

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 27, 2017

Planning Session Meeting Minutes

ADOPTED

1. CALL MEETING TO ORDER

The meeting was called to order by President Hull at 10:07 a.m.

Members Present

Kathy Barry
Rhonda Hull, President
Laura Manuel, Vice-President
Denny Mills
Elizabeth “Buffy” Tanner

Members Absent

Diane Gerard
Steve MacFarland

Administrators Present

Judy Flores, Shasta County Superintendent of Schools
Adam Hillman, Associate Superintendent, Administrative Services
Jennifer Baker, Assistant Superintendent, Instructional Services (arrived at 10:38 a.m.)
De’An Chambless, Senior Executive Director, Business Services

Others Present

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

2. APPROVAL OF AGENDA

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

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

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

There were none.

4. INFORMATION/DISCUSSION

4.1. Mission/Vision/Core Values

Superintendent Flores stated that she has gathered input from staff and they feel the mission fits the work that is being done and do not feel a need to make a change. She asked the Board for input on the current mission of:

“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.”

There was discussion regarding the leadership role the County Office has taken in the region, it was felt this is covered under “leaders” and there is no need for a change to the mission.

Superintendent Flores referred to the eight themes of value and appreciation that were a result of the appreciative interview process:

1. SCOE’s Why
2. It’s all about relationships
3. TEAM
4. Employees are valued and appreciated
5. Pursuit of excellence
6. Leadership that inspires and supports
7. Committed to quality
8. Service to support

She noted that the themes line up with the current Core Values of:

Serve to and Engagement of students, staff, school districts, and community partners
Hospitality – friendly and generous services
Aspire to continuously improve
Sense of humor
Trustworthy and consistent
Attract, hire, and retain the best employees

Superintendent Flores indicated those involved in the interview process did not feel there was a need to change the Core Values; the only change made was adding icons to represent each one. She shared the history of how the Core Values were determined. The Board indicated it **was** beneficial to have staff reaffirm the work being done.

It was noted that a mission is a formal summary of the aim/purpose of the work being done and a vision is a mental image of what the future will or could be like. Superintendent Flores provided a handout with sample vision statements from other county offices and local school districts. She asked the Board if they felt a vision statement is needed for the County Office, noting that the vision for a county office would be much different than that of a school district as fewer students are served.

While reviewing the vision statements, there was comment from the Board that “champion of public education” and “regional resource” are notable statements. In addition, there was support for words such as “community”, “influence”, “deliberate”, and “families.” Discussion took place regarding how the County Office’s vision is based in part on what the state does in the future. It was noted that no matter what the state does, the work of making students college and career ready will always be important as will advocating for rural schools at the regional and state level. Comment was made that past County Office Superintendents had different focuses that were based on what was important at the time they were in office.

Superintendent Flores shared a Facebook page she created for the County Office and indicated it is a venue to highlight what is happening locally in education. Discussion took place regarding initiatives such as Reach Higher Shasta (RHS) which involves education, agency, and business partners. It was noted that RHS covers birth through community college.

After reviewing the sample vision statements and discussing, the following vision statement was drafted:

“Shasta County Office of Education is a champion for public education at the local, regional, state, and national levels.”

At the request of the Board, Superintendent Flores agreed to share the vision with Administrative Council to get their input that will be shared with the Board. The vision will be an action item on the October 11, 2017 Board agenda.

4.2. Proposed Goals for 2017/18

Superintendent Flores shared that part of the appreciative interview process resulted in the development the following hopes and dreams for the future that were used as a new goal framework for individual departments:

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

Jennifer Baker, Assistant Superintendent of Instructional Services, and Adam Hillman, Associate Superintendent of Administrative Services, shared what departments under their supervision are doing as actions based on the goal framework. Superintendent Flores indicated that some departments have not yet put in place actions for all goals. She stated that updates can be brought to the Board at future meetings and asked the Board how often and what format they’d like to hear about the work around the goals and provided some options.

