

**SHASTA COUNTY BOARD OF EDUCATION**

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

**August 26, 2015**  
**Planning Session Meeting Minutes**

**ADOPTED**

**1. CALL MEETING TO ORDER**

The meeting was called to order by President MacFarland at 10:03 a.m.

Members Present

Diane Gerard (arrived at 10:05 a.m.)  
Rhonda Hull (departed at 1:42 p.m./returned at 2:18 p.m.)  
Sharon Hunter (departed at 2:22 p.m.)  
Steve MacFarland, President  
Laura Manuel  
William Stegall  
Elizabeth “Buffy” Tanner, Vice-President

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)  
De’An Chambless, Executive Director, Business Services  
Heidi Schueller, Executive Director, Administrator Support Services (departed at 11:10 a.m.)  
Jodie VanOrnuam, Executive Director, Student Programs (departed at 11:10 a.m.)  
Kathy Barry, Executive Director, Early Childhood Services (departed at 11:10 a.m.)  
Kerry Caranci, Chief Executive Officer, Shasta Regional Community Foundation (arrived 12:30 p.m./departed 12:46 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 Hull moved to approve the Regular Agenda as submitted. Vice-President Tanner seconded the motion. The motion passed by majority as follows:

AYES:	Hull, Hunter, MacFarland, Manuel, Stegall, Tanner
NOES:	None
ABSTENTIONS:	None
ABSENT:	Gerard

#### **4. INFORMATION/DISCUSSION**

##### **4.1. Instructional Services Student Program Updates**

###### **• Early Childhood Services Department: Preschools**

Kathy Barry, Executive Director of Early Childhood Services, reported the year is off to a positive start with lots of exciting things happening. There are new staff in place that will be providing additional support to instructional staff.

Orientations are being held at all sites, there are 27 classrooms located at 17 different sites throughout the county. Preschool classes follow the calendar of the district site they are located on, therefore, there are varying start dates. Enrollment is up a little from last year; there are still a significant number of openings with applications coming in daily. Discussion took place regarding marketing strategies that have been done and how efforts will be revisited. ECS administration will be meeting with Superintendent Armelino to review enrollment and staffing.

Subcontracts are in place for preschool placements at Oak Run where 20 slots are offered and Round Mountain with 16 slots. A partnership is in place with Head Start where collaborative preschool classrooms are offered, Head Start operates the class in the morning and the County Office in the afternoon.

Executive Director Barry shared that on August 27, 2015 she will be attending the Co-Op meeting attended by 18 school districts where preschool program options and collaboration will be discussed. ECS will be providing a program profile in October where a full program update will be provided.

###### **• Student Programs Department: EXCEL, Pathways, Independent Study Charter, Juvenile Hall**

Jodie VanOrnum, Executive Director of Student Programs, provided an overview of Alternative Education Programs following the restructure from classes located at Oasis Community School to the creation of the Career Pathways to Success Community School program that includes: Pathways North located at ERC, Pathways ROP located at the ROP facility on Eastside Rd., and Pathways South on Olinda Rd. serving Anderson Union High School District students. She reported that having students attend classes offered by ROP has been a success, however, when the students transition to the class at the campus operated by the County Office it is a challenge. Staff are working to address areas that are not working.

Other changes include the Project SHARE after school program relocating from Oasis to the Magnolia building and Independent Study transitioning to a Charter School with classes still located at the Magnolia site and Shasta College. A handout was given providing a summary of the location of all Student Programs.

Staffing and student enrollment for Special Education programs including EXCEL, itinerant services (Visually Impaired, Speech and Language, Nurses, and Psychologists), Deaf and/or Hard of Hearing program, and Early Intervention were reviewed. Discussion took place regarding challenges being faced to fill positions in these programs due to the lack of qualified candidates and efforts being put forth to create incentives to have people participate in credentialing programs to become qualified. It was suggested that the medical community be

made aware of this problem in addition to letting legislators know that additional funding is needed. A request was made that information be shared with the Board on how restraints on students are done. Executive Director VanOrnum indicated this will be a part of the Special Education Student Program update scheduled for November 2015.

Superintendent Armelino shared that the enrollment at the Juvenile Rehabilitation Facility is unusually low. A meeting will be held with the Chief Probation Officer to discuss the impact on staffing.

