

SHASTA COUNTY BOARD OF EDUCATION

Shasta County Office of Education

1644 Magnolia Ave.

Redding, CA 96001

May 13, 2020

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:

<https://bit.ly/SCOEBoardMay2020>

Or by telephone, at:

Phone: 1-669-900-6833

Meeting ID: 960 3317 8855

Password: 104098

ADOPTED

1. CALL MEETING TO ORDER

The meeting was called to order by Vice-President Mills at 1:30 p.m. she indicated Superintendent Flores would be facilitating the meeting due to it being held via teleconference.

Members Present

Kathy Barry

Robert Brown

Rhonda Hull, President (joined at 2:15 p.m. as a result of technical difficulties)

Steve MacFarland

Laura Manuel

Denny Mills, Vice-President

Jennifer Snider

Caroline Kikut, Student Board Member

Bradley Ramsey, 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

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

(NOTE: The following participated for all or a portion of the teleconference meeting, there may have been others in attendance not listed)

Erica Flores

Lori Garner

Kerby Spencer

Hanna Wayne

Michelle Hillman

Kennedy Delaney

Toni Colyer

Jackie Titus

De' An Chambless

Jessica Tegerstand

Rebecca Lewis

Stephanie Constantinou
Kurt Swanson
Lindsey Gilstrap
Mary Lord
Katy Martin
Sam Dodson
Renee Menefee
Joy Garcia

2. TELECONFERENCE PROTOCOLS

Superintendent Flores provided an overview of the protocols for the meeting being held via teleconference including how to address the Board with public comments and that all action items will be done by roll call vote of Board Members.

3. ADMINISTER OATH OF OFFICE

- Area 1 Board Member Appointed April 15, 2020 – Jennifer Snider

Superintendent Flores welcomed Board Member Snider to her first Board meeting and administered the Oath of Office to her.

4. APPROVAL OF AGENDA

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

Shasta County Board of Education

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

Student Board Members

AYES: Kikut, Ramsey
NOES: None
ABSTENTIONS: None
ABSENT: None

5. HEARING OF PERSONS WISHING TO ADDRESS THE BOARD

There were none.

6. APPROVAL OF CONSENT AGENDA

6.1. Board:

6.1.1. April 15, 2020 Regular Board Meeting Minutes

6.1.2. Revised Board Bylaw and Exhibit 9323.2 – Actions of the Board

6.2. Administrative Services:

6.2.1. Credentials and Oaths for Temporary Certificates

6.2.2. Resolution Regarding Lincoln’s Birthday Observance

6.3. Instructional Services:

6.3.1. Revised Board Policy and Administrative Regulation 6142.1 – Instruction – Sexual Health and HIV/AIDS Prevention Instruction

6.3.2. Revised Board Policy and Administrative Regulation 6174 – Instruction – Education for English Learners

Board Member Manuel requested item 6.1.1 be pulled from the Consent Agenda as she was listed on action item 12.2 as moving and seconding the action item. Vice-President Mills indicated she was the one who seconded the motion.

ACTION: Board Member Manuel moved to approve the Consent Agenda with item 12.2 being pulled. Vice-President Mills seconded the motion. The motion passed by majority vote as follows:

Shasta County Board of Education

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

Student Board Members

AYES: Kikut, Ramsey
NOES: None
ABSTENTIONS: None
ABSENT: None

ACTION: Board Member Manuel moved to approve item 6.1.1 as discussed. Student Board Member Ramsey seconded the motion. The motion was passed by majority vote as follows:

Shasta County Board of Education

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

Student Board Members

AYES: Kikut, Ramsey
NOES: None
ABSTENTIONS: None
ABSENT: None

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. 2020/21 Calendars

7.2. Instructional Services:

7.2.1. Quarterly Report on Williams Uniform Complaints

Adam Hillman, Associate Superintendent of Administrative Services, indicated there was an error on two of the calendars for item 7.1.2 included in the Board agenda packet on pages 62 and 63. He noted the Behavior Consultants were to be included on the 184 day calendar opposed to the 198 day calendar. Comment was made that the correct calendars were provided to Board Members in an e-mail sent by the Superintendent's office and are considered as handouts for the meeting.

8. RECOGNITION

8.1. Student Board Members

Superintendent Flores shared that May is when the opportunity is taken to recognize Student Board Members for their service on the Board even though their term is through June 30, 2020 as they are only required to attend Board meetings through May. She read the framed certificates that would normally be presented to them at the Board meeting if it were held in-person and indicated arrangements will be made to get the certificates to the Student Board Members. In addition, she added that as the meeting is being held via teleconference, the cake normally served in their honor will be forgone.

