



## Educational Agenda 2018-2019

### End of Year Report

#### Be a support service center to the school districts/education community of Sonoma County

- Implement and provide guidance about the Local Control Funding Formula (LCFF) and required Local Control Accountability Plan (LCAP) with all districts and charters in Sonoma County.  
→ **Lead Departments | Business Services (external)/Educational Support Services**  
STATUS:
  - External Fiscal Services staff have met with Educational Support Services staff to plan joint LCAP Workshops scheduled for January 2019. Additional meetings between both departments will be held to discuss improvement processes between the departments. External Fiscal Services will continue to work with districts regarding the financial aspects of the LCAP template.
  - Educational Support Services: ESS and Business Services facilitated LCAP workshop in January and in April. ESS Continuous Improvement Directors also held two LCAP work sessions for district partners. Business Services and ESS are also working together to plan this year's LCAP review process.
- Provide support and feedback to districts in their implementation of the LCAP in order to ensure sound budgeting practices within the districts of Sonoma County.  
→ **Lead Departments | Business Services (external)/Educational Support Services**  
STATUS:
  - External Fiscal Services staff have met with Educational Support Services staff to plan joint LCAP Workshops scheduled for January 2019. Budgeting Best Practices Workshop (Connecting Academic Outcomes and Resource Allocation) will be held March 13th
  - Educational Support Services: See above.
- Continue to develop and implement the instructional practice strategies of 21<sup>st</sup> century teaching themes (creativity, critical thinking, collaboration, and communication) through State Standards integration.  
→ **Lead Departments | Educational Support Services**  
STATUS:
  - Educational Support Services: The ESS team has provided custom services to support capacity building efforts within schools and districts focused on project-based learning, Restorative Practices, Next Generation Science Standards, History/Social Science, Maker Education, Universal Design for Learning (UDL) and STEAM.
- Implement, support, and assist districts in the California Dashboard through Differentiated Assistance support strategies.  
→ **Lead Departments | Educational Support Services/Business Services (data management/CALPADS)**  
STATUS:
  - Business Services (data management/CALPADS) IT staff continue to provide CalPads workshops. In addition, through a joint effort between Business and the ESS team, a variety of data management

systems are being reviewed to determine adequacy in providing visibility into outcome gaps through data disaggregation with real time data. Five different data management systems have been reviewed. In addition, a data implementation timeline has been developed.

- Educational Support Services: This year there were seven districts that were eligible for differentiated assistance support (three received continued support and four received initial support). For districts eligible for initial support, an initial onboarding session was held with district administrators in December to provide an overview of the continuous improvement process. The ESS team also facilitated onboarding sessions with each district team. Teams participated in three shared learning sessions with coaching support provided in between sessions, between January and April. For districts eligible for continued support, meetings were held with district teams to explore options for next steps. Plans are currently underway to plan support starting at the beginning of next year.

- Align closing the achievement gap by monitoring LCAP activities with best practice strategies. Assist districts with implementation of LCAP activities and professional learning activities (systems coherence support).

→**Lead Departments | Educational Support Services/Special Education Services**

STATUS:

- Educational Support Services: With the refresh of the dashboard in December, seven (7) districts were eligible for differentiated assistance support (four - initial; 3 - continued). The ESS team has facilitated intake sessions with district teams. Support was provided through a combination of shared learning sessions and customized support within districts. Continuous Improvement Directors are working with district teams on next steps for the beginning of the next school year. Graduation rate for Hispanic Latino students is nearly on par with that of white students in the county at 80%. This represents a 13-point closing of the graduation rate disparity between 2010 and 2018.
- Special Education Services: The department has developed data systems to regularly update districts regarding attendance and behavior. Districts will begin receiving monthly attendance data in February following the piloting of the document. Districts regularly receive behavioral data. Personnel have shared data documents to analyze data.

- Monitor and promote quality credential programs. Initiate and market SCOE's credential program through its accredited North Coast School of Education. Dedicate and open SCOE's new Teacher Learning Center in 2018.

