

SHASTA COUNTY BOARD OF EDUCATION

Shasta County Office of Education

1644 Magnolia Ave.

Redding, CA 96001

December 15, 2020

Budget Study Session & Regular Meeting Minutes

This meeting was held via teleconference and met the requirements of the Brown Act as allowed by the California Governor’s Executive Order issued in response to the “shelter-in-place” requirements based on the COVID-19 (coronavirus) pandemic.

The meeting was accessible via a technology device, at:

<http://bit.ly/SCOEBoard121520>

Or by telephone at:

Phone: 1-669-900-6833

Meeting ID: 848 4078 3817

Password: 104098

ADOPTED

BUDGET STUDY SESSION

1. CALL MEETING TO ORDER

The meeting was called to order by President Hull at 12:32 p.m.

Members Present

Kathy Barry

Robert Brown

Rhonda Hull, President

Steve MacFarland

Laura Manuel

Denny Mills, Vice-President

Jennifer Snider

Members Absent

Kaitlin Killion, Student Board Member

Leah Perez, Student Board Member

Administrators Present

Judy Flores, Shasta County Superintendent of Schools

Adam Hillman, Associate Superintendent, Administrative Services

Brien McCall, Associate Superintendent, Instructional Services

Others Present

Erica Flores, 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.)

De’An Chambless

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

*Under this item, the public is invited to notify the Board President which of the items **listed** on the agenda they would like to comment on and will be allowed to do so when the item comes up. For Special Board meetings, the law does not require the public be given an opportunity to address items **not listed** on the agenda.*

3. BOARD BUDGET STUDY SESSION

3.1. 2020/21 First Interim Budget

Enrollment, General Fund Revenue, General Fund Budget Summary

Adam Hillman and De'An Chambless presented the first interim budget to the Board. The first interim budget reflects necessary changes to the adopted 20/21 operating budget because of the final State enacted budget. It has a positive certification, indicating they are projecting to meet all obligations to the current year and the subsequent two years.

The revised budget reflects current staffing estimates, spending plans, and revenue entitlements or grant estimates. At first interim, the County Office is projecting an unrestricted surplus of \$2 million and a surplus of \$224,877 in restricted programs.

Adjusted revenue amounts reflect current estimates for grant or entitlement awards and interagency charges. Because of the current pandemic, the state budget provided hold harmless funding for student programs. In addition, the State provided one-time funds to help with mitigating learning loss and increased costs for cleaning and personal protective equipment. The County Office received a total of \$735,000 in federal and state funds.

Federal revenues decreased \$128,000, mostly due to a reduction in federal reimbursements for nutrition programs. Our office received one-time funds for COVID barrier reimbursements of \$110,000, which will be passed through to districts from Shasta County Health and Human Services Agency. In addition, \$59,000 was received from ESSER (Elementary and Secondary School Emergency Relief) and learning loss mitigation funds.

The County Office is estimating an ending balance of \$19.7 million at June 30, 2021. Current reserve estimates include funding set aside for Early Childhood Services facility needs. Reserves are critical now to provide cash flow necessary during state payment deferrals.

Management will continue to monitor the current year budget and the second interim will be presented to the Board in March.

4. ADJOURN

President Hull adjourned the meeting at 1:23 p.m.

REGULAR BOARD MEETING

1. CALL MEETING TO ORDER

The meeting was called to order by President Hull at 1:30 p.m.

Members Present

Kathy Barry

Robert Brown

Rhonda Hull, President

Steve MacFarland

Laura Manuel

Denny Mills, Vice-President

Jennifer Snider

Kaitlin Killion, Student Board Member

Leah Perez, Student Board Member

Members Absent

None

Administrators Present

Judy Flores, Shasta County Superintendent of Schools
Adam Hillman, Associate Superintendent, Administrative Services
Brien McCall, Associate Superintendent, Instructional Services

Others Present

Erica Flores, 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.)