Board Members Manuel and MacFarland, as mentors for the Student Board Members, shared a few words about their experience in serving alongside the Student Board Members.

9. DEPARTMENT UPDATE

9.1. Business Services

De'An Chambless, Senior Executive Director of Business Services, shared a Google Slide presentation that included a summary of the department. An overview of the work done by External Business and Internal Business Services was provided. Jessica Tegerstrand, Executive Director of District Fiscal Services, reviewed the department goals noting they were recently updated to reflect work being done by staff remotely with closures due to the COVID-19 pandemic. Michelle Hillman, Manager of Payroll, and Jackie Titus, Director of Internal Business Operations, provided an overview of the services within their areas. Information was shared on the celebrations and challenges for the department. Senior Executive Director Chambless indicated COVID-19 has had a significant impact on their department. Board Members commended the Business Services staff for the work they do especially under the current circumstances with the pandemic and economic uncertainties.

10. ACTION

10.1. Instructional Services:

10.1.1. PUBLIC HEARING to Receive Public Comment Regarding Proposed General Waiver Request of California Code of Regulations, Title 5, Sections 3051.16 (b)(3) Specialized Services for Low-Incidence Disabilities for Educational Sign Language Interpreters

Stephanie Constantinou, Lead Educational Sign Language Interpreter, provided an overview of the strenuous requirements to become a certified interpreter and the need for the waiver for the interpreters to continue to be employed as they work towards becoming qualified.

Superintendent Flores opened the Public Hearing at 2:15 p.m. Hearing no comments, the Public Hearing was closed.

10.1.2. General Waiver Request of California Code of Regulations, Title 5, Sections 3051.16 (b)(3) Specialized Services for Low-Incidence Disabilities for Educational Sign Language Interpreters

ACTION: Board Member MacFarland moved to approve item 10.1.2 as submitted. Board Member Brown seconded the motion. The motion passed by majority vote as follows:

Shasta County Board of Education

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

Student Board Members

AYES:	Kikut, Ramsey
NOES:	None
ABSTENTIONS:	None
ABSENT:	None

10.1.3. Board Policy 5127 – Students – Graduation Ceremonies and Activities (first read)

Mary Lord, Executive Director of Student Programs, explained that the policy addresses how passing testing approved by the State Board of Education is not equivalent to completing all graduation requirements which would allow a student to walk in a graduation ceremony or earn an actual diploma. It also eliminates the option for student-led prayer at a graduation ceremony based on a court decision and reflects new legislation that allows students to wear tribal regalia or recognized religious or cultural adornments on their cap and gown.

ACTION: Board Member MacFarland moved to approve item 10.1.3 as submitted and waive the second reading. Vice-President Mills seconded the motion. The motion was approved unanimously.

10.1.4. Board Policy 6157 – Instruction – Distance Learning (first read)

Mary Lord, Executive Director of Student Programs, reported the policy was developed to address the current COVID-19 crisis to make distance learning as seamless and normal as possible and provides examples of how it is being done.

ACTION: Board Member Snider moved to approve item 10.1.4. as submitted and waive the second reading. President Hull seconded the motion. The motion was approved unanimously.

10.2. Board:

10.2.1. Interview Student Board Member Candidates and Make Appointment for 2020/21

- **Kennedy Delaney (2:15 p.m.)**
- **Kaitlin Rose Killion (2:30 p.m.)**
- **Leah Perez (2:45 p.m.)**
- **Hannah Wayne (3:00 p.m.)**

Superintendent Flores, asked Kennedy Delany for clarification if she will be a junior or senior next year as it was not clear on her application, she replied she will be a senior next year.

Superintendent Flores explained the interview and selection process and asked each candidate the same interview questions at their assigned time.

Following the interviews, Board Members explained why they chose their top candidate and announced them as:

Board Member Barry – Leah Perez
Board Member Brown – Leah Perez
President Hull – Hannah Wayne
Board Member MacFarland – Kaitlin Killion
Board Member Manuel – Leah Perez
Vice-President Mills – Kaitlin Killion
Board Member Snider – Kaitlin Killion

Student Board Member Kikut – Leah Perez
Board Member Ramsey – Hannah Wayne

It was noted that Student Board Member votes are preferential and do not count toward the final vote.

