

SHASTA COUNTY BOARD OF EDUCATION

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

Meeting Location:

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

September 25, 2019

Planning Session Meeting Minutes

ADOPTED

1. CALL MEETING TO ORDER

The meeting was called to order by President MacFarland at 10:06 a.m.

Members Present

Kathy Barry
Robert Brown
Rhonda Hull, Vice-President
Steve MacFarland, President
Laura Manuel
Denny Mills (departed at 11:22 a.m.)

Members Absent

Elizabeth “Buffy” Tanner

Administrators Present

Judy Flores, Shasta County Superintendent of Schools
Adam Hillman, Associate Superintendent, Administrative Services
Brien McCall, Associate Superintendent, Instructional Services (departed at 1:00 p.m.)

Others Present

Robin Beeson, Executive Assistant to the Superintendent (Recording Secretary)
De’ An Chambless, Senior Executive Director, Business Services
(NOTE: The following were in attendance for agenda item 4.4 only)
Dan Ostrowski, Executive Director, Information Technology, Facilities, Maintenance and Operations
Vicki Smith, Facilities Project Coordinator
Renee Menefee, Executive Director, Early Childhood Services
Joy Garcia, Program Director, Inclusive Early Education
Jackie Titus, Director, Internal Business Operations

2. APPROVAL OF AGENDA

ACTION: Vice-President Hull moved to approve the Agenda as submitted. Board Member Mills seconded the motion. The motion passed by majority vote as follows:

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

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

There were none.

4. INFORMATION/DISCUSSION

4.1 Mission/Core Values

Mission – Superintendent Flores referred to the Mission statement and indicated this is an opportunity for the Board to make any revisions. A suggestion was made to implement a Vision statement in addition to the Mission statement. Superintendent Flores indicated at the Administrative Council Retreat held over the summer, a Vision statement was addressed and it was determined with eight different departments within the organization and not all focused on the education of students that excellence in services would be the focus for all. She added that the Leadership Team is comfortable with the concept of the Mission as is, but wordsmithing might be an option. As a result of discussion, the following were developed and Board Members cast their preference as noted:

Option 1 - Proposed Revision: To be leaders in educational excellence, supporting schools and community to ensure all Shasta County students receive a quality education. (Board Members Brown and Manuel)

Option 2 - Proposed Revision: To be leaders in educational excellence, offering support to schools and community to ensure Shasta County students receive a quality education preparing them for success in career, college, and life. (Board Members Hull, Mills, and MacFarland)

Option 3 - Current Mission: To be leaders in educational excellence, offering support to schools and community to ensure Shasta County students receive a quality education preparing them for high school graduation and success in career and college. (Board Member Barry)

It was suggested Superintendent Flores share the options for the Mission statement with County Office leadership and seek their input.

Core Values – Superintendent Flores indicated staff have a lot invested in the current Core Values and recommended they remain as is unless there is a significant objection by the Board. She provided an overview of how the Core Values have been implemented. An opinion was shared that spelling a word out and coming up with a statement for each letter undermines Core Values, it was suggested to move away from this at some point in the future.

4.2 Goals for 2019/20

Superintendent Flores shared that past practice included the Board setting goals each year and the various County Office departments making the Board's goals their focus for the year. A few years back this practice was moved away from as the goals set by the Board didn't always fit each department. Through the Appreciative Interview process conducted a few years back where representatives from staff and the Board shared their hopes and dreams for the organization, a goal framework was developed and includes:

- Striving to continuously improve
- Supporting learning and growth for all employees
- Fostering appreciative and supportive relationships

Currently each department uses this framework to develop goals each year and the Board has the opportunity at the September Board Planning Session to determine focus areas for the Board.

Brien McCall, Associate Superintendent of Instructional Services, provided an overview of the goals and focus for the Professional Learning and Leadership Support Services, Early Childhood Services, Project SHARE, Youth Support Services, EXCEL Academy, and California Learning Communities for School Success Program (Prop. 47) programs and departments. Adam Hillman, Associate Superintendent of Administrative Services, did the same for Transportation, Business Services, Maintenance and Operations, Information Technology, and Human Resources.

Discussion took place regarding goals being measurable. Superintendent Flores indicated this year department updates presented at Board meetings will include a slide in their presentation that will address the impact of their goals.

