

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

MINUTES
January 10, 2018

CALL TO ORDER/WELCOME/FLAG SALUTE

President Bill Ruff called the study session of the Humboldt County Board of Education to order at 1:30 pm with a quorum present.

PRESENT: Loretta Eckenrode, Bill Ruff, Marc Rowley

ABSENT: Robert Siekmann, Mary Scott

ALSO PRESENT: Chris Hartley, Superintendent of Schools; Heidi Moore-Guynup, Assistant Superintendent; Jennifer Fairbanks, Corey Weber, HCOE; Shari Lovett, Stephanie Jackson, Mattole; Janine Melanson, Administrative Assistant

Dr. Hartley introduced Jennifer Fairbanks who has been reviewing the charter petition and Corey Weber, recently hired as the Director of Fiscal Services, who has been reviewing the fiscal aspects of the petition.

Shari Lovett and Stephanie Jackson from Mattole Charter reviewed the information about the proposed charter that was presented at the December meeting. Shari also mentioned that she and Jennifer Fairbanks met with Mary Scott to discuss the petition but had not been able to meet with Robert Siekmann yet.

Shari reminded the board that the Mattole Charter will close at the end of the year due to a recent court ruling, and the request is that the Humboldt County Office of Education authorize a new charter, the Humboldt Charter. 475 of their students attend the Humboldt campuses – these are the students that would be included in this proposal. All programs are independent study using the “learning center” model. Facilities are open 4 days/week (some are open 5 days). Students can access the centers as much as needed (as determined by the student, parent, teacher, etc.) 80% of students attend learning centers. The remainder are “home study” students. Teachers in these cases go to the students.

Administratively, Shari and Stephanie are the only two administrators who are not teachers. Five teachers have administrative credentials and have additional duties, such as acting as a principal for a center as well as a teacher.

Jennifer Fairbanks reported that, in her review of the petition, all 16 required elements have been covered in a thorough manner. The review process has been open and collaborative. The independent study model is similar to what Jennifer is familiar with for the community schools. The LCAP and petition align. She had suggested the NPA MOU as a template since it’s already been vetted; the petitioners agree to this template

Corey Weber stated that he was the business manager for Mattole for over 10 years and was very involved in the charter and has insight into their internal controls. He has been reviewing their numbers and is not seeing any major concerns. President Ruff asked what we would be looking for. Corey indicated that sufficient funds to project out three years is necessary and in his review, their budget is healthy. Heidi Moore-Guynup commented that since this is not a new start-up, costs are well known. Their budget is broken out by learning center and teacher, so pulling Humboldt out of the mix for the new charter is a clean calculation.

Dr. Hartley and Corey also spoke to the requirements for independent study charters that they must track expenditures by use (direct instruction, administration, etc.) and if 80% of all expenditures are not spent on instruction, they will not be fully funded the next year. Dr. Hartley stated that the requirements ensure that funds go to the students. Heidi stated that an audit of the petition's administration shows fiscal responsibility.

Shari stated that they use the county office for LCAP support and use the financial systems, so these are already in place and would continue, allowing for checks and balances.

Concerns regarding the learning center in Willow Creek were expressed by Marc Rowley. Shari indicated that they are open to working on this issue and invited board members to arrange to visit centers. Marc had conversations with learning center staff in his area. Shari indicated that the Creekside center in Willow Creek had approximately 58 students enrolled and is at capacity. She also indicated that they have no intention to expand any programs.

[Robert Siekmann arrived to join the session at 2:30 pm.]

Shari indicated that the Willow Creek center has about a 60% Free & Reduced Lunch rate and ethnicity tracks county levels.

Heidi suggested that, with fewer sites, the two administrators may be able to be more present at learning centers and create more strategies for parent and community engagement. Loretta agrees that it is important for the centers not to be looked at as separate, but a part of the education community.

In conclusion, Dr. Hartley stated that based on staff review, it is recommended that the petition move forward and that the fiscal work continue.

President Ruff called a recess at 2:50 p.m. until 3:00 p.m.

Regular Meeting

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

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

ALSO PRESENT: Chris Hartley, Superintendent of Schools; Heidi Moore-Guynup, Assistant Superintendent;; Susi Huschle, Lori Breyer, Tanya Trump, Jenny Bowen, Beth Chaton, Tess Ives; Carol Ingram, HCOE Business Services; Shari Lovett, Stephanie Jackson, Mattole; Janine Melanson, Administrative Assistant

2.0 ADJUSTMENT OF AGENDA

There were no adjustments to the agenda.

3.0 BOARD MEMBER ANNOUNCEMENTS/COMMENTS/REPORTS

There were no board member announcements.

4.0 PUBLIC COMMENTS

There were no public comments.