Dan Ostrowski
Nathan Fairchild
Mike Freeman
Julia Knight
Rebecca Lewis
Mary Lord

2. TELECONFERENCE PROTOCOLS

To conserve time, Superintendent Flores proposed an adjustment to the procedure of Board members voting on Action Items. She proposed that, instead of the roll call vote, Board members only speak up if they have a “no” vote on an item. Board members agreed to the adjustment, on a trial basis.

3. ADMINISTER OATH OF OFFICE

Superintendent Flores administered the oath of Office to Board member, Jennifer Snider.

4. APPROVAL OF AGENDA

ACTION: Vice President Mills moved to approve the Agenda as submitted.
Board Member Brown seconded the motion. The motion passed unanimously as follows:

Shasta County Board of Education

AYES: Barry, Brown, Hull, MacFarland, Manuel, Mills, Snider

NOES:

ABSTENTIONS:

ABSENT:

Student Board Members

AYES: Killion, Perez

NOES:

ABSTENTIONS:

ABSENT:

5. HEARING OF PERSONS WISHING TO ADDRESS THE BOARD

None.

6. APPROVAL OF CONSENT AGENDA

6.1. Board:

6.1.1. November 18, 2020 Regular Board Meeting Minutes

6.2. Administrative Services:

6.2.1. Credentials and Oaths for Temporary Certificates

6.3. Instructional Services:

6.3.1. Revised Board Policy 0420.4-Philosophy, Goals, Objectives, & Comprehensive Plans-Charter School Authorization

6.3.2. Donation/Gift Acceptance-Friends of Schreder Planetarium

ACTION: Board member Manuel moved to approve the Consent Agenda with 6.3.1 pulled for discussion.
Steve seconded the motion. The motion passed unanimously as follows:

Shasta County Board of Education

AYES: Barry, Brown, Hull, MacFarland, Manuel, Mills, Snider

NOES:

ABSTENTIONS:

ABSENT:

Student Board Members

AYES: Killion, Perez

NOES:

ABSTENTIONS:

ABSENT:

Item 6.3.1 will be brought back next month with edits as discussed.

7. INFORMATION

Materials were provided in the Board agenda packet for the following Information items. No discussion took place during the Board meeting unless otherwise noted below.

7.1. Administrative Services

7.1.1. General Fund Board Report

7.1.2. New, Retired, and Exited Employee Quarterly Report

8. PRESENTATION

8.1. Northern Summit Academy Annual Report

Julia Knight, Director of Northern Summit Academy (NSA), presented.

Enrollment

NSA's current enrollment is 204 students across Kindergarten-12th grades. The school currently has 42 seniors, the highest it has ever had. There are 89 students on the school's waiting list. Special Education enrollment increased this year by 56%.

Budget

The school is operating in a positive fiscal state and is projected to continue to do so. Current enrollment is less than the projected MYP budget number, but enrollment is expected to increase at the semester. Historically, enrollment grows each winter, and overall each year.

They were recently awarded a Career Technical Education (CTE) Grant for \$250,000 to cover costs of expanding and improving the CTE Readiness program, and a \$7,000 Safety Grant to be used to cover surveillance and security door expenses.

COVID

The school site is open for in-person instruction, tutoring, and special education. Kindergarten through 6th grade meet on campus. The classrooms allow for social distancing and students keep their masks on. School staff is embracing the opportunity to increase their technology skills.

The CARES Act and Learning Loss monies purchased technology that supports distance learning. It is not projected that distance learning will cease when COVID restrictions relax.

Students exceeded growth norms despite COVID-related challenges during spring 2020 and the summer recess. They have continued to make academic gains since last spring. The school's deliberate focus on student-centered support has proven effective.

Current Projects

The NSA Board recently approved a new College and Career Counselor position, which will be filled immediately. This person will focus on supporting/guiding students in academic aspects of becoming college and career prepared.