4.3 Whiskeytown Environmental School Next Steps

Superintendent Flores shared that Sierra Pacific Industries (SPI) recently had an open house where they held a raffle and donated the proceeds of \$2,180 to Whiskeytown Environmental School (WES). The donation was personally delivered to her by Kristy Lanham and Shere Dunmoyer of SPI.

It was noted that SPI is considering donating land for a future WES. As such, Nathan Fairchild, Program Director of Educational Programs, was requested to provide SPI criteria that would be ideal for a camp that they are reviewing. Superintendent Flores asked the Board if they are interested in accepting land that would require infrastructure, a capital campaign to build a new camp, and have ongoing costs to operate and maintain. The Board commented that the donation of land is very generous, however, it would not be the same as the agreement that was in place with the National Park Service where they owned the land and buildings and the County Office operated the program and paid for utilities. Concerns were expressed about being owners of a facility in the forest that could be destroyed by a wildfire, use of public money, and fiscal responsibility. Comment was made if the community created a non-profit, built the camp, and then had the County Office operate the program that might be an option.

Superintendent Flores thanked the Board for their input and indicated it will be better to inform SPI that the Board is opposed to the idea of being landowners for a camp before they request to bring it to the Board.

4.4 Early Childhood Services Facilities

Superintendent Flores provided a reminder that information was shared at the last couple Board meetings regarding potential opportunities to expand facility space for the Early Childhood Services (ECS) office located on Hilltop Drive. When costs were determined they were extremely high so staff needed time regroup before coming to the Board.

Renee Menefee, Executive Director of Early Childhood Services, indicated there is grant funding that is not normally available to ECS which initiated looking at facility option as the ECS office space on Hilltop Drive is at capacity and very crowded, in addition, staff are located at various locations. With the potential for grant funding, additional resources to generate revenue are being explored and the development of an assessment center where all ECS staff could be in one location where a variety of services would be offered is being considered. A list of agencies that have been contacted and are interested in co-locating at an assessment center was shared as was data on potential revenue and additional staffing needs.

Joy Garcia, Program Director of Inclusive Early Education, provided details on the grant available through the California Department of Education (CDE). The purpose of the grant is to increase access to inclusive Early Learning and Care programs for children with disabilities including children with severe disabilities. Information was shared on classes the Institute of Technology will be offering in specified areas of need for staff.

Executive Director Menefee reviewed facility options, construction costs, and on-going operational costs that included expanding the current facility on Hilltop Drive and a potential new location located on South Bonneyview Road. An overview was provided of what the grant funding would cover and a comparison for each option was provided.

Dan Ostroski, Executive Director of Information Technology, Facilities, Maintenance and Operations, indicated if it was decided to go with purchasing a building at an alternate location, the plan would be to

keep the current ECS facility on Hilltop Drive as it could open up space at the Magnolia and/or Oasis sites as there is always a need for space. It was explained that CDE was contacted and they are working on confirming if the grant funding could be used on a building not yet purchased. Comment was made if an offer was made to purchase a building a contingency could be put in the offer that it was dependent on grant funding being awarded.

Discussion took place regarding the high cost for new construction compared to purchasing an already existing building and renovating it. Adam Hillman, Associate Superintendent of Administrative Services, stated he was shocked when Nichols, Melburg & Rossetto Architects provided the estimated costs to expand the current ECS facility and to complete the building on South Bonneyview Road which included the cost of the land, construction, and a \$1 million contingency. He reviewed the cost per square foot to construct the Medical Therapy Unit and per square foot price to purchase other facilities such as the Professional Development Center, ECS, and the Shasta-Trinity Schools Insurance Group building that included major remodeling for their office and space for Prestige Urgent Care. It was noted these costs were all pre-Carr Fire and if the building on South Bonneyview Road was purchased, 75% of the ending fund balance would have to be allocated to cover renovation costs not covered by the grant from CDE.

The Board indicated they like the idea of an assessment center and asked for reassurance that ongoing costs could be covered. Associate Superintendent Hillman stated he was confident that ongoing costs could be covered. Jacki Titus, Director of Internal Business Operations, who handles the ECS budget was in agreement.

