggestions made prior to the decision to look at building the MTU in the parking lot area adjacent to the park, he invited Wes King who is the architect who has developed the various versions of the MTU plans to attend the meeting to share what he came up with. Mr. King referred to a plan that was projected on the TV and stated that due to the problematic condition of the aging retaining walls around the parameter of the parking lot, the only location that is most feasible to accommodate a bus turnaround is the far north end of the parking lot which would take the current 96 parking spots down to 50.

Superintendent Armelino indicated that the MTU would need 16 parking spots which would take the remaining 50 spots down to 34 for County Office staff and customers. Dan Ostrowski, Director of Information Technology, Maintenance and Operations stated that there are 16 spots in the lower parking area off of Magnolia Ave. to the north of the County Office, many of which are used for County Office owned vehicles. It was noted that there are 62 full-time employees at the County Office building, 5 in the cottage next door, 3 in Independent Study, and 5 at the SELPA for a total of 75 employees. Currently there are a total of 112 spots (not including handicapped parking) and 75 employees. The meeting room capacity at the County Office building for all meeting rooms is 149, plus 75 employees, plus 16 for the MTU is a grand total of 240. Superintendent Armelino noted that had the plans gone through to place the MTU on the County Office property, locating it in the parking lot would have reduced the number of parking spots significantly and been a major impact as the daily average over the past two months of parking spots utilized on days when there are not trainings is 52.

Doug Denton, member of the audience, commented that there is parking along Orange Street that could accommodate approximately an additional 15 vehicles for overflow if needed. Adam Hillman, Associate Superintendent of Administrative Services, shared that the County Office has received complaints from residents along Magnolia Ave. when they are impacted by cars parked in front of their homes. Superintendent Armelino also shared that neighbors sometimes park their vehicles in the parking lot as well.

11.3.2. Discuss/Approve Options and Process for Appointment of Elected Official – Shasta County Superintendent of Schools

Brenda Palmer, Senior Executive Director of Human Resources, referred to the information in the agenda packet and reviewed the options for the Board to consider noting that Option A is a streamlined process that seeks internal applicants and an appointment by the April 5, 2017 Board meeting or at a Special Board meeting. Option B is similar and allows a longer period of time to seek external applicants as well and make an appointment by the May 10, 2017 Board meeting or at a Special Board meeting. She noted that Ed Code requires the Board to determine an interim replacement upon an elected County Superintendent's resignation or retirement, but does not provide a required process to follow.

The proposed announcement that includes the duties of the County Superintendent, required qualifications, compensation, and selection and appointment process was reviewed. It was noted that there are 17 internal staff who are qualified for the position. Interested candidates are to submit a letter of interest and resume to the Human Resources office. The announcement will also include a link for the public to complete a survey/questionnaire to provide input on qualifications for the position and that the same opportunity will be provided to staff. Approximate costs to advertise the position externally were reviewed along with venues that are state-wide and nation-wide. Regardless of which option is selected, an update will be provided at the March 22, 2017 Board Planning Session. A subcommittee of the Board to include two Board Members, a Human Resources representative, and County Office administrator will be formed. They will develop the survey/questionnaire, review input to develop interview questions, and recommend the salary for the appointed candidate.

Chris Dell, Rebecca Lewis, Jennifer Baker, Renee Menefee, Mary Lord, Jessica Tegerstrand, and Amy Barker completed Speaker Cards and were invited to share their comments with the Board. As each addressed the Board individually, they stated their position at the County Office and advocated for the Board to seriously consider Option A. Comments included how Superintendent Armelino has worked with the Board and staff to develop a mission and vision for the County Office that embodies what the organization is about. They spoke of his leadership and the book “Multipliers” that was read by the Leadership Team, the book focuses on bringing out the intelligence in others. Those that addressed the Board felt that an internal candidate could continue the momentum and carry on what has been established by working with the talented people that are already in the organization to keep the County Office in the forefront as an instructional partner at the local, county, regional, and state level. A few shared that they have worked at other County Offices and were attracted to the Shasta County Office of Education because it does have a mission and vision, strong leadership, and a great reputation.

