

SHASTA COUNTY BOARD OF EDUCATION

Shasta County Office of Education

2985 Innsbruck Drive

Redding, Ca 96003

**SPECIAL MEETING - PLANNING SESSION/TRAINING MINUTES
September 27, 2023**

ADOPTED

1. CALL MEETING TO ORDER

The meeting was called to order by President Barry at 11:00 a.m.

Members Present

Kathy Barry, President

Robert Brown, Vice President

Laura Manuel

Denny Mills

Cindy Vogt

Nick Webb

Robin Comas, Student Board Member

Jackson Richards, Student Board Member

Members Absent

Authur Gorman

Administrators Present

Judy Flores, Shasta County Superintendent of Schools

Adam Hillman, Associate Superintendent, Administrative Services

Mike Freeman, Associate Superintendent, Instructional Services

Others Present

Carmen Bahr, Executive Assistant to the Superintendent (Recording Secretary)

(There may have been others in attendance. Those in attendance may have attended only a portion of the meeting.)

Marty Schafer

2. PLEDGE OF ALLEGIANCE

Associate Superintendent Mike Freeman led the Pledge of Allegiance.

3. PUBLIC COMMENT

There was no public comment.

4. DEPARTMENT GOALS

Associate Superintendent Adam Hillman shared the Administrative Services department goals.

- Business is focused on both receiving and giving guidance and trainings, as well as creating connections inside SCOE and throughout the educational community.
- Human Resources is working towards a paperless environment in several areas.
- Information Technology is focused on increased levels of security and safety; increased resiliency; and the refining of their systems, processes, and support.
- Maintenance & Operations is working on acquiring and supporting new locations and hiring and

retaining staff.

- Transportation would like to relocate their department, update operations and recruit quality bus drivers.

Instructional Services

Associate Superintendent Mike Freeman discussed the department goals for Instructional Services.

- Professional Learning & Leadership Services is focused on clarity, culture, and providing service.
- Early Childhood Services will continue to grow into the central access point for families of young children and advance the skills of the Early Learning Center and Universal Transitional Kindergarten providers.
- Student Programs is working on Professional Learning Communities, increasing attendance rates, and increasing employee satisfaction.
- Youth Support Services will strengthen employee connectedness, offer professional development opportunities, and explore opportunities to establish new partnerships.
- Community Schools is focused on organizing and streamlining processes within their new department.

5. BOARD BYLAW DISCUSSION

Board Member Manuel explained that the Board Bylaw Committee (Board Members Brown, Manuel, and Vogt) had reviewed the following bylaws and proposed some minor changes, The changes are noted in red and strikethroughs.

- BB 9000: Role of the Board
- BB 9005: Governance Standards
- E 9100: Board President-Vice President Rotation Protocol

No changes were recommended for Exhibit 9100. At the request of the committee, Superintendent Flores asked districts and county offices about their rotation protocol. There is not another board with a rotation document. Board Member Manuel and Vice President Brown suggested removing the exhibit.

- BB 9121: President

No changes were made to this board bylaw.

- BB 9200: Limits of Board Member Authority
- BB 9240: Board Training
- BB 9322: Agenda/Meeting Materials
- Protocols & Practices - Annual Reaffirmation

This reaffirmation is based on the board bylaws. It will be brought to the Annual Organizational Meeting in December.

LUNCH BREAK: 12:00 - 12:30 p.m.

6. BUILDING A COHESIVE BOARD TEAM TRAINING BY FRANKLINCOVEY EDUCATION

The training started at 12:30 p.m. and concluded at 3:36 p.m. Dr. Marty Schafer from Franklin Covey provided interactive training with the board which was the third part of a multi-year training program called "Great Boards." The purpose of the training is to build systems to engage our community in initiatives where we can positively impact student outcomes, accelerating student success countywide. In this third session, there was time spent on board initiatives, standard operating procedures, and the team approach.

7. **NEXT MEETING** - October 11, 2023, 1:30 pm at Shasta County Office of Education, 2985 Innsbruck Drive, Redding, CA 96003

8. **ADJOURN**

President Barry adjourned the meeting at 3:36 p.m.

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