→**Lead Departments | Administrative Services/Human Resources/North Coast School of Education/Business Services**

STATUS:

- Administrative Services: Hosted Teacher Learning Center dedication in October 2018. Secured Comcast television advertising to promote Be A Teacher program. Currently running advertisement in theaters during the month of February for Be A Teacher program. All promotions sponsored by SCOE. Refer to the "public service announcement and promotion" bullet under the heading "Foster partnerships".
- Human Resources/North Coast School of Education: HR Credential staff worked with NCSOE in regularly scheduled meetings to build capacity and address issues with credentialing as they relate to CTC guidelines.
  - NCSOE Executive Director has visited several satellite partners and has promoted programs with districts.
  - NCSOE has explored the possibility of offering services to individuals and offering content specific coursework to new teachers and partner districts.
  - Local solutions grant will provide financial assistance for up to 30 candidates in the special education credential programs.
  - NCSOE hosted a thorough accreditation review visit from California Commission on Teacher Credentialing As part of the process, NCSOE staff are preparing quarterly reports and a status update for CCTC to review progress toward goals set forth by the commission.

- NCSOE will be increasing collaboration with partner districts to meet their professional development needs.
  - NSCOE will be working collaboratively with ESS to maximize human resources to improve PD offerings for teachers and administrators.
  - Completed accreditation process with one-year monitoring.
- Business Services: The Teacher Learning Center (TLC) has been completed and opened. Dedication was held on October 18, 2018. The TLC serves approximately 125 candidates each weeknight and on select weekends.
- Facilitate and support ongoing fire disaster trauma support to students and staff
  - Lead Departments | Educational Support Services/Special Education Services/Business Services**
  - STATUS:
    - Administrative Services: Closed out \$550,000 in fire relief grants and donations. Produced communications to support the anniversary of the wildfire. Provided county support to Butte, Shasta and Lake Counties in fire disaster preparation. Provided testimony at state legislative hearing on necessary steps districts/counties/state need to provide in catastrophic event. Provided testimony at the federal level before the House of Representatives Education subcommittee.
    - HR and Admin working toward securing funding from CDE for additional fire relief counseling services for local public and private schools. SCOE secured \$350,000 in federal counseling funds.
    - Human Resources/North Coast School of Education: Participated in state disaster relief committee with County Superintendents' (CCSESA) BASC & PASSCO groups (Business and Administration Steering Committee and Personnel Administrative Services Steering Committee).
      - Presented disaster relief presentation to PASSCO group
      - Successful negotiations with both bargaining units to offer assistance to staff, including increased flexibility of use of personal necessity leave for fire survivors to deal with fire-related tasks
      - Participated in statewide committee to develop a manual for county offices and districts to develop capacity to respond to disasters
      - With the help of Special Education department, worked toward promotion of the "Sonoma Rises" app, which was designed to assist fire victims in several areas of need.
    - Business Services: Providing support to Butte County Office of Education and is participating in a CCSESA BASC Committee to develop a Fire Recovery Resource Manual for county offices of education. Business Services has also met with RESIG, our insurance JPA to discuss mutual aid agreements. Additionally, SCOE has received a \$187,280 federal grant that will fund the creation of a hazard mitigation plan for all 40 Sonoma County school districts as well as SCOE. SCOE will use the grant, from the Federal Emergency Management Agency, to help school districts identify risks to students, staff, and school sites from earthquakes, fires, floods, and severe storms. The plan will also identify steps school districts can take to mitigate these risks. The process is expected to take three years.
    - Special Education: The Department has provided on-going support to school districts when requested for in-service training. The SOS team has continued to act during times of crisis to support districts. The Department works collaboratively with Butte COE to leverage knowledge and resource procurement as appropriate. The Department has provided professional development workshops at a disaster response conference hosted by the Orange County Office of Education. Special Education and ESS work collaboratively to support districts by connecting them to resources as they pertain to student mental health and well-being to support readiness for learning.
  - Collaborate with local law enforcement to provide school site trainings regarding campus safety and "active shooter" protocols
    - Lead Departments | Business Services/Educational Support Services**
    - STATUS