Superintendent Flores referred to the two options for expanding the ECS facility noting the costs were well beyond what could be afforded and indicated the option of purchasing a larger already existing building and doing renovations is more reasonable. She stated an action item will be placed on the October Board agenda for the Board to determine how much they are willing to put forward out of the ending fund balance.

A suggestion was made to look into borrowing a portion since interest rates are currently low. De'An Chambless, Senior Executive Director of Business Services, replied there currently is not a Board policy in place to incur debt and questioned why interest would be paid when there are sufficient funds available. Associate Superintendent Hillman stated the County Office currently does not have any other facility needs and shared how the fund has been reestablished following other facility purchases in the past.

An inquiry was made by the Board if those who support the Planetarium would be upset if the funds were allocated for a facility for ECS. Discussion took place regarding this being a political and possibly contentious topic. Superintendent Flores indicated that talking points for Board Members could be drafted and also used when sharing information with staff. Program Director Garcia shared there is data available on the value of early intervention that could be utilized as part of the talking points.

Superintendent Flores reiterated there will be an action item on the October Board agenda to allocate funds to use towards the purchase of a facility that can be used for an assessment center. She noted administration would then move forward and handle the details associated with purchasing a facility as was done with past facility purchases including bargaining updates being shared with the Board in closed session.

It was noted the grant is due on October 18, 2019 and funding notifications will be released by November 12, 2019.

4.5 Lesson Development – Local American Indian Tribes

Superintendent Flores shared information on lesson development plans, projected costs, grade level teacher teams, tribal culture consultants, and California Standards connections for grades 3, 4, 5, and 8. She discussed lessons that were previously in place that were not accurate and the involvement of representatives from the local American Indian tribes in developing the new lessons.

It was noted the Board had previously indicated they were willing to fund the entire estimated costs of \$42,820-\$48,780 for the development of the lessons, however, Shasta College and United Way have contributed a total of \$15,000 reducing the amount of the Board contribution.

Superintendent Flores shared the contacts she made with others who have implemented newly developed lessons. Discussion took place regarding how teachers buy into lessons when they are developed by other teachers. Comment was made that the lessons are tied to the Standards and supplement the curriculum. It was noted each tribe will be part of the development of two lessons each to share their story.

The Board indicated it is nice other partners are willing to help fund the project. A comment was made that other resources are available at the Redding Library, Historical Society, and the Wintu Museum in Shasta Lake City.

4.6 EXCEL Academy Stakeholder Input

Superintendent Flores referred to page 35 of the Board agenda packet that included input from all the stakeholder groups. Administrators indicated the program is needed even if it costs more. Special Education Directors shared there were times last year when the program was almost at capacity and suggested to give it time to see if enrollment increases. Special Education consultants observed the program and while there is no written report yet, their comments included that the right student group is being served at EXCEL, staff are very knowledgeable, and that it's hard to argue with the data that's been collected when it comes to considering closure of the program. Superintendent Flores indicated during the process there were areas for improvement identified that were included in the Board agenda packet.

As a result of input received, Superintendent Flores indicated she will suggest that the next step of SELPA pulling together a meeting to discuss what will happen with students next year if the program were to close be called off. Instead of addressing closing the program, the focus will be diverted to addressing areas of improvement that were identified.

Discussion took place regarding how staff are now better able to handle the students than before, vendors for mental health services, and programs available for high school special needs students.

4.7 New “First Read” Board Policies

Robin Beeson, Executive Assistant to the Superintendent, stated it is being proposed that the step of doing a “second read” on new Board policies be eliminated to streamline the process by placing them on the agenda only once as an action item opposed to having them come to a meeting as a discussion item for a “first read” and then placed on the following Consent Agenda as a “second read.” She noted the option would always be available to bring the policy back for a “second read” should the Board desire.

Comment was made that at the recent Brown Act workshop conducted by Tom Gauthier of Lozano Smith Law Firm he indicated a “second read” of a Board policy could be waived by the Board if they wished. It was questioned if a “second read” is going to be waived, does it have to be announced at the Board meeting and recorded in the minutes. Tom Gauthier will be consulted and the outcome will be shared with the Board at a future meeting.

