

**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  
2985 Innsbruck Dr., Redding, CA 96003**

**March 23, 2016  
Planning Session Minutes**

**ADOPTED**

**1. CALL MEETING TO ORDER**

The meeting was called to order by President Tanner at 9:08 a.m.

Members Present

Diane Gerard (arrived at 9:09 a.m.)  
Rhonda Hull  
Sharon Hunter  
Steve MacFarland  
Laura Manuel  
William Stegall, Vice-President  
Elizabeth "Buffy" Tanner, President  
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  
Kathy Barry, Executive Director, Early Childhood Services  
Chris Dell, Director, STEM Education  
Nate Fairchild, Coordinator, Science  
Allyson Harris, Director, Project SHARE  
Rebecca Lewis, Director, Educational Programs  
Kim McKenzie, Director, Instructional Services  
Dan Ostrowski, Executive Director, Information Technology and Facilities, Maintenance and Operations  
Brenda Palmer, Executive Director, Human Resources  
Heidi Schueller, Executive Director, Administrator Support Services  
Jessica Tegerstrand, Director, District Fiscal Services  
Jodie VanOrnum, Executive Director, Student Programs

Others Present

Robin Beeson, Executive Assistant to the Superintendent (Recording Secretary)

Ray Tolleson, Facilitator

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.

Vicki Smith, SCOE

Kristen Schreder, Public

The following completed a “Speaker Card” and addressed the Board regarding topics specified.

Amanda Lightfoot-Wright, Planetarium and Whiskeytown Environmental School

Kristen Schreder, 4.4 Schreder Planetarium

## **2. APPROVAL OF AGENDA**

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

## **3. HEARING OF PERSONS WISHING TO ADDRESS THE BOARD REGARDING ITEMS ON THE AGENDA**

It was noted that a Speaker Card requesting to address the Planetarium under item 4.4 had been submitted. Superintendent Armelino indicated a couple people showed up prior to the opening of the meeting wanting to address the Board regarding the Planetarium and as it will not come up until the afternoon, he invited them to come back later.

## **4. DISCUSSION**

Superintendent Armelino introduced Ray Tolleson as the facilitator for the meeting and indicated he was recommended by the Sacramento County Office of Education. Mr. Tolleson's background and experience was reviewed. Conference calls and a meeting yesterday were conducted with Mr. Tolleson to prepare for the Planning Session.

Superintendent Armelino referred to the agenda and materials provided to the Board. He noted that the pamphlet in the agenda packet and in the Board Member meeting folders lists a majority of the services provided by the County Office with mandated services, state contracts, and grant funded programs identified; it does not include mandated items such as AB 1200 oversight responsibilities. The programs listed on the agenda represent programs that have, or could have, an impact on the general fund; the exception is Alternative Education as there was a request from the Board for this program to be reviewed.

### **4.1. Review Board Governance Standards and Planning Meeting Norms**

Mr. Tolleson addressed the Board and referred to the Board Governance Standards brochure included in the Board meeting folders noting it is his understanding the Board adopted the standards and are familiar with them, he encouraged the Board to refer to them as needed. He reviewed suggested meeting norms; changes were made based on input.

### **4.2. Multiyear Budget Overview**

Adam Hillman, Associate Superintendent of Administrative Services, shared that the information to be presented is less detailed than an interim budget; it covers long-term horizon issues and paints the landscape of the budget. He provided a brief review of the status of the economy and other uncertainties. Discussion took place regarding County Office uncertainties, salary settlement comparisons, cost of a 1% raise, and what needs to be considered going forward.

A recap of the second interim budget was provided including decreases to county-wide and County Office program enrollment, increases in STRS and PERS employer contribution rates, retiree health insurance obligations, and ongoing versus one-time needs. Discussion took place regarding the estimated ending fund balance; it was requested that legally restricted and subjective budget items be identified in the future.