- Business Services/Administration held a School Violence Preparedness and Response Training on Friday, August 3, 2018.
  - Educational Support Services: Hosted trainings in August for over 200 district/county employees on school safety plans.
  - Special Education Services: Staff participate with school sites in training and drills.
- Create community/business partnerships that support the teaching profession/provides housing opportunities for the educational workforce.  
→**Lead Departments | Administrative Services/North Coast School of Education**  
STATUS:
    - Administrative Services: Reviewed proposals for public employee housing on the Amarosa Academy campus. Selected a finalist and currently reviewing cost feasibility.
    - North Coast School of Education: Continues to attend community groups meetings presenting on the teacher shortage and the impact of the local housing crisis on the hiring and retention of new teachers in Sonoma County.
- Address school district and county board professional development needs by providing various workshops and symposiums.  
→**Lead Departments | All**  
STATUS:
    - Administrative Services: Hosted Crisis Communications workshop for board members, superintendents, and administrative assistants. Provided three-tiered approach regarding campus safety training for board members and district personnel: communications, auditing safety plans, and developing a Social Emotional Learning campus environment. Hosted orientation workshops and bootcamp for new school board members following 2018 elections. Hosted Biennial Trustee Service Recognition dinner.
    - Human Resources: Through various contacts with boards and/or superintendents, SCOE provides advisement and collaboration regarding superintendent and executive staff searches.
    - Business Services: Presented a 2-hour overview of school finance to new superintendents in September. Also, presented a brief overview of school finance to newly elected board of trustees in December. A Facilities Workshop will be presented to new superintendents on January 24th.
    - Special Education: Worked in partnership with ESS to provide additional training for school counselors and school psychologists.
    - Educational Support Services: ESS staff provided information on the LCAP, continuous improvement, and the statewide system of support for newly elected board of trustees in December as well as a session on Continuous Improvement, the LCAP and LCFF as part of the Board Members Boot Camp in January.

### **Foster partnerships that strengthen educational opportunities for all students**

- Foster and establish collaborative and collegial relationships between and among all SCOE stakeholders, departments, districts, and agencies.  
→**Lead Departments | All**  
STATUS:
  - Administrative Services: Hosted presentation and supporting materials for Skylane staff to help bring all employees up to date on changes at SCOE and their role in the California System of Support. Completed administrative Leadership Team training to develop collaboration among and between COE teams.
  - Human Resources: HR has hosted one meeting with HR leaders from the largest 6 districts. More meetings are planned.

- HR has supported districts in filling interim assignments of administrative positions .
- HR staff conducted two superintendent searches for local districts.
- HR has initiated and conducted the initial meetings for credential monitoring, lending assistance to district HR staff.
- HR provided clearance for Creative Sonoma artists to serve local students in response to fire-related events.
- SCOE serves as the Administrative Unit (AU) for the SELPA; staff have participated on the committee to revise the local plan.
- Business Services: Providing opportunities for district staff to attend a variety of workshops, including: Standardized Account Code Structure (SACS) Basic, SACS Advanced, Attendance, Use Tax, Emotional Intelligence, Evaluation & Performance, A/P Certification, Advanced Collective Bargaining and Best Practices in School Budgeting. In-house workshops are held on a regular basis and include CalPads Training, Payroll Certification, DBUG meetings and one-on-one training.
- Special Education: Working in partnership with Human Resources to develop training program for new hires to the department. Working collaboratively with ESS and Alternative Education regarding differentiated assistance.
- Educational Support Services: SCOE has been selected as a Geographic Lead Agency (GLA) within the Statewide System of Support. As the GLA, SCOE has been working with (and will continue to work with) in partnership with other county offices of education and statewide agencies, including the SELPA to support LEAs. ESS and Business Services staff have also worked together to provide coordinated support to districts around the LCAP process. ESS, IT, and Business Services have also been researching data systems to support districts. As part of this effort, the cross-department team held a Data Day to provide district partners with an opportunity to learn more about the data systems identified through the vetting process.
- Continue to partner with higher education, business, and community to create thought-provoking professional development opportunities (21<sup>st</sup> Century Summer Institute, ieSonoma, ReMake Education).

→ **Lead Departments | Educational Support Services**

STATUS:

- Educational Support Services: ESS has continued to offer thought-provoking professional learning opportunities focused on instructional practices that foster students' creativity, critical thinking and collaboration, and communication skills. These 21st Century skills are infused through the following professional development opportunities: C<sup>3</sup> Integrated Project Based Learning Institute and work-based learning. The ESS team has also facilitated networks/district teams focused on student engagement (Rooster Fellowship, RCC) E<sup>3</sup> Community of Practice (Empathy, Equity, and Engagement). In addition, ESS has continued its work through the Making Spaces Regional Hub, a partnership with Google, Maker Ed, and the Children's Museum of Pittsburgh. The regional hub is part of a larger effort to build a nationwide network for implementing Maker education in schools. The theme of summer institute this year is "Tools for Transformation." Eight school teams will be learning about continuous improvement and how they can apply this approach to their work.
- Develop a land lease agreement for a childcare/business park partnership to provide affordable and easily accessible employee and community childcare.

