

HUMBOLDT COUNTY OFFICE OF EDUCATION
901 Myrtle Avenue, Eureka, CA 95501

MINUTES
AUGUST 8, 2018

BOARD RETREAT

PRESENT: Loretta Eckenrode, Marc Rowley, Bill Ruff, Mary Scott

ABSENT: Robert Siekmann

ALSO PRESENT: Chris Hartley, Superintendent of Schools; Heidi Moore-Guynup, Assistant Superintendent; Tess Ives, Corey Weber, Colby Smart, Jenny Bowen, Mark Johnson, HCOE; Janine Melanson, Administrative Assistant

The retreat was called to order by President Ruff at 12:21pm at the Humboldt HydroFarms greenhouse at Redwood Acres.

Humboldt HydroFarms –Dr. Chris Hartley welcomed everyone and commented that the greenhouse was built two years ago with Dave Enos (now retired HROP teacher) and students from the Northern Humboldt Building Trades program. Mark Johnson, Community School teacher, shared that he was working as an aide at the Arcata Community School when he was asked to become the teacher at the then new New Horizons juvenile hall program. While there, he started a small garden and recognized how it helped students’ skills immerge. It was a few years later that Jennifer Fairbanks invited him to a meeting with Jon Sapper and the AmHydro representatives. At the point he started with the program, he had limited experience with hydroponics, but learned and created the curriculum to be used. The students have the experiences in the greenhouse (i.e. hygiene to keep contaminants out of the greenhouse) and then follow up with the classroom lessons. There are units on the systems, vocabulary and other aspects. Once the student completes all coursework, they are eligible to work for pay and gain valuable work and sales experience which has helped students gain confidence and social skills.

Since the beginning of the program, Mark stated they have learned how to anticipate the needs and what needs to be done to reduce disease and bugs and keep growth consistent regardless of the season. They have sold produce via farm shares but are switching to farm stands. They also have contracts with local grocery stores and restaurants, and donate excess to Food for People. Mark stated that future plans include contracting with districts to use the greenhouse for their own programs. Eureka Sunrise Rotary has also expressed interest in donating to a solar array which could be expanded to power the entire Redwood Acres.

One of the students of the program who graduated from Eureka Community School this past school year, Alex, was present and shared that the program and school have helped him tremendously to gain confidence and graduate on time. He is employed at the greenhouse. He stated that the hands on nature of the work and the opportunity to be a leader to the students new to the program are two of his favorite parts of the experience.

The retreat adjourned at 1:20 p.m. and reconvened in the HCOE Redwood Room at 1:35 p.m.

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Sequoia Conference Center – Dr. Hartley introduced Amanda Nelson, Sequoia Conference Center Manager, and Klark Swan, Sequoia Conference Center Assistant Manager. A summary handout was distributed. Amanda stated that they are proud of the events they hosted and the relationships that have been built. At this point, after two full years of operation, they have been able to identify use patterns and themes, which allows them to identify when to try to bring other groups in. Feedback has been very positive and repeat bookings are common. In particular, they are told that the customer services and technology are appreciated and that this facility was missing in the community before it was built. Klark stated repeat clients have also appreciated that they reach out when availability is filling and a group had a booking in prior years. She also stated that they now are at a point where they have better systems in place to be able to plan for the future. They learned at a conference they attended that small centers like ours need to hon in on a niche. They are looking into being a “one stop shop” and offering linens, light catering, and possibly even printing in conjunction with the Communications Center. By looking at use trends, they are considering ways to bring in clients in the summer months. Overall, they are looking for full or multiple day events to increase revenue. The usage shown on the graph distributed includes partial day use, so two short events on one day are counted as two reservations. They have recently reviewed their fee schedule against other facilities in the area and have some changes on the regular board meeting for consideration. Marc Rowley asked if they have capacity to host performances. Amanda stated that they do host the jazz festival. They do not currently have lighting but could partner with a local lighting company. The entire staff is now capable of operating all of the technology and it is starting to be used more to its capabilities with split screens and video conferencing. Caterers appreciate the kitchen and often refer people to the facility because of it. Amanda and Klark are also considering ways to rent the kitchen apart from the rest of the facility without jeopardizing full facility rentals.