Concerns were expressed that it would take time and resources to educate an external person if they were appointed which could be a challenge. An abrupt change could result in a culture shift or turn the organization in the wrong direction. The thought of this has caused some angst within the organization. Comment was made that education is facing some significant budget issues that will be very challenging for some districts; a swift and efficient turnover for the County Superintendent position will be helpful to all involved. It was stated that the County Office has a strong Leadership Team with the momentum to continue with the right leader.

Associate Superintendent Hillman stated that he is compelled to say something based on what others have said and shared that he has been part of the process on numerous occasions when the decision to advertise a position internal or external has come up and has also been a candidate for internal and external positions. He discussed the challenges an external candidate has as they try to learn an organization and advocated for Option A.

ACTION: Board Member Gerard moved to approve Option A as submitted. Board Member Tanner seconded the motion.

Vice-President Manuel indicated that while there could be an exceptional internal candidate she feels for purposes of transparency, it would be good to at least post the position in the local media and on the County Office website following the shorter timeline of Option A for internal and external local candidates to apply. She noted that recently the position of District Attorney was opened to internal and external candidates, an internal person earned the job setting themselves up better for election. Senior Executive Director Palmer stated if the position is opened externally most likely any qualified candidate, even those not local, would need to be considered.

The Board discussed the pros and cons of Option A and B and Vice-President Manuel’s suggestion. Concern was expressed that the process might not look transparent if the position was opened to external candidates when there are qualified internal candidates and an internal candidate is selected. It was noted that a Superintendent from a larger local school district sent a memo to the Board in support of Option A.

President Hull called for a vote on the motion made by Board Member Gerard prior to her departure from the meeting, the motion passed by majority vote as follows:

Shasta County Board of Education

AYES: Barry, Hull, Manuel, Mills, Tanner
NOES: None
ABSTENTIONS: None
ABSENT: Gerard, MacFarland

Student Board Members

AYES: Hu
NOES: None
ABSTENTIONS: None
ABSENT: Twight

Board Member Tanner stated that while Board Member MacFarland is absent from the meeting, she spoke to him prior to the meeting and he expressed interest in being on the subcommittee. President Hull also expressed interest. It was suggested that the date to set the salary could be moved to an earlier date. The Board thanked staff for providing their input.

11.4. Administrative Services:

11.4.1. 2016/17 Second Interim Budget

Associate Superintendent Hillman provided a handout of a PowerPoint and noted there is not much that usually changes from first to second interim as he provided an overview. He indicated that the MTU/Magnolia field will no longer be budgeted with revenue from the SELPA, the Foster Youth grant is still being bargained, and the HVAC project will cross over fiscal years. A strategy has been put in place to replace Special Education buses where funds will be provided up front to purchase ten buses and will be repaid through chargebacks over five years, the savings will allow for an additional bus to be purchased.

Unrestricted, restricted, and the estimated ending fund balance for the general fund were discussed. The summary for the Early Childhood Services budget was reviewed. A brief review of multiyear projections was provided that include the full STRS/PERS rate structural deficit starting in 2018/19. Associate Superintendent Hillman stated that the County Office has adequate reserves for the next couple years, but priorities need to be reviewed now to plan for 2018/19 and beyond.

ACTION: Board Member Tanner moved to approve item 11.4.1 as submitted. Board Member Mills seconded the motion. The motion passed by majority vote as follows:

Shasta County Board of Education

AYES: Barry, Hull, Manuel, Mills, Tanner
NOES: None
ABSTENTIONS: None
ABSENT: Gerard, MacFarland

Student Board Members

AYES: Hu
NOES: None
ABSTENTIONS: None
ABSENT: Twight

11.5. Instructional Services:

11.5.1. Appoint up to Three Board Members to Attend North State STEM Regional Meeting Scheduled for April 27, 2017 from 3:00-5:30 p.m. (location is to be determined)

Judy Flores, Assistant Superintendent of Instructional Services, indicated that the Board was invited to participate in the regional meetings that provide the Board an opportunity to receive information. Board Members Mills, Tanner, and Barry shared of conflicting obligations they have. President Hull and Student Board Member Hu expressed interest in attending. Chris Dell, Director of STEM Education, stated the meeting will be held at the Venture Hub located on Caterpillar Road and will provide the address to the Superintendent's office so it can be shared with Board representatives attending the meeting.