An overview of training provided to staff was given. It was noted that efforts have been made to bring staff together to allow them the opportunity to meet their colleagues, network, and share resources.

- **Administrator Support Services Department: Chrysalis and R-STEM Charter Schools**

Heidi Schueller, Executive Director of Administrator Support Services, was introduced by Judy Flores, Assistant Superintendent of Instructional Services, who shared the Executive Director Schueller previously worked for the Tehama Department of Education. She is also providing support to the charter schools sponsored by the County Office in addition to her work with credentialing programs and the Co-Op.

Executive Director Schueller reported that Redding STEM Academy has 219 students enrolled with their budget based on 190. Chrysalis Charter School has 159 students enrolled at their campus with an additional 36 enrolled in their Independent Study program for a total of 195, last year they ended with 190 students.

A brief overview of the various administrator credentialing programs operated by Instructional Services and offered to the nine counties in Region 2 included enrollment, eligibility requirements, program components, costs, and hiring success rates after completion of the program.

#### **4.2. Shasta County Office of Education STEM Center Concept Update**

Superintendent Armelino shared that original discussions included utilizing the Planetarium for a STEM Center. Chris Dell, Director of STEM Education, pulled a committee together and they determined the space was not sufficient and began discussions of an alternate facility and location including a potential partnership with Turtle Bay Exploration Park.

Discussion took place regarding what is needed for teachers to provide STEM education to students and new Standards. Assistant Superintendent Flores reported that one of the pieces of STEM is engineering and it is too soon to know what is needed in this area. Superintendent Armelino stated that when test results are made available, the data will reflect areas where assistance is needed.

Superintendent Armelino shared that he meets with District Superintendents individually annually. The input he receives from the small districts is that the services they need are in areas such as Business Services and Special Education whereas the larger districts utilize the County

Office mostly for professional development. Most indicate that they want costs for services provided by the County Office reduced, but they are okay with paying for professional development. Superintendent Armelino commented that communication with the districts on areas such as how the County Office is funded needs to be improved so they have a better understanding.

It was noted that it is currently known that students need assistance with reading; this is an area that the County Office can provide training to teachers to have an impact on student learning. On another note, if a district does not have the ability to do their Business Services well and budget appropriately, they will not have the funds to provide the needed professional development.

Superintendent Armelino stated when he first came into office in 2006, a survey was sent to districts to determine what their needs were and they were addressed. He reviewed for the Board services currently provided by the County Office, there are some that are no longer utilized by districts as much as they were previously which may be an indication they are no longer needed.

Discussion took place regarding to continue or not continue pursuing a STEM Center with Turtle Bay Exploration Park. Options discussed included utilizing the shop space at the new County Office Professional Development Center (PDC) located on Innsbruck Dr. as a STEM Center to provide professional development to teachers in STEM areas and purchasing science kits that could be checked out to teachers. Comment was made that as the Planetarium equipment is irreparable and it seems to have run its course that funding currently being spent on the Planetarium could be utilized on development of a STEM Center at the PDC.

Reference was given to annual donations made for several years by Jack Schreder to the Planetarium and it was noted that he has not made donations the past couple years. Comment was made if the Board holds discussions or takes action regarding the Planetarium that it be clearly stated on the agenda regarding what the plans are and Mr. Schreder be invited to the meeting.

Superintendent Armelino indicated that he had hoped the Planetarium could be utilized as a bridge for a STEM Center and facility where professional development could be offered, but research has determined the facility is too small. He suggested that future discussions/action need to take place to determine the future of the Planetarium.

In response to prior questions posed by the Board regarding how the Planetarium is funded, staffed, and attendance trends, Superintendent Armelino provided a handout and referred to a graph that represented Forest Reserve funds received from 1985/86-2014/15. It was noted the Board originally designated these funds to support science programs operated by the County Office in addition to General Fund dollars. When Camp Latieze was sold, Forest Reserve Funds were then shifted and utilized to support the County Office match for various grants. A trend summary handout with Planetarium and summer camp revenue, expenditures, general fund contribution, and beginning/ending fund balance for the past ten years was reviewed. Superintendent Armelino indicated that a handout with the same data for WES was provided as a comparison.