After discussion it was agreed that the Program Profile and Student Program Update Guidelines provided to staff to develop their reports and presentations to the Board will be reviewed as will the schedule for them coming to the Board. Revisions will be made to the guidelines and a Google Slide deck template with specific topics will be created and provided to staff responsible for reports and presentations to give them better direction on information to include so it will be more

consistent, but also provide an opportunity to share a highlight. The schedule will be developed to be conscious of staff time so they are not required to come to the Board regularly.

Discussion took place regarding student presentations, it was agreed if it is difficult to get students to the Board meeting for a presentation, a video or other resource such as skyping would be an option. Chrysalis and R-STEM charter schools will be invited to have students to do a presentation when they do their Annual Report. It was noted that the County Office Independent Study Charter School is operated very different than a typical charter school as it was a conversion of the Independent Study program operated by the County Office, Cabinet is the governing board for this charter school. Chrysalis and R-STEM who submitted a charter petition for the County Office to sponsor them, have their own governing board.

Superintendent Flores indicated she will work with Assistant Superintendent Baker and Associate Superintendent Hillman during October and will bring information for reports and presentations to the Board, as well as student presentations, based on the discussion to the November Board meeting for review. Following input provided at the November meeting, a final format will be put in place and brought in December to the Annual Organizational Meeting of the Board where the Board will take action on the Board Meeting Planning Calendar for 2018 that will include guidelines for developing reports and presentations to the Board as well as a schedule for them to come to the Board. It was noted if the Board feels a small committee needs to be developed to review the information provided more in depth, this can be determined at the November Board meeting and a committee meeting will be held prior to the December Board agenda packet going out.

4.3. Improvement Science

Assistant Superintendent Baker shared that Improvement Science came out of the health care world and is being introduced to education by the Carnegie Foundation. It includes components of learning with colleagues, sharing what is learned as it is implemented, and continuing to learn while trying new approaches. The six core principles of improvement were reviewed and research, professional, and improvement knowledge were discussed as was how change is made utilizing Improvement Science compared to the traditional approach. It was explained that a driver diagram is used to visually represent a shared theory of how thinking might be better, building upon knowledge gleaned from research, observation, and experience. It starts with a theory, includes primary drivers, secondary drivers, and change ideas.

It was further explained that Improvement Science is a guide for learning that is about what you are specifically trying to accomplish, what changes might be introduced and why, and how to determine if a change is an improvement. Comment was made that failing is also a way of learning. A comparison of tame problems versus wicked problems and examples were provided and discussed. The PDSA (plan, do, study, act) cycle was explained. The Board was led through an activity using Mr. Potato Heads utilizing a series of PDSA cycles.

Superintendent Flores indicated that sessions are being offered for Shasta County school leadership teams to come together and work on solving a problem they have identified using Improvement Science. Information is also being shared in a variety of other ways throughout the

county and at the state level as well. It was noted that the Improvement Science training provided through the Early Literacy Grant is funded by the Bill and Melinda Gates Foundation.

4.4. Board Focus Areas

Superintendent Flores indicated that a prior focus for the Board was to visit preschools operated by the County Office, district sponsored charter schools in the county, and most recently, County Office operated after school programs. As the Board had expressed interest regarding learning more about partnerships the County Office has with local businesses and agencies, Superintendent Flores has implemented presentations on “Community Connections” as part of the Superintendent’s Report at each Board meeting. The Board indicated they’d like to hear from the following and were encouraged to contact Superintendent Flores to let her know of any others they think of after the meeting:

- Public Health
- Probation (it was noted a report on Juvenile Hall is scheduled for November as is a Board visit)
- Friends of Whiskeytown (if not included as part of program report by staff)
- Friends of the Planetarium (if not included as part of program report by staff)
- McConnell Foundation
- North State Together (update next spring from Kevin O’Rorke)
- Youth Violence Prevention Council (YVPC)(a visit to Peer Court was suggested)