Ms. Knight thanked the Board for their support.

9. DEPARTMENT UPDATE

9.1. Information Technology

Dan Ostrowski, Executive Director of Informational Technology, gave the report to the Board.

The Information Technology (IT) Department is responsible for the management of the technology infrastructure for SCOE and its remote sites, including phone services, network services and all related equipment.

Bob Good recently retired and was replaced by Bryan Veal. Bryan came from Red Bluff Elementary, so he has experience working with schools.

COVID Response

The IT Department helped facilitate the transition of SCOE staff to working from home. They reallocated and checked out computers, configuring for various work-from-home scenarios. They dealt with printing scenarios (with and without local printers), VOIP phone systems, and twinning to employees' cell phones. They also dealt with issues like employees' minimal or no Internet connectivity at home, and lack of wireless connectivity at home. The staff continues to remain flexible and helpful as staff transition back and forth from work to home.

The pandemic highlighted the need for a replacement to existing protocols for signatures and Adobe Sign was implemented.

Surplus

IT recently hired a new e-waste vendor, Human IT. This vendor takes e-waste items, refurbishes them, and provides them to those in need. This includes low-income seniors, veterans, families, schools, and charitable organizations.

Phishing Emails

IT recently implemented "Red Herring" phishing training to inform and train staff about phishing emails. San Diego County Office of Education offered the software at a reasonable cost. The first year was paid in full by Technical Assistance & Professional Development (TAPD) funds. The IT Department is reaching out to school districts to offer the program.

Current Challenges

Maintaining same level of service during COVID, since employees are on rotating schedules, and trying to keep up with daily changes

President Hull commended the work IT is doing, especially during the pandemic.

10. ACTION

10.1. Administrative Services

10.1.1. First Interim Budget (2020/21)

ACTION: Board Member Snider moved to approve **Item 10.1.1** as submitted.
Vice President Mills seconded the motion. The motion passed unanimously as follows:

Shasta County Board of Education

AYES: Barry, Brown, Hull, MacFarland, Manuel, Mills, Snider

NOES:

ABSTENTIONS:

ABSENT:

Student Board Members

AYES: Killion, Perez

NOES:

ABSTENTIONS:

ABSENT:

10.1.2. Board Policy and Administrative Regulation 7140-Facilities-Architectural & Engineering Services (First Read)

Dan Ostrowski shared that there are new rules for obtaining architectural and engineering services. The new rules are procedures that SCOE already implements.

ACTION: President Hull moved to approve **Item 10.1.2** as submitted, waiving the second read. Board member Snider seconded the motion. The motion passed unanimously as follows:

Shasta County Board of Education

AYES: Barry, Brown, Hull, MacFarland, Manuel, Mills, Snider

NOES:

ABSTENTIONS:

ABSENT:

Student Board Members

AYES: Killion, Perez

NOES:

ABSTENTIONS:

ABSENT:

10.1.3. Board Policy 3600-Business & Non-Instructional Operations-Consultants (First Read)

Jodie VanOrnum shared that this policy is about making distinctions between consultants and employees, making sure consultants are independent contractors. It also puts protections in place against discrimination.

ACTION: Steve MacFarland moved to approve **Item 10.1.**, as submitted, waiving the second read. Board member Snider seconded the motion. The motion passed unanimously as follows:

Shasta County Board of Education

AYES: Barry, Brown, Hull, MacFarland, Manuel, Mills, Snider

NOES:

ABSTENTIONS:

ABSENT:

Student Board Members

AYES: Killion, Perez

NOES:

ABSTENTIONS:

ABSENT:

10.2. Instructional Services

10.2.1. Budget Overview for Parents

Mary Lord shared that this report replaces the overview of the Local Control Accountability Plan (LCAP) for the 2020-21 school year. It provides brief snapshot of how funds are used. The report will be posted on the SCOE and schools' websites as required by the state.