It was noted at one point the County Office was awarded a science grant that was used to fund a part-time Planetarium Director position, when the grant went away, the position was eliminated. Currently a retired teacher operates Planetarium shows for schools and the public. In addition, there is a clerical position that works for the STEM grant that provides part-time clerical support for the Planetarium. The position was vacant for a period of time as the person who previously filled it left unexpectedly and with the move of the Instructional Services Department to the PDC, it was decided to leave it open during the transition.

A handout with data on student and public show attendance as well as types of groups who attended field trips for the past three years was provided. It was noted that the data on the handout for 2014/15 was only through April 1, 2015. A verbal update was provided with data through June 30, 2015. Discussion took place regarding the number of out of county schools/groups that attended the Planetarium and how it is comparable to the number of schools/groups in Shasta County that attended.

Two new shows have been added to the Planetarium since November 2012, however, shows can no longer be purchased for the current equipment and the equipment is no longer serviceable as parts are no longer available. Discussion took place regarding reasons for declining attendance, who customers are, and what their needs are compared to schools/groups who no longer attend. Additional discussion took place regarding the impact LCAP could have on schools sending students on field trips as funds may be shifted to train teachers in providing science standards to improve student learning opposed to funding field trips.

Comment was made that there is a lot of interest in space and a planetarium is an unusual resource to have. It was questioned if there is a way to address the interest in space in a different way. Superintendent Armelino stated that conversations around the Planetarium are similar to those around Camp Latieze and the same scenario exists where attendance is decreasing at the Planetarium, but not at WES.

A handout with a quote from Evans & Sutherland dated March 4, 2013 for upgrading the Planetarium equipment was provided; various options and prices were reviewed. It was noted that there is no known use for the current equipment.

A reminder was made that there was a committee that determined the Planetarium facility is not large enough to be a STEM Center. Comment was made that a STEM Center does not have to have a planetarium; it is a place where professional development is provided to teachers that take what they learn to their classroom and teach it to their students, this is where the direct impact on student learning happens. Assistant Superintendent Flores shared how the PDC has been used for science teacher trainings in the short period it has been opened. She noted that the shop could be utilized as additional space for trainings. A Maker Space concept was discussed; it was explained it is a place where students take field trips and have hands on learning experiences.

Discussion took place regarding having the Planetarium be a goal. Comment was made that determining how to support STEM education might be a better approach. A suggestion was made to lease the Planetarium out to an outside agency who has interest in it and that Brian Grigsby and his connections with NASA might be a resource.

Superintendent Armelino inquired of the Board their wishes in regards to having the Planetarium remain closed as it was over the summer due to the clerical vacancy. After discussion there was consensus to put next steps for the Planetarium on the September Board agenda and keep it closed for now. Superintendent Armelino will contact Jack Schreder to alert him of the agenda item and invite him to attend the meeting, he will notify the district superintendents of the Planetarium status, will e-mail the Board talking points in the event there are inquires so there is a consistent message, and provide a report in the next agenda packet with Planetarium data.

#### **4.3. Proposed Goals for 2015/16**

Superintendent Armelino referred to the individual department goals included in the agenda packet. The goals were reviewed and it was noted that while departments annually develop goals they are not typically shared with the Board and they are not approved by the Board.

Superintendent Armelino provided a handout with the Mission adopted by the Board in April, Core Values he has implemented, and proposed goals for 2015/16 that include, 1) continuing to be an active partner with Reach Higher Shasta, 2) consideration of facility needs to provide professional development in the area of STEM, and 3) ensuring transparent communication to school districts and community partners regarding services provided by the County Office. There was consensus on goal 1. Discussion took place regarding goal 2 and it was determined that Turtle Bay Exploration Park will no longer be pursued as an option for a STEM Center, although if there is an interest in the future, the County Office would be happy to participate. Proposed goal 2 will be eliminated and Superintendent Armelino will meet with Director Dell to communicate this and will also contact Mike Warren at Turtle Bay. For goal 3, Superintendent Armelino suggested a survey be sent to districts to determine what their needs are and that County Office funding be explained to them so they have a better understanding of operations. In addition to the implementation of organizational goals, individual departments will focus on their goals shared with the Board.