Marc asked if there is a feeling in the community that they may be competing with other facilities. Amanda and Klark responded that they have heard very little in that regard but more that the facility is filling a need that existed for more spaces for large events.

President Ruff asked about the staffing funding increases indicated on the handout. Amanda and Klark responded that since the inception, a maintenance position has been added at 80% and extra hires have been added. Carol Ingram stated that the increase from last fiscal year to this is strictly increase in PERS costs and bargained salary increases, not increase in personnel. Dr. Hartley responded to President Ruff’s question about HCOE events, stating that programs pay for use as well.

Dr. Hartley stated that this is the first time we have had data. The original intent was for salaries to be covered with HCOE contributions, and that the county office investment is an investment in the community. The relationships built make education’s contributions as a community partner visible and the feedback from the community is positive. Dr. Hartley feels, although a great service, that HCOE’s contribution should not be as high as \$147,000 and is interested in strategies to decrease that amount.

President Ruff stated that 3 years of operation is too early to make decisions on. He feels 5 years may be a better time to look at data and come up with a plan. Marc agrees and recommends Amanda and Klark move forward with their One-Stop-Shop and other ideas.

Amanda added that more people are interested in renting all of HCOE's rooms. They will promote this type of use on the weekends but balance the needs of HCOE and district use of the non-Sequoia rooms during the workweek.

Colby Smart added that they could not hold events like STEAM locally before the Sequoia was built. He also commented that, by bringing professional development opportunities here, districts save money they would otherwise spend sending people out of the area to trainings.

President Ruff stated he wants to see the facility make a profit or break even. Mary Scott stated she appreciated having this information.

Robert Siekmann joined to group; Mark Rowley and Carol Ingram left.

Coregrowth – Dr. Hartley introduced Cindi Kaup and Lori Breyer. He stated that this assessment tool was built and designed by and for teachers and is a great model of how county offices can serve districts. Cindi Kaup shared the website (www.coregrowth.org) and encouraged the board and others to watch the new marketing video created by the Communications Center. The impetus for this tool was to be able to gather school readiness data for TK. Before this assessment, the only assessments started at third grade with the state standardized testing. At the time this need became evident, Garry Eagles (Superintendent) was promoting cutting edge ideas and encouraged the idea be pursued. Teacher wanted the tool as an app. What has been created aligns with SmarterBalance (the state assessment) and covers TK-2nd grade. Early results from the assessment showed focus needed to be on social and emotional development and funds were targeted in this area. The results of that focus are now being seeing in the assessments. Cindi pointed to the demo on the website and encouraged everyone to explore that area.

They are now to the point that it is ready to market outside of Humboldt. The concept that it is teacher created is a great marketing tool. There is already interest outside of Humboldt, largely due to teachers from Humboldt who move out of the area and want to keep the tool. Bakersfield has 31 schools TK-2. They want to pilot TK and may want the full assessment for all of their 31 schools. The cost is \$150/class, which was based on the cost of the STAR test years ago. Coregrowth offers more data than the state testing – customers would like that level of data up to 6th grade.

Cindi and Lori do trainings onsite if the school wishes to pay for their travel. The Communications Center has been a great partner in developing marketing, creating the report cards and working on training videos. IT has also been an important partner (Cindi mentioned Don, Brian and Doug.)

They have recently implemented tighter security. The assessment loads directly into report cards. The data also moves from class to class with the student. Lori is working with districts on a county-wide report card TK-6.

REGULAR MEETING

1.0 CALL TO ORDER/WELCOME/FLAG SALUTE

President Bill Ruff called the meeting of the Humboldt County Board of Education to order at 3:01 p.m. with a quorum present.

PRESENT: Loretta Eckenrode, Marc Rowley, Bill Ruff, Mary Scott, Robert Siekmann

ABSENT: None

ALSO PRESENT: Chris Hartley, Superintendent of Schools; Heidi Moore-Guynup, Assistant Superintendent; Tess Ives, Carol Ingram, Jenny Bowen, Susi Huschle, Jack Sheppard, HCOE; Monica Dekat, CSEA; Janine Melanson, Administrative Assistant

Mary Scott led the flag salute.