Superintendent Flores provided a brief update on Reacher Higher Shasta (RHS) and indicated that the names of the committees have changed to:

- Early Childhood
- K-8 with SELP
- High School
- Post-Secondary
- Career Connections

She asked the Board how often they would like to receive RHS updates. Discussion took place and it was agreed that Superintendent Flores would include a written summary three times a year on the status of each committee in the Board agenda packet. At the Board meeting she will share highlights under the Superintendent’s Report. If there is an area the Board wants to know more about, they can express this at the Board meeting and if needed, someone from the committee can be invited to the following Board meeting. It was noted that RHS was a prior goal of the Board, but it is now a part of the culture and everyday work.

The Board suggested the following as Board Focus Areas for 2017/18:

- Visit Juvenile Hall (it was noted this is already scheduled for November)
- Visit Preschools
 - Shasta College
 - Head Start collaboration site such as Juniper
 - Preschool at Tree of Life Charter School (also visit charter school)
- Foster Youth

Discussion took place regarding site visits and if it would be best to schedule two sessions in one day at each site and only have three or fewer Board Members visit at once to avoid a quorum or if the visits should be posted and so all Board Members could attend at once. It was noted that two sessions have already been scheduled for the Juvenile Hall visit and two sessions might be less intrusive for the preschool classes. It was agreed that the visit to Tree of Life Charter School and preschool would be done at once with half of the group visiting the charter school while the other half visits the preschool.

Comment was made that some of the staff in Foster Youth Services are new and this as a focus area might be difficult. Superintendent Flores indicated that she will talk with Allyson Harris as she is the Director who oversees the program to determine if there is an area that would make sense to be a focus area for the Board.

4.5. Enrollment Data

Superintendent Flores indicated that the information included in the agenda packet was provided at the request of the Board. The first week enrollment data was reviewed and discussed.

4.6. Reach Higher Shasta Primary Spring Test Results

Superintendent Flores shared that as the statewide assessment test results were not being released until today; it was decided to share the Reach Higher Shasta (RHS) early literacy countywide test results. It was noted that the statewide assessment data will be shared at the October Board meeting.

Assistant Superintendent Baker reviewed oral reading fluency data for grades 1-3 for 2015-2017 and discussed what is needed for students to get to and sustain grade level reading. Statistics on students who do not read at grade level and their likelihood of not graduating from college were shared; student group comparison data was reviewed as was benchmark data. Assistant Superintendent Baker indicated that the data reflects that nothing is being done to change the trajectory and reviewed data that is used to determine student grades for report cards versus the instructional level they are at. Through the Gates Foundation grant, the Carnegie Foundation and Harvard are looking at utilizing our data to determine student instructional levels.

It was noted a list of assessments used by 1st grade teachers was compiled that includes the type of test, how often it is administered, how long it takes to administer, and what the data is used for. The large number of assessments was surprising and it was found that the results for some of the assessment are not utilized for anything. Conversations with principals and superintendents are taking place to determine if some of the assessments can be eliminated in order to focus on fewer actionable data points.

K-2 math countywide data and the purpose for collecting that data was shared. Overall scores and a sample of class data analysis for kindergarten math assessments was reviewed, it was noted that information is being collected for RHS not the County Office. Superintendent Flores stated that districts are reminded why time is being taken to collect data and what is being done with it. She indicated that the grants through the Gates Foundation and the K-2 STEM grant through the California Department of Education were awarded to the County Office as a result of data that has

been collected and the collaborative work for rural districts through RHS. The grants provide an opportunity for consortia in a rural area to come together for a common cause.

4.7. Proposed Resolution Pertaining to Deferred Action for Childhood Arrivals (DACA) Program

Superintendent Flores shared a handout with a sample Resolution provided by Vice-President Manuel that was in addition to the one included in the Board agenda packet that was provided by Board Member Tanner. Vice-President Manuel indicated she had not yet seen the one in the Board agenda packet when she provided her sample to Superintendent Flores, she noted she tried to keep it to one page and focused on the impact to students and urging a solution. She indicated that she liked how Board Member Tanner's version included the County Office mission and a paragraph about Reach Higher Shasta (RHS). Comment was made that both were drafted using the sample provided by CSBA.