ACTION: Board Member Manuel moved to appoint Leah Perez to one of the Student Board Member positions. Board Member Brown seconded the motion. A roll call vote was taken and passed by majority vote as follows:

Shasta County Board of Education

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

Student Board Members

AYES: Kikut, Ramsey
NOES: None
ABSTENTIONS: None
ABSENT: None

Board Members named the following as their second top candidate and shared the reason for their choice:

Board Member Barry – Kaitlin Killion
Board Member Brown – Kaitlin Killion
President Hull – Kaitlin Killion
Board Member MacFarland – Kaitlin Killion
Board Member Manuel – Kaitlin Killion
Vice-President Mills – Kaitlin Killion
Board Member Snider – Kaitlin Killion

Student Board Member Kikut – Kaitlin Killion
Board Member Ramsey – Hannah Wayne

ACTION: Board Member Snider moved to appoint Kaitlin Killion to the second Student Board Member position. Board Member MacFarland seconded the motion. A roll call vote was taken and the motion passed unanimously.

Superintendent Flores indicated her office will send letters to the candidates to let them know the outcome of the interviews. She added that the next agenda will include an item to determine who will serve as mentors for the new Student Board Members.

11. STUDENT BOARD MEMBER REPORT

Superintendent Flores indicated a suggestion was made that the Student Board Members share the speeches they would have given at the Educator Appreciation Dinner had it not been cancelled due to the COVID-19 pandemic. The Student Board Members presented their speeches that will be posted on the County Office's Facebook.

• Bradley Ramsey, Anderson High School

Student Board Member Ramsey provided an overview of information shared with him by his principal on how his school is responding to distance learning as a result of COVID-19 and how plans for this year's graduation and plans for next year are still in limbo.

- **Caroline Kikut, Shasta High School**

Student Board Member Kikut reported on her experience with on-line Advance Placement testing and plans her school is looking at for the potential of continued on-line learning. A graduation committee has been established and is looking into alternatives to the traditional graduation ceremony to meet social distancing and mass gathering requirements. She shared that she has signed up for classes at Shasta College in the event Denver University where she was accepted goes to on-line classes.

Board Members and Superintendent Flores shared their appreciation for the input Student Board Members have given throughout the year.

12. BOARD BUSINESS

12.1. Board Focus Areas:

12.1.1. Early Childhood Services Facility Update

Renee Menefee, Executive Director of Early Childhood Services (ECS), reported word was received that the Inclusive Early Education Expansion Program grant was awarded to the County Office for \$8.4 million opposed to the \$17 million that was applied for. As a result, ECS and Business Services staff worked quickly to put together a revised budget to reflect the awarded amount and submitted it to the California Department of Education.

Executive Director Menefee shared a Google Slide presentation and stated the goal of the grant is to increase assessment access for all children in early education and includes components for inclusive practices through professional development, adaptive equipment, and facilities. An overview of the current referral process and plans for an assessment center that will co-locate several agencies in one facility to provide a variety of services was provided.

The largest cut made to the revised budget was for facilities which eliminated the plan to purchase the building on Athens Avenue that previously housed Orchard Supply Hardware and return to the original plan to expand the current ECS facility at the Hilltop Drive location. A grant funding summary was shared as were plans for the expanded facility and budget. It was noted that while the Board had previously committed a \$3 million contribution towards a new facility, it is realized that with the current economic situation that has come about the past couple months as a result of the COVID-19 pandemic it would be a lot to ask the Board to hold to the commitment. As a result, consideration has been given to apply for a loan to fully fund the proposed 13,000 square foot assessment center.

Adam Hillman, Associate Superintendent of Administrative Services, stated that while the County Office has a healthy reserve, there is concern many in education could experience a cash flow problem worse than what was experienced with the last recession. It has been projected that the County Office will adapt well, but with unknowns the option of a loan is being explored. Associate Superintendent Hillman indicated that County Offices and ECS programs aren't typically awarded grants such as this one which makes it hard to turn down. Superintendent Flores stated it is felt the loan could be paid off in three to five years when the economy improves.

Board Members shared comments that included appreciation for staff's creative thinking, pros and cons of expanding the current Hilltop Drive location, concerns of incurring debt, and current low interest rates for loans. It was noted the biggest change to the revised facility plan is the elimination of space for a training facility to accommodate 250 people.

Superintendent Flores indicated the proposal will come to the Board in June as part of the 2020/21 budget approval process.

12.2. Board Comments/Discussion/Reports/Correspondence:

12.2.1. Report on Distance Learning

Mike Freeman, Senior Executive Director of Instructional Services, indicated the Governor's Executive Order to shelter-in-place as a result of the COVID-19 pandemic required schools to move to distance learning. He shared a Google Slide presentation to highlight the approaches and work from across the county. Distance learning includes delivery of instruction, tracking students, grading, as well as connectivity and access to technology devices.