2.0 ADJUSTMENT OF THE AGENDA

Robert Siekmann asked the board to please consider rearranging the agenda to move action items to before 3:45 p.m. as he has to leave early. President Ruff stated rearrangement would not be necessary.

3.0 BOARD MEMBER ANNOUNCEMENTS/COMMENTS/REPORTS

There were no comments from the board.

4.0 PUBLIC COMMENTS

Susi Huschle shared that each board member had been given a student planner. This is the 7th year of the planner through the Decade of Difference, delivered at no cost to 7-12 grades if desired. This year has a heavy focus on the Trades Academy and Health Career Exploration Project.

5.0 PRESENTATION: Jack Sheppard & Susi Huschle – Education at Work: Trades Academy

Dr. Hartley stated he was honored to introduce Jack Sheppard. Jack came into education through auto mechanics, taught CTE auto classes at Northern Humboldt and was the principal of the continuation program before coming to HCOE. Jack put in personal time and effort to get the Trades Academy trailer ready.

Jack introduced himself as a local who grew up in Fieldbrook, went to McKinleyville High School and College of the Redwoods. We have metal and wood shops at our local high schools. They are all expanding into computer controls to meet industry standards. Many other counties do not have these programs. Jack has found that these classes are not well known within the community. Jack spoke about the skills gap – that employees within the trades want to retire and there are not people ready to replace them, or it takes multiple people to fill one person's position. Students are pushed towards 4-year programs. Students are looking at their cell phones and not going out and building treehouses and making things. Jack believes all of these elements contribute to the lack of available employees.

A survey was done December 2017 of students, administrators, industry partners and parents. Results indicated students want hands-on opportunities; industry needs workers prepared to work; families want their kids to be happy, safe and secure.

The Trades Academy resulted from a grant received in partnership with College of the Redwoods and the Workforce Development Board. Jack will be working with the shop teachers at the high schools to enhance their programs. Students will learn about opportunities within the industries from industry leaders in the mobile lab but also through field trips to job sites. HCOE purchased a

Ford F250 truck from Roy's with some funding from Humboldt Area Foundation. An enclosed 24' trailer was donated by Humboldt Bay Fire. It will be equipped with technology, tools, and benches for hands on experiences students can attend outside of the classroom without disrupting the classes. CTE teachers' time is taken up in the classroom. Additionally, Jack will be the connection between industry and students, setting up work experience opportunities, etc. These are things that are difficult for the classroom teachers to have time for. Specifically, he will be working with seniors in advanced level classes.

They have been working with a steering committee made up of local contractors. Through their input, Jack can tailor the experiences of students toward local industry needs. The board toured the trailer. Jack mentioned that Northcoast Flooring is going to donate a floor.

Susi shared that high schools have to put all three levels into one class, so that teachers can't provide the experiences the seniors need at the same time they are teaching basics to first year students. The Trades Academy will enhance what is already happening in the classroom.

Susi mentioned the collaboration with the Workforce Development Board and that the Trades Academy and Health Career Exploration Project are featured in their 6th & E window display which was designed and installed by the Communications Center.

Susi asked that the term Advance Training be used instead of College, a much more inclusive term for education after high school. She also promoted the term Success Skills to replace the industry term Soft Skills.

6.0 CONSENT AGENDA

It was moved/seconded (Rowley/Scott) to approve the consent agenda. **The motion carried with the following hand vote.**

Hand Vote

AYES:	Eckenrode, Rowley, Ruff, Scott, Siekmann
NOES:	None
ABSTAIN:	None
ABSENT:	None

Action was taken on the following consent items:

- 6.1 Approve Minutes—July 11, 2018
- 6.2 Approve Travel Claims
- 6.3 Adopt Resolutions Approving PERS Golden Handshake Window Periods - HCOE
11/1/2018-1/31/19 and 6/1/2019-8/31/2019
- 6.4 Adopt Resolutions Approving STRS Golden Handshake Window Periods - HCOE
11/1/2018-1/31/19 and 6/1/2019-8/31/2019
- 6.5 Approve Routine Budget Revisions