#### **4.3. Develop Criteria to Help Determine Budget Priorities**

Mr. Tolleson indicated that Board Members were provided five blue dots and Administrative Council Members in attendance five green dots for a prioritizing process; note sheets were provided as well to be utilized as program presentations are done. He referred to the Mission and Core Values for which budget priorities need to be aligned with and suggested criteria for setting budget priorities. It was noted that decisions will not be made during the Board Planning Session on what to fund or not fund; this will be part of next steps following the meeting. Mr. Tolleson reviewed suggested criteria for setting budget priorities; changes were made based on input.

The following was charted:

#### **Not Legally Restricted**

Economic Uncertainty Restricted	\$ 400 K
Student Programs	\$ 399 K
Facilities	\$2,875 K
Technology	\$ 300 K
Retiree	\$ 700 K
Board Priorities	\$ 988 K
Operating Reserve	\$ 300 K
Subtotal	\$5,962 K (of \$8,649 K in ending fund balance)

#### **4.4. Department/Program Overview**

##### **•Administrative Services**

###### **Facilities**

###### **Human Resources – Compensation Study**

###### **Human Resources – Special Education Staffing**

##### **•Instructional Services**

###### **Administrative Tier I Program**

###### **Administrative Tier II Program**

###### **After School Programs**

###### **Alternative Education**

###### **Curriculum and Instruction – K-3 Reading**

###### **Curriculum and Instruction – Trauma-Informed Practices**

###### **Early Childhood Services – Preschool**

###### **Independent Study Charter School**

###### **North State STEM**

###### **Schreder Planetarium**

###### **Whiskeytown Environmental School**

Superintendent Armelino referred to the brochure in the agenda packet that lists services offered by the County Office and noted that everything that is not highlighted are services the County Office chooses to do and added that if a service is mandated, it does not mean the County Office is fully funded to provide the service.

The following presentations were provided for items listed on the agenda:

*Facilities* – Dan Ostrowski, Executive Director of Technology, Facilities, Maintenance and Operations, provided an overview of funding districts receive that county offices do not receive, facility funding qualifications, how Deferred Maintenance and Operations and Alterations and Repairs lists are developed, funded, and projects handled. He noted that funds need to be set aside for unexpected facility repairs and that funding requests are high as the department does not get much funding from the State.

*Human Resources-Compensation Study* – Brenda Palmer, Executive Director of Human Resources, provided a handout and shared that services of a consultant have been engaged to conduct a classification and compensation study of classified and management positions noting that CTA and CDEA-SC are being done internally. She indicated the study is being done as the County Office wants to remain competitive in hiring and retaining qualified staff which is becoming more difficult to do as districts are increasing their compensation. The handout was referred to and explained; it was noted that like-size county offices and local larger school districts were used for the comparison. Superintendent Armelino stated the information is being shared with the Board to show that the recommendations are reflecting that salary increases are warranted and stated the outcome of the study will not be able to be fully implemented as it will be cost prohibitive and that priorities will be set.

*Human Resources-Special Education Staffing* – Executive Director Palmer reported that the teacher shortage is a state-wide issue and that studies show the major area of concern is in Special Education programs. She shared that the County Office has had a Psychologist position open all year that is still unfilled. The concern has been shared with the District Superintendents at their monthly meeting and the SELPA Board. It was noted that larger districts can attract staff, but smaller districts have a hard time so they look to the County Office for assistance. The proposal is to provide financial support to internal staff who are interested in taking classes to become qualified to fill Special Education positions. Discussion took place regarding the high costs associated with obtaining a teacher credential and how STRS and health benefits are not as attractive as they have been in the past.

*Administrative Tier I Program* – Kim McKenzie, Director of Instructional Services, reported the mission of the program is to support and assist the region by producing qualified administrators. She provided an overview of the program including costs to participants and General Fund contributions which will decrease if the application submitted to the CTC for the County Office to become an independent credentialing agency is approved. This would allow the current contract with the Sacramento County Office of Education to act as the credentialing agency for the program to be discontinued.

*Administrative Tier II Program* – Director McKenzie shared that the County Office partners with ACSA to provide a pathway for newly hired administrators to clear their Preliminary Administrative Credential; they are required to enroll in the program within 120 days of being hired. Program components and costs to participants and General Fund contributions were reviewed.