ACTION: President Hull moved to approve **Item 10.2.1** as submitted.
Board member MacFarland seconded the motion. The motion passed unanimously as follows:

Shasta County Board of Education

AYES: Barry, Brown, Hull, MacFarland, Manuel, Mills, Snider

NOES:

ABSTENTIONS:

ABSENT:

Student Board Members

AYES: Killion, Perez

NOES:

ABSTENTIONS:

ABSENT:

10.3. Board:

10.3.1. Annual Organizational Meeting of the Board

10.3.1.1. Review/Reaffirm/Revise Board Bylaw 9100-Organization

10.3.1.2. Review/Reaffirm/Revise Exhibit 9100-Organization

10.3.1.3. Review/Reaffirm/Revise Board Bylaw 9320-Meetings and Notices

10.3.1.4. Review/Reaffirm/Revise Board Bylaw 9140-Board Representatives

10.3.1.5. Review/Reaffirm/Revise Board Bylaw and Exhibit 9005-Governance Standards

10.3.1.6. Review/Reaffirm/Revise Professional Governance Standards Brochure

ACTION: Board Member Manuel moved to approve **Items 10.3.1.1** through **10.3.1.6** as submitted.
President Hull seconded the motion. The motion passed unanimously as follows:

Shasta County Board of Education

AYES: Barry, Brown, Hull, MacFarland, Manuel, Mills, Snider

NOES:

ABSTENTIONS:

ABSENT:

Student Board Members

AYES: Killion, Perez

NOES:

ABSTENTIONS:

ABSENT:

10.3.1.7. Appoint President

10.3.1.8. Appoint Vice-President

10.3.1.9. Appoint County Superintendent as Secretary

Vice President Mills accepted the position of Board President.

Board Member Barry accepted the position of Vice President.

ACTION: President Hull moved to approve **Items 10.3.1.7** through **10.3.1.9** as submitted.
Board member Brown seconded the motion. The motion passed unanimously as follows:

Shasta County Board of Education

AYES: Barry, Brown, Hull, MacFarland, Manuel, Mills, Snider

NOES:

ABSTENTIONS:

ABSENT:

Student Board Members

AYES: Killion, Perez

NOES:

ABSTENTIONS:

ABSENT:

10.3.1.10. Resolution Fixing Date, Time, and Location of Regular Meetings for 2021

10.3.1.11. Board Meeting Planning Calendar (2021)

ACTION: Vice President Mills moved to approve **Item 10.3.1.10** through **10.3.1.11** with changes as discussed.
Board member MacFarland seconded the motion. The motion passed unanimously as follows:

Shasta County Board of Education

AYES: Barry, Brown, Hull, MacFarland, Manuel, Mills, Snider

NOES:

ABSTENTIONS:

ABSENT:

Student Board Members

AYES: Killion, Perez

NOES:

ABSTENTIONS:

ABSENT:

10.3.1.12. Appoint Board Representatives to Committees

Board Member Manuel agreed to continue as representative to the Friends of the Planetarium.

Board member Brown agreed to continue as representative to the Shasta-Trinity ROP JPA Board, with Board Member MacFarland serving as alternate.

ACTION: Board member Snider moved to approve **Item 10.3.1.12** as submitted.
President Hull seconded the motion. The motion passed unanimously as follows:

Shasta County Board of Education

AYES: Barry, Brown, Hull, MacFarland, Manuel, Mills, Snider

NOES:

ABSTENTIONS:

ABSENT:

Student Board Members

AYES: Killion, Perez

NOES:

ABSTENTIONS:

ABSENT:

10.3.2. Remuneration for Board Members as Allowed by Education Code 1090 and Administrative Regulation 9250

Superintendent Flores shared details in the Ed Code and Administrative Regulation allowing for an annual increase of compensation for the Board, as well as a history of past years' increases. Board member Manuel commented she was not in favor of an increase. Board member MacFarland commented he was in favor of at least a 3% increase.