7.0 ACTION ITEMS

7.1 Adopt New Board Policy 6171 – Title I Programs as a First Reading

It was moved/seconded (Eckenrode/Siekmann) to adopt New Board Policy 6171 – Title I Programs as a First Reading. **The motion carried with the following hand vote.**

Hand Vote

AYES: Eckenrode, Rowley, Ruff, Scott, Siekmann
NOES: None
ABSTAIN: None
ABSENT: None

7.2 Adopt New Board Policy & Administrative Regulation 5145.13 – Response to Immigration Enforcement, as a Second Reading

It was moved/seconded (Rowley/Scott) to Adopt New Board Policy & Administrative Regulation 5145.13 – Response to Immigration Enforcement, as a Second Reading. **The motion carried with the following hand vote.**

Hand Vote

AYES: Eckenrode, Rowley, Ruff, Scott, Siekmann
NOES: None
ABSTAIN: None
ABSENT: None

7.3 Adopt Revisions to Board Policy 3514 – Environmental Safety

It was moved/seconded (Eckenrode/Scott) to adopt Revisions to Board Policy 3514 – Environmental Safety. **The motion carried with the following hand vote.**

Hand Vote

AYES: Eckenrode, Rowley, Ruff, Scott, Siekmann
NOES: None
ABSTAIN: None
ABSENT: None

7.4 Review and Accept Revisions to Administrative Regulation 1335 – Sequoia Conference Center Attachment D

It was moved/seconded (Rowley/Siekmann) to Review and Accept Revisions to Administrative Regulation 1335 – Sequoia Conference Center Attachment D. **The motion carried with the following hand vote.**

Carol Ingram stated that these are 15-18% increases. They were vetted thoroughly via looking at other event locations and by checking with regular clients who all felt the increases were reasonable. Marc Rowley stated he feels the rates are low but understands the need to move forward as well. In response to the question, were rate increases considered in 18-19 numbers received at the retreat, Carol said they are not. She added that the current fee structure is being honored for clients who have already booked events. If the agenda item is passed, the new rate will apply to all reservations going forward.

Hand Vote

AYES: Eckenrode, Rowley, Ruff, Scott, Siekmann
NOES: None
ABSTAIN: None
ABSENT: None

7.5 Approve Revised Local Control Accountability Plan (LCAP) for Court/Community Schools

Dr. Hartley asked that this item be tabled until the September meeting – the State is providing more feedback for consideration that may result in additional edits.

8.0 INFORMATION/ACTION ITEMS

8.1 Superintendent's Report

Dr. Hartley expressed his thoughts and sympathies toward all those affected by our state's fires. He has been in contact with the superintendents in these regions to let them know we are thinking of them. He shared that the Lake County superintendent stated their community is still traumatized by last year's fires so this is a compounding factor. President Ruff stated he contacted the board president to let her know he was thinking of them as well.

Dr. Hartley stated that his Cabinet had a retreat day during which they went over goals and did planning. The theme for this year is *Equity in Action* and the staff welcome back event will showcase this theme. Teacher of the year Ligia Ray will be featured.

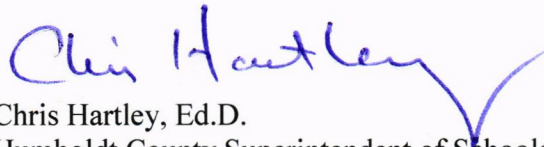
- 2018-19 HCOE Major Initiatives
Dr. Hartley distributed the 2018-19 Initiatives and shared that the themes are similar to last year's. He is going to work with the Leadership team to develop objectives around the initiatives and will bring those back to the board.

Dr. Hartley thanked everyone who contributed to the board retreat earlier in the afternoon and thanked board for their engagement and input. President Ruff and Mary Scott stated it was the best retreat they've attended.

9.0 ADJOURNMENT

The meeting adjourned at 3:41 p.m.

Respectfully submitted,



Chris Hartley, Ed.D.
Humboldt County Superintendent of Schools

CH:jm