*After School Programs* – Allyson Harris, Director of Project SHARE, provided a handout and stated the program that ties to the County Office Mission currently serves over 1,500 students at 25 school sites throughout the county and has been in operation for almost 10 years. Project SHARE has operated solely on grant funds and matches provided by districts per grant requirements. Director Harris indicated with the anticipated increased costs from the classification and compensation study,

it is likely that districts will have to be asked to contribute more and/or parent fees will need to be imposed. If funds are not granted, a request will be submitted for a General Fund contribution so the quality of the program which is required by the grant is not compromised.

*Alternative Education* – Jodie VanOrnum, Executive Director of Student Programs, reported that the challenges to sustain efforts to operate the programs continue. Declining enrollment makes it more difficult to offer programs with fewer students. Districts have programs in place to maintain their students as long as possible. Other agencies such as Probation see the same trends. Staff who work in Alternative Education require special training to work with students who have experienced trauma and social challenges. Academic progress continues to be worked on, over half of the students have been able to experience ROP and the Capturing Kids Hearts philosophy is still working.

Anderson Union High School District has agreed to continue partnering with the County Office to operate the South County Pathways class next year, the district pays for the facility and the County Office provides staff. The district has not been charged in the past; however, they will be charged next year and have agreed to this. Shasta Union High School District has notified the County Office that they will serve their Alternative Education students next year and it is anticipated Gateway will do the same. Superintendent Armelino summarized that in 2016/17 the County Office Alternative Education Program will include the South County Pathways class, one class at Juvenile Hall, and the Independent Study Charter School. ROP will continue to be offered to South County and Independent Study students.

*Curriculum and Instruction – K-3 Reading* – Judy Flores, Assistant Superintendent of Instructional Services, reported that all districts in the county except two had a strong desire to be part of the Gates literacy grant. She provided an overview of the outcome of the Gates grant application and indicated had it been fully funded, 170 teachers would have participated, as funded only 25 are able participating. Instructional Services is proposing a full-time K-3 Reading Specialist dedicated to K-3 literacy to provide on-going professional development and support to K-3 teachers in the area of literacy aligned with Trauma-Informed Practices. This would be a one-time cost as once the program is up and running fees charged to districts would cover on-going costs.

*Curriculum and Instruction – Trauma-Informed Practices* – Assistant Superintendent Flores shared that the Bruce Perry training on Trauma-Informed Practices provided in January was informative, but it did not provide on-going resources. Kelly Rizzi, Director of School and District Support, has been trained in the Neuro-Sequential Model in Education through Bruce Perry's Trauma Academy and provides trainings at schools, however, districts are asking for continued training and more in the area of direct application in the classroom. Instructional Services is proposing to send an additional staff person through training to meet the needs of requests for additional professional development.

*Early Childhood Services – Preschool* – Kathy Barry, Executive Director of Early Childhood Services, reported that the County Office State Preschool Program has been in operation for over 50 years and serves 3-4 year olds in 23 part-day classes, and 3-full day classes (in collaboration with Head Start) throughout Shasta County with most classes being located on school campuses. The County Office is currently the lead county for a 6 region county collaborative for the Quality Rating Improvement System (QRIS) to improve the quality in State Preschool classes. QRIS provides funds for mentoring, coaching, training, and materials to achieve higher ratings.

Executive Director Barry shared that ECS struggles to become a “brand” name which is felt to be the result of low enrollment, the program is in need of funding to do additional marketing. Funding is also needed to purchase a reliable vehicle for the program, replacement books for the Raising a Reading Program, offer additional field trips, purchase VOIP phones as recommended by IT, and to upgrade technology in the conference room at their building located at Hilltop Dr.

*Independent Study Charter School* – Assistant Superintendent Flores stated if the program continues to operate as is at Magnolia and Shasta College, it cannot serve additional students due to facility limitations. A larger location would allow all the teachers to be together and share resources. It was noted that a facility would need to be near public transportation. A question was posed if the land adjacent to ECS on Hilltop Dr. could be utilized. In addition, it was noted that a portable at Shasta College might work as they have a huge desire to help students graduate and attend college. Assistant Superintendent Flores indicated that the secondary focus is expanding the type of education and interaction provided to include small group instruction, electives, A-G certified coursework, and blended models of instruction. Projected enrollment and staffing for next year were discussed.