ACTION: President Hull moved to approve **Item 10.3.2**, with Board members receiving a 3% increase.
Board member MacFarland seconded the motion. The motion passed by majority vote as follows:

Shasta County Board of Education

AYES: Brown, Hull, MacFarland, Mills, Snider

NOES: Manuel, Barry

ABSTENTIONS:

ABSENT:

Student Board Members

AYES: Killion, Perez

NOES:

ABSTENTIONS:

ABSENT:

10.3.3. Superintendent's Compensation

Adam Hillman shared a compensation analysis, including a comparison to the Associate Superintendents' compensation and that of Shasta County District Superintendents. He also shared that SCOE employees received a 3% salary increase this year, and that historically the Board has granted the superintendent an increase when employees receive one. The item recommended a 3% salary increase for the Superintendent.

ACTION: Board member Manuel moved to approve **Item 10.3.3** as submitted.
Board member Brown seconded the motion. The motion passed unanimously as follows:

Shasta County Board of Education

AYES: Barry, Brown, Hull, MacFarland, Manuel, Mills, Snider

NOES:

ABSTENTIONS:

ABSENT:

Student Board Members

AYES: Killion, Perez

NOES:

ABSTENTIONS:

ABSENT:

11. STUDENT BOARD MEMBER REPORT

- Kaitlin Killion, Enterprise High School

Ms. Killion shared that today is the last day of student finals. She said that teachers have been working hard to try to make school more enjoyable for students. The school is having a pajama day through finals. Recently, a teacher on campus provided some small gifts for seniors out of his own money.

- Leah Perez, Shasta High School

Ms. Perez reported that her school has recently held some events. They had a movie night hosted by the National Honor Society Club. About 60 students attended. There was social distancing and snacks. The Madrigals held their annual dinner from Wednesday to Saturday. This year it was a drive through dinner.

Normally the ASB Club adopts a family, but this year they adopted two families who recently lost their homes to the Zogg fire. The club raised \$1200 to give in gift cards and other gifts to the families.

The week after holiday break, their school is going to full distance learning.

Ms. Perez recently met with her Superintendent, Mr. Cloney, and they should have a student Board member by the January meeting.

Superintendent Flores asked how will they select the student board member, and Ms. Perez shared that Mr. Cloney said there would be an election.

Superintendent Flores commended the student Board members for finding ways to give back to their community despite the challenges of COVID during their senior year.

12. BOARD BUSINESS

12.1. Board Focus Areas:

12.1.1. COVID Updates & Impacts

Brien McCall, Associate Superintendent of Instructional Services, shared the report and a slideshow.

He gave brief overview of the use of Learning Loss Mitigation and CARES Act Funds that districts and SCOE received as part of the state and federal COVID-19 relief effort.

12.1.2. Whiskeytown Environmental School Update

Nathan Fairchild shared a video in which Brian Rasmussen, National Park Geologist, and spoke about Whiskeytown Environmental School (WES) and debris flow dangers. Debris flow is often correlated to large fire events and the loss of vegetation, and then the following winter months, during large rain events. A debris flow is a large amount of material that comes down in a large pulse very quickly. It includes water, sand, trees, and boulders. They destroy the landscape and are a danger to people and structures.

12.2. Board Comments/Discussion/Reports/Correspondence

12.2.1. Report from California School Boards Association (CSBA) Virtual Conference Attendees

Board Member Manuel shared. This was her fourth time attending a CSBA conference. She shared that the virtual conference is not as enjoyable without the personal connections and conversations with others.

Ms. Manuel shared what she learned from the “Governance with an Equity Lens” portion of the conference. Two consultants shared the difference between equality and equity. Ms. Manuel commented that she is very proud of SCOE for being deeply rooted in equity, and she proposed SCOE adopt an equity statement.

Board members were encouraged to learn the history of public education, and to view the documentary “Teach Us All”.