ACTION: Board Member Tanner moved that President Hull and Student Board Member Hu attend the meeting as stated in item 11.5.1. Board Member Mills seconded the motion. The motion passed by majority vote as follows:

Shasta County Board of Education

AYES: Barry, Hull, Manuel, Mills, Tanner
NOES: None
ABSTENTIONS: None
ABSENT: Gerard, MacFarland

Student Board Members

AYES: Hu
NOES: None
ABSTENTIONS: None
ABSENT: Hu

12. SUPERINTENDENT'S REPORT

Superintendent Armelino stated that every time he attends a Board meeting and listens to staff reports, he is reminded what the County Office has to offer students and especially impressed with the staff. He feels there is something at every meeting to celebrate and he is proud of what the County Office has to offer to children and their staff.

13. DISCUSSION

13.1. Instructional Services:

13.1.1. Local Control Accountability Plan (LCAP) Tri-Annual Update

Jodie VanOrnum, Executive Director of Student Programs, provided a recap of the information in the agenda packet that included goal areas, funding, attendance, and student demographics for the South Pathways to Success class, Juvenile Court School, Foster Youth, and Expelled Youth. It was noted that the Pathways program located in Anderson Union High School District was a win/win for the district and County Office, but with fewer students on probation in the district they provided notification that they will not be continuing the partnership next year. The LCAP does not include Independent Study as it is now a charter school, next year the LCAP will not include the Pathways program. It was explained that a county-wide Expelled Youth Plan is mandated, it will be revised next year to reflect that districts are fully responsible for expelled students in their

district. Superintendent Armelino explained that there is new legislation that requires expelled youth to be transitioned back to their home district.

13.1.2. Administrative Regulation 6143 – Instruction – Courses of Study (first read)

Executive Director VanOrnum reported that the CSBA sample policy was revised to fit the County Office programs and reflects the course of study staff is expected to follow. It is a new policy that will be brought to the next meeting for a second read and approval.

14. SUGGESTIONS FOR FUTURE AGENDA ITEMS

Superintendent Armelino stated that the next meeting scheduled for March 22, 2017 is a Board Planning Session. It was agreed that there will be a discussion item regarding plans for the Magnolia field and a more in-depth review of the multi-year budget.

15. REMINDERS/UPCOMING EVENTS

- Every Monday, 2:00-3:30 p.m. – Alt. Ed. Collaboration at SCOE (rooms vary depending on date)
- March 15, 2017, 10:00-11:30 a.m. – SWAG Meeting (Safety Emphasis) in Aspen Room
- March 25, 2017, 11:00 a.m.-1:00 p.m. – Project SHARE Robotics/STEAM Showcase at Mt. Shasta Mall in JC Penny Court
- March 27, 2017, 7:30-8:30 a.m. – Principal for a Day Kick-Off Breakfast at PDC (contact Laurie to register)
- March 29, 2017, Times Vary, Principal for a Day at School Sites
- March 29, 2017, 6:00-8:00 p.m. – Striving for Excellence: Handling Difficult Community Members and Ensuring Equity in Education Workshop for Board Members and School Leaders at PDC (contact Robin to register)
- March 30, 2017, 3:30-6:30 p.m. – RHS Summit at McConnell Foundation

Assistant Superintendent Flores indicated that a Reach Higher Shasta High School Counselor conference has been scheduled for April 4, 2017, more information will be provided to the Board when it becomes available.

16. FUTURE MEETINGS at Shasta County Office of Education, 1644 Magnolia Ave., Redding, CA 96001

- March 22, 2017, 10:00 a.m. – Board Planning Session
- April 5, 2017, 1:30 p.m. – Regular Board Meeting

17. ADJOURN

President Hull adjourned the meeting at 5:50 p.m.

Respectfully submitted,

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