*North State STEM* – Chris Dell, Director of STEM Education, indicated that science has been a focus of the County Office for a long time and it is continued with STEM education. Shasta County has taken the lead with North State STEM, work is done with all nine counties in the region, and there has been a state-wide impact. An overview of the purpose and work done by the STEM Career Day Committee, the Beyond the Classroom (BtC) STEM Education Committee, and the STEM Programs and Pathways for School Committee was provided. Director Dell indicated the next step would be to develop a STEM Center to include a lending library and a science classroom where hands-on learning can take place; he noted that the shop area at the PDC is a good potential location. Funds would be needed to retrofit the shop, purchase additional items for the lending library, and provide part-time administrative support.

*Schreder Planetarium* – Nate Fairchild, Science Coordinator, stated there is more that can be offered in regards to science than what is currently provided by the Planetarium and WES. The survey that was recently sent out to schools regarding science offerings reflected that 62% requested more hands-on professional development training in the Next Generation Science Standards (NGSS). Coordinator Fairchild indicated that the Planetarium is inspiring, but it does not meet NGSS which incorporates hands-on and minds-on learning as it only allows for sitting and watching. He provided examples of updated exhibits that could be experienced before and after attending the Planetarium that would make it NGSS compliant.

Coordinator Fairchild stated that the situation of the Planetarium having the potential of being closed merely by the possibility of equipment failure is well known. The equipment was upgraded ten years ago and it is needed again. The costs for a new projector, audio system, and new shows were reviewed as well as the costs for a part-time director to develop curriculum and do some teaching, a part-time administrative assistant, and hands-on station improvements.

Discussion took place regarding the increase in the amount of funds needed to make improvements to the Planetarium, it was noted changes are a result of a higher quality system being considered as well as an audio system. It was explained that costs to operate the Planetarium shift as result of attendance and staffing needs. An inquiry was made if there are sources that can provide funding for

the Planetarium similar to those that are providing funding for other STEM activities. Planetarium shows were discussed and how it would be beneficial if they tied into NGSS.

Comment was made that public shows were not addressed in the Planetarium overview. Coordinator Fairchild explained that public shows do not tie to the Mission Statement and suggested there may be groups in the community that would be willing to provide support in this area. Superintendent Armelino stated that some feel if advertising of the Planetarium was increased that attendance would increase and it would cover the operation costs; he indicated this is not the case as staff time would need to be increased to operate the Planetarium. He added that there is a loss of money every time a show is offered, therefore, the cost to attend needs to be increased.

Kirsten Schreder addressed the Board and indicated that she and her husband, Jack (former County Superintendent), value science education and indicated if someone other than the County Office were to operate the Planetarium they would be in support of this. She shared her experience as a District Board Member and currently as a City Council Member and how she understands the dilemma of making decisions. Mrs. Schreder shared the various ways her husband and she have provided support to the Planetarium over the years and how they and others have attended recent Board meetings to advocate for the continuation of the Planetarium and encouraged the Board to engage more opportunities for public input as she feels they will come forward and offer sponsorships as well as their time. She shared of her experience with fund raising within the community and offered to help keep the doors of the Planetarium open and expand NGSS to bring it back to life and be cutting edge.

Amanda Lightfoot-Wright addressed the Board and shared of her memories of attending the Planetarium as a child and the impact it had on her. She indicated that she currently lives in Arcata and is a graduate of Humboldt State University where she studied biological sciences and now works with the State Parks. Ms. Lightfoot-Wright suggested that social media and improved technology offers ways to advertise the Planetarium better for increased attendance. She suggested that more would attend the Board meetings if they weren't held during key work and school hours.