An overview was provided on how the Professional Learning and Leadership Support Services staff are providing support to schools including training. Information was shared on various resources and methods for delivering instruction. It was noted that a variety of vendors are offering assistance by providing technology devices and option for connectivity.

Comment was made that COVID-19 has magnified the existence of inequity in student access to devices and internet connectivity. Executive Director Freeman discussed tracking students and the Executive Order put in place by the Governor as of February 29, 2020 waiving student attendance. He concluded by stating distance learning will not be going away.

12.2.2. Schedule of Graduation/Promotion Ceremonies

Superintendent Flores referred to the schedule included in the Board agenda packet for County Office programs and charter schools sponsored by the County Office and indicated it looks much different than prior years as most have not yet confirmed their graduation plans due to the Governor's Executive Order to shelter-in-place. She indicated that a letter will be coming out from Dr. Karen Ramstrom, Public Health Officer, and herself as the educational representative on the Roadmap to Recovery Advisory Committee clarifying that Public Health does not have the authority to supersede the Governor's Executive Order and grant the ability for face-to-face graduations. The Governor has currently authorized the implementation of Stage 2 which allows for connection with immediate family and operation of essential businesses to provide services to the community, it does not allow for gatherings of any size. It was noted options include doing a virtual graduation ceremony or a drive through or parade.

Board Members shared their condolences in regards to the class of 2020 who will not be able to participate in end-of-year events such as proms and graduations. Discussion took place regarding how the County Board does not have jurisdiction to provide guidance or authorization to schools in the county in regards to these types of events. Superintendent Flores indicated the Board will be informed as County Office programs and charter school sponsored by the County Office determine their graduation plans.

12.2.3. Other Comments

Appreciation was expressed to Superintendent Flores for managing the challenges she has encountered including holding virtual meetings.

13. SUPERINTENDENT'S REPORT

Joy Garcia, Director of Inclusive Early Education, provided a report on the COVID-19 Student Engagement Project.

Superintendent Flores introduced Erica Flores as the Executive Assistant to the Superintendent who started today to train with Robin Beeson prior to her retirement at the end of June.

Superintendent Flores reported on the following topics:

- Workgroups for Educational Subcommittee to Roadmap to Recovery Advisory Committee
- Every Student Succeeding Recognition Program – Shasta High School student selected by ACSA Region 1 and recognized at the state
- SARB Restructure Work Group

14. MEETING FEEDBACK/SUGGESTIONS FOR FUTURE AGENDA ITEMS

Board Member Snider indicated her first Board meeting went well even though it could not be in person. She requested the Google Slide presentations that were shared during the meeting be forwarded to Board Members.

President Hull stated she liked how Student Board Member candidates were interviewed individually opposed to as a group and suggested the policy be revised to reflect this process. Superintendent Flores indicated the policy could be reviewed at the June or July Board meeting.

Board Members expressed their appreciation for the work Superintendent Flores has been doing to keep all informed during the COVID-19 pandemic.

15. REMINDERS/UPCOMING EVENTS

- May 20, 2020 – North Summit Academy Graduation (details to be provided to Board Members when available)
- May 21, 2020 – R-STEM Graduation (details to be provided to Board Members when available)
- June 4, 2020 – Chrysalis Charter School Graduation (details to be provided to Board Members when available)
- June 4, 2020, 6:30 p.m. – Independent Study Graduation (pre-recorded and posted on Facebook)

Superintendent Flores shared that Spring Fling is scheduled for May 14, 2020 at 6:00 p.m. and will be held virtually. She indicated the Human Resources staff have done a nice job of putting together an alternative to the event where retirees are recognized as are staff for longevity. In addition, plans are being developed on what the County Office's next phase will look like after the end of May in regards to bringing staff back before opening to the public. It is unknown at this time where Board meetings will fall in the plan.

A suggestion was made to invite Student Board Members and Superintendent Office staff who will be retiring to a future Board meeting to be recognized in person.

16. NEXT MEETINGS at Shasta County Office of Education, 1644 Magnolia Ave., Redding, CA 96001 or via teleconference

- June 17, 2020, 10:00 a.m. – Special Meeting/Budget Study Session
- June 24, 2020, 1:30 p.m. – Regular Meeting

17. ADJOURN

Superintendent Flores adjourned the meeting at 5:33 p.m.

Respectfully submitted,

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