5.0 PRESENTATION: None

6.0 CONSENT AGENDA

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

Hand Vote

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

The following items were acted upon under the consent agenda:

- 6.1 Approve Minutes—December 13, 2017
- 6.2 Approve Travel Claims
- 6.3 Receive and File Williams Compliance Quarterly Report - Instructional Materials, School Facilities & Teacher Certification
- 6.4 Adopt Proclamation in Support of Career and Technical Education Month
- 6.5 Approve Routine Budget Revisions
- 6.6 Receive and File Surplus Personal Property Report

7.0 ACTION ITEMS

7.1 AUTHORIZE MEMBERSHIP WITH EDBUY FOR 2018-2019 STANDARD SCHOOL SUPPLIES

It was moved/seconded (Eckenrode/Siekmann) to authorize membership with EdBuy for 2018-2019 Standard School Supplies. **The motion carried with the following hand vote.**

Hand Vote

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

7.2 REVIEW AND ACCEPT 2016-17 ANNUAL AUDIT REPORT

It was moved/seconded (Eckenrode/Siekmann) to review and accept 2016-17 Annual Audit Report. **The motion carried with the following hand vote.**

Hand Vote

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

7.3 ADOPT 2017-18 SCHOOL ACCOUNTABILITY REPORT CARDS-GLEN PAUL SCHOOL & COURT/COMMUNITY SCHOOLS

It was moved/seconded (Siekmann/Rowley) to adopt 2017-18 School Accountability Report Cards-Glen Paul School & Court/Community Schools. **The motion carried with the following hand vote.**

Hand Vote

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

7.4 REVIEW AND ACCEPT CHANGES TO ADMINISTRATIVE REGULATION 4133/4233/4333 – TRAVEL, MILEAGE REIMBURSEMENT

It was moved/seconded (Eckenrode/Rowley) to review and accept changes to Administrative Regulation 4133/4233/4333 – Travel, Mileage Reimbursement. **The motion carried with the following hand vote.**

Hand Vote

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

7.5 AUTHORIZE MEMBERSHIP WITH U.S. COMMUNITIES PURCHASING ALLIANCE FOR 2018-2019

It was moved/seconded (Rowley/Eckenrode) to authorize membership with U.S. Communities Purchasing Alliance for 2018-2019. **The motion carried with the following hand vote.**

Hand Vote

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

7.6 APPROVE SUBMISSION OF 21ST CENTURY COMMUNITY LEARNING CENTER GRANT

Beth Chaton, present, stated she is submitting the grant with McKinleyville Union School District. It is highly competitive – last year 30% were funded. This year they are using distribution groups so we are competing against northern rural only.

It was moved/seconded (Rowley/Siekmann) approve submission of 21st Century Community Learning Center Grant. **The motion carried with the following hand vote.**

Hand Vote

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

8.0 INFORMATION/ACTION ITEMS

8.1 INTERDISTRICT ATTENDANCE APPEAL POLICY AND HANDBOOK

Dr. Hartley shared that the interdistrict attendance agreement received verbal approval among superintendents and they are now taking these to their boards to adopt. HCOE is doing an awareness and advertising campaign. The agreement is much the same as before with open enrollment but with windows (December 1 – Feb 1). Superintendents will meet again in September to decide if they want this to be a multi-year agreement. Heidi also shared that there is a requirement for parents to engage in enrollment management activities with their district of residence. Lori Breyer added that parents must start at the district of residence and the agreement articulates that the district of attendance will direct parents to the district of residence if they inquire. Districts of residence will forward forms on to district of desired attendance (in the past, it's gone back to the parent to take to the next district).

Lori shared that the committee of herself, Loretta and Marc worked on the policy and handbook. It will be on the February agenda for first reading. She will have all appeal documents for the board to review at that time. The revised checklist has an area for the parent to give their rationale for appeal (that may not be on request form).

The committee changed procedures such that the county superintendent would facilitate the hearing instead of the board president. President Ruff and Dr. Hartley disagree with this change and ask that the board president remain in the role.

Robert Siekmann asked that there be a way other than in written form for parents to articulate their reasons for request. Heidi stated that the new request form is much more manageable than the previous (this was also a request from districts), and that Lori will provide support for families and districts to make sure all necessary information is received and communicated.

The committee wrote the new procedure such that the appeals would occur in closed session (page 6 and 8 of the handbook). President Ruff and Marc Rowley indicated they would prefer everything occur in open session and be as transparent as possible, with closed session being

the exception, by request of the parent. It was suggested that the term "may" be in closed session be used instead. Discussion was had regarding options of having the hearing in open session, or closed with just the parent and board if requested by the parent. Deliberation could be held in closed session but return to open session for decisions. Lori will research the legality of when closed session would be appropriate and report back in February.

8.2 SUPERINTENDENT'S REPORT

Dr. Hartley shared that Stacy Young great job with STEAM Friday and Saturday and that sessions were engaging with quality presenters.

8.2.1 Governor's Proposed Budget 2018-19

Dr. Hartley shared that the Governor's Proposed Budget was released earlier in the day and at first glance the news looks good. There appears to be a permanent fix to what has been ongoing concerns about Ferndale and a few other districts in the state who have been in danger of losing necessary small school funding. The Governor is fully funding LCFF two years ahead of schedule.

8.2.2 HCOE Organizational Goals and Staff Survey Feedback

Dr. Hartley stated he is tabling this topic for a future meeting.

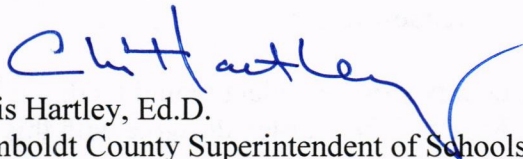
8.3 FUTURE AGENDA PLANNING

Dr. Hartley stated that the Humboldt Charter petition timeline is such that a decision in February is required. The board can have a public hearing and action item both at the February meeting, or proceed with the public hearing at the regular meeting and hold a special meeting for the action item. The board indicated they prefer to handle both at one meeting (hearing and action).

ADJOURNMENT

The meeting adjourned at 4:17 p.m.

Respectfully submitted,



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

CH:jm