*Whiskeytown Environmental School (WES)* – Coordinator Fairchild reported that WES offers a 5<sup>th</sup>-6<sup>th</sup> grade camp, field labs for K-4<sup>th</sup> grade, summer camps for K-8<sup>th</sup> grade, and the Clear Creek Retreat Center. He shared that with the increased interest in hands-on science education there is an opportunity to expand the field labs and 5<sup>th</sup>-6<sup>th</sup> grade camp by aligning NGSS into the curriculum. There is discussion of the 5<sup>th</sup>-6<sup>th</sup> grade camp going back to operating in the fall making it a nine month program; this would also reduce the staffing problem by offering staff a longer work season. Updated advertising materials would be needed to showcase the menu of opportunities. It was noted that WES would benefit by having a .25 director to oversee curriculum development and expansion of the program. Financial projections include the replacement of some aging kitchen equipment, a portion of rain gear and student mattresses, and installation of an on-demand water heater in the upper bathrooms.

Amanda Lightfoot-Wright addressed the Board and stated that she attended WES as a 6<sup>th</sup> grader; the experience changed her life as it was the first time she stayed away from home for more than one night. In addition, she volunteered when she was in high school and also worked as a Naturalist. Ms. Lightfoot-Wright shared what she learned from her experiences and advocated for adding the fall session back and additional marketing.

The following was charted as Department/Program presentations were given:

<u>Program</u>		<u>General Fund Contribution</u>
Facilities		\$2,668,849 (on-going)
Compensation Study (CSEA and Unrepresented Staff)	Internal Equity Market Comparison CTA 6%	\$200,000 * (on-going) \$250,000 * (on-going) \$150,000 (on-going) \$1,200,000 (on-going) *All funding sources
Special Ed. Staffing		\$30,000 (on-going)
Admin. Tier I		\$20,000-\$98,800 (on-going)
Admin. Induction (Tier II)		Included above
After School		?
K-3 Reading		\$0-\$107,800 (one-time)
Trauma Training		\$8,400 (one-time)
ECS	½ day nurse Marketing Vehicle Raising a Reader Field Trips VOIP Technology Total	\$7,700 (on-going) \$10,000 (one-time) \$27,000 (one-time) \$6,000 (one-time) \$2,600 (one-time) \$28,000 (one-time) <u>\$15,000 (one-time)</u> \$96,300
Independent Study Facility		? (one-time)
North State STEM	Career Day Lending library w/.1 FTE Admin. Asst. STEM Classroom	? (one-time) \$50,000-\$100,000 (one-time) \$6,000 (on-going) \$125,000 (one-time)
Schreder Planetarium	New projector Exhibits Staff	\$400,000-\$425,000 (one-time) \$10,000-\$20,000 (one-time) \$92,000 (on-going)
WES	Staff Water heater Kitchen equipment Rain gear Mattresses Total	\$27,000 (on-going) \$15,000 (one-time) \$54,500 (one-time) \$1,200 (one-time) <u>\$4,700 (one-time)</u> \$88,800

#### Parking Lot

- Truck tailgate repaint (Diane)

#### **4.5. Building Consensus**

Mr. Tolleson stated that Board and staff will prioritize areas from what was charted and gave a reminder to keep the Mission Statement, Core Values, and criteria shared earlier in mind.

Superintendent Armelino state that he and Administrative Council Members will take the outcome and use it to develop and bring recommendations to the Board for developing the budget. The Board used blue dots and Administrative Council Members used green dots to indicate their priorities on the following charted items:

<u>Top Priorities for Board and Staff</u>		<u>Number of Priority Indicators</u>		
		<i>Blue dots</i>	<i>Green dots</i>	
#1	K-3 Reading	Board = 5	Staff = 7	Total = 12
#1	North State STEM	Board = 4	Staff = 8	Total = 12
#1	ECS	Board = 5	Staff = 7	Total = 12
#4	Compensation	Board = 3	Staff = 8	Total = 11
#5	Facilities	Board = 4	Staff = 6	Total = 10
#6	After School	Board = 4	Staff = 4	Total = 8
#7	WES	Board = 5	Staff = 1	Total = 6