Another highlight from the conference was a session on welcoming new Board members and building a strong Board. Strength within a Board comes from differences in life experiences. Board members should be intentional about getting to know each other.

Speaker Jason Dorsey focused on how generations see things differently. To be effective, you need to be able to recognize that different generations experience things differently.

Hadi Partovi shared that coding is all about collaboration, problem solving, and creativity and it should be incorporated through education.

Vice President Mills shared that she agrees about Board members being able to connect with one another, and that she misses the in-person Board meetings.

Superintendent Flores mentioned that, on January 4, she and two of the Board members would meet regarding the vision statement. She asked if the Board would like to submit ideas toward an equity statement for consideration at that meeting.

Board members Barry and Brown, and Vice President Mills, volunteered to serve as a committee to help create an equity statement along with members of SCOE leadership.

Board member Robert Brown shared. He also attended the workshop on leading with equity.

Mr. Brown shared that third grade reading scores are a predictor to determine the number of jail cells to build since 75% of students who do not read by third grade end up in jail.

He shared that equity is giving people what they need when they need it, and that we must develop the ability to recognize systemic inequity in the ways in which we are privileged. The Board can enact policies that affect funding, and discipline that affects equity. He recommended they begin by creating an equity policy.

Vice President Mills shared that it is good to consider our least privileged students like students in juvenile hall, etc.

13. SUPERINTENDENT’S REPORT

COVID

Superintendent Flores shared a graph outlining the 14-day average of case counts in Shasta County’s K-12 schools. The impact of a two-week average is captured every week. In the last 14 days, 39 school sites have had cases, 65 of those being students, 48 staff, and the rest are unknown. There is currently one student in the hospital with COVID. It is more common for young people to think it is not going to affect them the same way.

As of yesterday, the regional ICU capacity was 29%. We are the only region in the state to have double the amount of space we need. The good news is that the number of cases seems to be going down. Time will tell if it is a downward trend.

Shasta County Public Health has a webpage with vaccine info link. As info becomes more available, the website will be updated. A vaccine was approved last week. Dignity Health is one of the first seven hospitals in the state to receive the vaccine.

Dr. Ramstrom met with agencies that will receive the first doses so they can prioritize who will receive the vaccine. Phase 1a will be health workers, first responders, and those that work in congregate living facilities. SCOE's first group of recipients will be the Probation staff and potentially school staff that work within the Juvenile Rehabilitation Center.

The California Teachers Associations released a statement in support of vaccines, asking to be prioritized among the first phase in order to return to schools statewide.

Community Connect

Community Connect is the new name for the group of organizations collaborating to support school attendance in Shasta County. It will use Help Me Grow's database. The logo represents organizations surrounding a family to help students and their families connect to the resources they need.

CA Community Schools Partnership Program

SCOE recently applied for this grant funding opportunity, with support from all 25 school districts in the county. It will provide another way to gain access to resources. Currently poor attendance is the only way to gain access. With this new grant, behavioral issues will be another entry point to obtain support.

The grant includes provisions for eight social workers and a targeted case manager that focuses on students at the SARB level. The greatest number of referrals moving to SARB is at the 9th grade level. Some families just have basic needs, like tutoring. Some need behavioral supports. These services are built into the grant.

Board member Snider asked what a Launch Parent Partner does.

Superintendent Flores shared that the goal is to launch kindergarteners into a successful year. Parent partners help parents with parenting strategies and offer support in areas like attendance. Many of them have previously needed support and are now giving back.

14. MEETING FEEDBACK/SUGGESTIONS FOR FUTURE AGENDA ITEMS

Board member Manuel requested a modification to the change in voting procedure. She asked that, at the next meeting, all those in favor raise their hand.

15. REMINDERS/UPCOMING EVENTS

None

16. NEXT MEETING – January 13, 2021, 1:30 p.m. via Teleconference

17. ADJOURN

President Hull adjourned the meeting at 4:30 p.m.

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