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

Executive Director Chambless provided a reminder that the Board made a decision to put the insurance money received when Camp Latieze burned in a wildfire in a permanent endowment at the Shasta Regional Community Foundation (SRCF). A policy was then established on how the endowment proceeds could be utilized which included an option for staff to apply for mini-grants that were moved away from when there were economic conditions that warranted providing support to Whiskeytown Environmental School and the Planetarium. She referred to the information included in the Board agenda packet and stated \$1.2 million was put in the endowment. Each year there is approximately \$50,000 available for disbursement which may include roll over from the prior year and is the amount used for budget planning purposes. It was explained if the \$50,000 is not utilized it is returned to the fund at the SRCF and a report is completed to record it.

4.9 Board Meeting Planning Calendar – Charter School Reports/Presentations

Superintendent Flores indicated now that the Board has authorized a third charter school, input is needed for purposes of developing the 2020 Board Meeting Planning Calendar on when to have Northern Summit Academy's (NSA's) information come to the Board. She stated adding the third charter schools budget reports under information on the Board agenda is not a problem, but when their annual update is presented at a Board meeting needs to be determined.

A reminder was made that at one point both Chrysalis and R-STEM did their annual reports in October and this was changed to do one in October and the other in November due to the amount of information and length in time for the annual updates. Superintendent Flores stated if AB 1505 passes, the Board will also have to approve the three charter schools Local Control Accountability Plans (LCAPs). Following discussion, it was decided to add NSA's annual report to November and not have a department update that month.

4.10 Board Focus Areas for 2019/20

Superintendent Flores stated last year the Board's focus areas were Whiskeytown Environmental School (WES), Board Member/department job shadowing, and leaders in educational excellence and asked for their thoughts on focus areas for this year. Board discussion resulted in the following focus areas for 2019/20:

- Updates on a facility for Early Childhood Services when new information is available
- Updates on WES when new information is available
- Visits to charter schools sponsored by the Board and the Independent Study program

5. OTHER COMMENTS

Board Member Manuel stated the Brown Act workshop held earlier in the week was well put together. She indicated she took notes on meeting mechanics the Board may want to look into, but will check with Executive Assistant Beeson prior to determine if there is a reason the Board does things the way they do.

6. MEETING FEEDBACK/SUGGESTIONS FOR FUTURE AGENDA ITEMS

Board Member Barry expressed interest in receiving information on vaping and the problems schools are experiencing and the impact to students. Resources considered were Public Health, Michelle Larsen from the nurses perspective, or Austin Preller with his involvement in Tobacco-Use Prevention Education grant. Superintendent Flores indicated she will check with Austin Preller.

Board Member Manuel referred to the last time there was a vacancy on the Board when a person with a known felony background was able to apply and be considered for the position because they had fulfilled the obligations of their sentence. She questioned if there is any flexibility in the application and/or interview process to ask them questions about their background. Associate Superintendent

Hillman responded when it comes to employees the laws are more stringent in regards to someone with a felony background, but this is not the case for Board Members. He indicated he will consult with legal counsel to see if there is anything that can be put in place to address the concern.

Board Member Brown indicated he'd like to know the roles, responsibilities, and training provided for School Resource Officers (SROs) and what policies are in place. Superintendent Flores stated the County Office has not had a SRO since Oasis Community School was in place. Discussion took place regarding the high schools in Shasta County that do and don't have SROs. It was decided as this topic does not fall within the Board's jurisdiction, that Board Member Brown would contact individual school districts to get a response to his inquiry.

7. REMINDERS/UPCOMING EVENTS

- October 8, 2019, 8:00-3:15 p.m. - American Indian Training Day at PDC in Shasta Hall (registration required)
- October 19, 2019, 7:00-8:30 p.m. - An American Genocide Presentation by Author Dr. Benjamin Madley at Cascade Theatre (no fee or registration required)
- October 21-25, 2019 - Project SHARE Lights On! Event at Various Sites/Times (schedule to be e-mailed to Board when available)
- October 30, 2019, 12:30-1:30 p.m. - Harvest Festival at EXCEL
- October 31, 2019, 9:55 a.m.-12:05 p.m. - Fall Festival at Chrysalis

8. NEXT MEETING – October 9, 2019, 1:30 p.m. at Shasta County Office of Education, 1644 Magnolia Ave., Redding, CA 96001

9. ADJOURN

President MacFarland adjourned the meeting at 2:01 p.m.

Respectfully submitted,

Judy Flores, Shasta County Superintendent of Schools
Ex-Officio Secretary to the Board