#### **4.4. Shasta County Board of Education Student Benefit Fund Administrative Regulation 3300 and Exhibit 3300-2 – Business and Noninstructional Operations – Expenditures and Purchases**

Kerry Caranci, Chief Executive Officer of the Shasta Regional Community Foundation, reported that last year was the first year the Board received funds to offer grants. She referred to the information included in the agenda packet providing a recap of activity from July 1, 2014 through June 30, 2015, the payout amount for 2015/16, and the total amount of \$48,293.75 currently available for grants.

A handout was provided and reviewed with investment pool data. Chief Executive Officer Caranci reported that an investment committee meets and determines next steps. She shared information on the Shasta Regional Community Foundations annual Giving Tuesday challenge for non-profit organizations. Assistant Superintendent Flores shared that Reach Higher Shasta will be participating.

Superintendent Armelino referred to the Board Policy included in the agenda packet and explained the process put in place by the Board to distribute funds. He provided a reminder that the Board has full discretion to allocate funds however they deem appropriate. Last year the

eight mini-grant recipients indicated that while they were thankful for the funds they received the amount of reporting paperwork required by the Shasta Community Regional Foundation was extensive for the \$45,000 that was disbursed. Superintendent Armelino commented that as the process was more of an administrative burden than what was planned, offering fewer mini-grants in larger amounts will be considered. He will work with his Administrative Council to make recommendations to the Board that will include a proposal to purchase STEM kits that can be checked out as suggested during the meeting.

## **5. OTHER COMMENTS**

*Whiskeytown Environmental School* – Board Member Hunter indicated previously there were more funds allocated to WES staff salaries and it would be nice to have the level of funding returned to what it was in 2008/09 and have certificated staff. Assistant Superintendent Flores reported that Jennifer Baker, Executive Director of Curriculum and Instruction, and Nate Fairchild, Science Coordinator, were currently at WES observing to determine what is needed to meet the 5<sup>th</sup> grade curriculum requirements. She stated Cassie Simons, WES Coordinator, is certificated and suggested increasing her time to what it was prior to cuts being made as a cost savings. Superintendent Armelino indicated it will be interesting to hear what Coordinator Fairchild has to say as he has a science background and suggested he come to the Board and provide a report.

Superintendent Armelino asked the Board to identify for the first interim budget how much of a general fund contribution they want to provide to WES. Adam Hillman, Associate Superintendent of Administrative Services, provided a reminder that funds from the sale of the Camp Latieze land and timber have been utilized to subsidize WES. Board Member Hunter requested that student fees not be increased although there was not a discussion or recommendation by staff to increase fees.

*District Superintendent/Principal Vacancies* – Superintendent Armelino reported that Oak Run and Castle Rock School Districts both do not have a Superintendent/Principal in place. Oak Run has hired Cristan Norman in the capacity of a Director and is utilizing Frank Adelman, the former Superintendent/Principal, as a consultant. Ms. Norman is currently enrolled in the County Office administrative credential program. Castle Rock has a lead teacher processing paperwork and the Board President is their contact person while they are seeking an administrator. Superintendent Armelino will continue to work with Castle Rock to get an administrator in place.

## **6. REMINDERS/UPCOMING EVENTS**

- August 26, 2015, 1:00-2:00 p.m., Back-to-School at EXCEL
- August 27, 2015, 1:00-3:00 p.m., ECS Leadership Advisory Council at ECS Conference Room

Board President MacFarland reported that notice of Alternative Education open houses scheduled for August 27, 2015 were sent to the Board via e-mail.

Assistant Superintendent Flores shared that a ribbon cutting ceremony for the PDC has been scheduled for October 21, 2015 to coincide with the Board meeting that will be held there at 1:30 p.m. Small group tours will be held following the ceremony. The Board suggested having

teachers speak on professional development they have received through the County Office. After discussion, it was agreed that Reach Higher Shasta partners, district superintendents, and possibly Region 2 superintendents will be invited.

Board Members expressed interest in ordering County Office logo shirts. Ordering information will be provided to Robin Beeson to forward onto the Board.

7. **NEXT MEETING** – September 9, 2015, 1:30 p.m. at Shasta County Office of Education, 1644 Magnolia Ave., Redding, CA 96001

8. **ADJOURN**

President MacFarland adjourned the meeting at 2:35 p.m.

Respectfully submitted,

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