#### Other Programs with Fewer Priority Indicators:

#8	Independent Study Facility	Board = 4	Staff = 0	Total = 4
#8	Admin. Tier I/Tier II	Board = 1	Staff = 3	Total = 4
#10	Schreder Planetarium	Board = 3	Staff = 0	Total = 3
#11	Special Ed. Staffing	Board = 1	Staff = 1	Total = 2
#12	Trauma Training	Board = 1	Staff = 0	Total = 1

#### Top Priorities for Board

K-3 Reading = 5  
ECS = 5  
WES = 5 } tied

Independent Study Facility = 4  
North State Stem = 4  
Facilities = 4  
After School = 4 } tied

Compensation = 3  
Schreder Planetarium = 3 } tied

#### **4.6. Determine Next Steps**

Mr. Tolleson stated the benefit of the work that was done during the Planning Session is different from what most use to build their budget as it provided direction for staff to go forward knowing what the priorities are so they can bring back recommendations to the Board.

Additional discussion took place on the following items:

*North State STEM* – The Board expressed support for a STEM Center at the PDC that would include a lending library and hands-on classroom for teachers to receive professional development as it

would provide a variety of science opportunities for students. It was noted that businesses make donations toward the STEM Career Day as it is a benefit to them.

*Planetarium* – Discussion took place regarding the unique STEM opportunity the Planetarium provides to students and the community. The need for pre and post curriculum components incorporating NGSS were noted as well how updated shows would be beneficial. An inquiry was made if a full-time director could be hired to take ideas for the Planetarium and WES and move them forward. Superintendent Armelino noted that a majority of students who attend the Planetarium are from out of county and that he's apprehensive about spending a lot of money hoping more students will attend. He suggested using a little money to focus on a couple grade levels with the current shows. A suggestion was made by the Board to look into fund raising to defer costs and involve the community. Superintendent Armelino suggested a group like the Friends of Whiskeytown be formed to support the Planetarium that would offer the community the opportunity to step forward and get involved.

*Compensation* – Comment was made that some Board Members did not put one of their blue dots on this item as they feel it will be dealt with by Superintendent Armelino as the Board is not part of the process other than budget approval as the Superintendent is the employer. Discussion took place regarding the need for the study as it has not been done for several years and adjustments are needed to attract and retain quality employees. The Board requested that information be brought to the April Board meeting that would reflect figures projected out five years to address the internal equity issue and comparable market. It was suggested that compensation does not need to be brought back to the Board for consideration that the Superintendent implement and provide a report to the Board.

President Tanner indicated that additional discussion on items not fully addressed can take place at the April and May Board meetings. The chart sheets will be retained to refer to as needed. It was noted that Board Members are able to add items to Board agendas if they desire.

## **5. OTHER COMMENTS**

Board Members Hull and MacFarland and Superintendent Armelino reported from their visit to Monarch Learning Center that took place on March 15, 2016.

Mr. Tolleson thanked the Board for the opportunity to facilitate the Board Planning Session and expressed appreciation to those who helped him prepare for the meeting.

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

- March 24, 2016, 5:00-6:30 p.m. – Alternative Education Student Achievement Night at PDC
- April 10-16, 2016 – Week of the Young Child
- April 20, 2016, 10:00-11:00 a.m. – SWAG Meeting in Maple Room
- April 20, 2016, 6:00 p.m. – Open House at R-STEM
- April 23, 2016, 11:00 a.m.-2:00 p.m. – Project SHARE Robotics Showcase at Mt. Shasta Mall (Macy's court area)
- April 25, 2016, 1:00-3:00 p.m. – Parent Q&A/Open House at Pathways North/South/ROP at ERC
- April 26, 2016, 3:00-4:30 p.m. – Alternative Education Collaborative Forum in Aspen Room at SCOE

## **7. NEXT MEETING** – April 13, 2016, 1:30 p.m. at Shasta County Office of Education, 1644 Magnolia Ave., Redding, CA 96001

**8. ADJOURN**

President Tanner adjourned the meeting at 4:00 p.m.

Respectfully submitted,

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