It was agreed that the version provided by Vice-President Manuel would be used adding the paragraphs from Board Member Tanner's version that included the mission and information on RHS, these paragraphs will be added at the beginning of the Resolution. In addition, the heading, "Be it Further Resolved", and "Passed and Adopted" on Board Member Tanner's version will be used as well.

Superintendent Flores indicated that the Resolution will be on the October 11, 2017 Board agenda as an action item with the revised document included in the agenda packet.

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

De' An Chambless, Senior Executive Director of Business Services, referred to the information included in the agenda packet noting the Board took action in 2012/13 to place the proceeds from Camp Latieze in a permanent endowment maintained by the Shasta Regional Community Foundation (SRCF). The Foundation charges an administrative fee; in addition, they took action to hire an investment manager and added a fee for this.

The initial contribution of \$1,076,000 has increased each year and has allotted for gains that were utilized through a mini-grant application process for the first couple of years and most recently were used to support the Whiskeytown Environmental School (WES) and Schreder Planetarium.

It was shared that the Shasta Regional Community Foundation also maintains separate funds for WES, the Planetarium, and County Office special projects. The one for special projects was set up for the County Office to have a 501c3 status that is utilized for some donations that require the accepting agency to be a non-profit. Nate Fairchild, Director of Educational Programs, attended a meeting held by the SRCF that qualifies WES and the Planetarium to be part of the North State Giving program that is conducted in November.

5. OTHER COMMENTS

Superintendent Flores reported that she attended the CSBA Road Show the evening prior to the Board Planning Session that was held at the Gaia Hotel. She reviewed the priorities and goals that

they discussed and indicated they have a list of seven questions to provide input for future trainings. Superintendent Flores will provide the questions to the Board so they can share input with her to submit. Board Members identified that they had received an email with the questions and can submit responses directly.

6. REMINDERS/UPCOMING EVENTS

- October 9, 2017, 2:30-4:00 p.m. - Independent Study/Juvenile Hall Collaboration at SCOE in Aspen Room
- October 11, 2017, 8:30 a.m.-3:30 p.m. - Foster Youth and Homeless Training at PDC (contact Robin to register)
- October 19, 2017, Times Vary - Read for the Record at Preschool Sites Throughout Shasta County
- October 20, 2017, 9:00 a.m.-2:10 p.m. - Ignite Opportunity STEM Career Day at Shasta County Fairgrounds
- October 20, 2017, 1:00-2:00 p.m. - 1st Quarter Awards Assembly at EXCEL
- October 26, 2017, 9:00-11:00 a.m. - Local Child Care Planning Council at SCOE in Aspen Room
- October 27, 2017, 12:30-2:00 p.m. - Harvest Festival at EXCEL
- October 30, 2017, 12:15-3:30 p.m. - Independent Study/Juvenile Hall Collaboration at SCOE in Aspen Room

Superintendent Flores shared that staff at the Magnolia office and the Professional Development Center were offered the opportunity to volunteer at the STEM Career Day. In addition, the program where staff volunteer to read to students at local schools is still underway.

Superintendent Flores indicated that staff are also able to present at schools, have students job shadow, and offer internships during work time as part of the Reach Higher Shasta Career Connections.

Discussion took place regarding staff collaboration meetings that are listed on the Board agenda under reminders/upcoming events. It was noted that there were prior Board Members who had an interest in attending these meetings and that they will be discussed further at the Annual Organizational meeting held in December when Board Member committee/meeting representatives are reviewed.

7. NEXT MEETING – October 11, 2017, 1:30 p.m. at Shasta County Office of Education, 1644 Magnolia Ave., Redding, CA 96001

8. ADJOURN

President Hull adjourned the meeting at 3:01 p.m.

Respectfully submitted,

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