→ **Lead Departments | Administration/Business Services**

STATUS:

- Administrative Services: Currently working with Business Services and First Five concerning the development of a five-year RFP with a public/private/non-profit organization to develop and operate a childcare center on the Skylane and El Colegio campuses to support businesses in the airport park and surrounding area as well as to provide integrated preschool special education. Scheduled a public launch and information meeting for October 10, 2019, regarding the release of Request for Proposals (RFPs)

- Business Services: Working with administrative services and consultants to develop an RFP for a childcare/business park partnership. See above.
- Continue with community public service announcement and promotion programs acknowledging countywide school initiatives through various mixed media.

→**Lead Departments | Administration**

STATUS:

- Administrative Services: Completed a series of Be a Teacher promotion ads to run on Comcast channels and the Before the Movie program in local theaters. Continued the popular Teacher of the Month promotion/partnership with KHITS 104.9 and local sponsors. Published annual Spotlight on Sonoma County Schools publication, "College and Career Ready K-12", released August 2019. Ran ads on local radio stations celebrating school administrators during administrator appreciation week (October). Ran radio spots celebrating teacher and classified appreciation weeks (May)

### **Build and maintain an internal organizational culture that supports best practices**

- Redefine operational and support role of SCOE and College and Career Readiness Support (aka CTE) with Districts and community.

→**Lead Departments | Educational Support Services/CTE**

STATUS:

- Educational Support Services: This is the first year that the College and Career Indicator was reported on the dashboard. The ESS team worked on using this data to inform district efforts to improve student access to educational experiences through work-based learning opportunities, quality career pathways, etc. This summer ESS will offer local high school teachers opportunities to participate in externships with local industry partners.
- Business Services/Information Technology: CTE course data is collected at year end and entered into CalPads. I.T. has held workshops for districts on the collection of this data and how to ensure the accuracy of the data.

- Continue to support internal business and personnel systems to be more technologically accessible and user web-based. Finalize and implement a new online/new employee electronic enrollment system.

→**Lead Departments | Special Education/Human Resources/Administration**

STATUS:

- Administrative Services: Participated in tech use committee meetings to identify new solution for SCOE forms.
- Human Resources: SCOE discontinued a contract with Frontline related to online application submission. We returned to EDJOIN, which is a COE product and a much better system. On boarding documents are still handled (and now 100%) through the Frontline Central personnel system. This completes implementation of a full paperless system.
- IT and HR has consulted regarding several online tracking systems for employee attendance and payroll issues.
- IT has continued to refine the ESCAPE Employee Portal to help employees access information related to their pay (W-2s, etc.) and emergency contact information
- Special Education: Continue to implement web based programs as determined by Human Resources and Business Services Departments.

- Continue monitoring school/cannabis zoning restrictions to protect students with a safety zone of a 1,000 feet requirement of health and safety codes and Federal Safe Schools Act protocols.

→**Lead Departments | Administration**

STATUS:

- Administrative Services: Have initiated public notice campaign to all cannabis applicants that should they secure a permit within 1,000 feet of a SCOE campus, the County Office will file for injunctive relief under the Federal Safe and Drug Free Schools Act citing Colorado Justice Department letter. Worked with preschool providers to stop permitted use next door to a preschool.
- Implement SCOE's Facilities Master Plan (Five Years) that addresses the support service and program needs of SCOE. Initiate a site improvement plan (4 years) regarding the El Colegio school site.

→ **Lead Departments | ALL**

STATUS:

- Administrative Services: Finalized modernization plan for the Library/Media area, public restrooms, and staff lounge. The remodel is expected to move forward Summer 2019. Began planning multiphase El Colegio school remodel (40 year-old SCOE school site). Currently working on state funding eligibility for El Colegio school site. Pre-planning administrative/print shop remodel at Skylane facility.
- Human Resources: HR is participating on the redesign committee for the staff/lunch room
- Business Services: Regular meetings are being held with SCOE's architect, Facilities Director, Chief Technology Officer, Deputy Superintendent, Business, and facilities consultant to map out timeline, cash flow and available funding for the El Colegio school site. The remodel of Oak Room, front reception area and conference room lighting retrofits are underway. FIT inspections of SCOE classrooms at district sites are underway. Plans for the modernization of the Library/Media area, public restrooms, and staff lounge are being finalized.
- Special Education: The El Colegio site has had its HVAC system replaced. Plans are in place to begin the addition of a two classroom unit that will then allow for the remainder of the modernization to occur at the site.
- Educational Support Services: ESS has worked with with design committee on library/media modernization and reorganization.

- Implement SCOE's Alternative Education Local Control Accountability Plan (LCAP) and goals

→ **Lead Departments | Educational Support Services/Business Services (internal)**

STATUS:

- Business Services (internal): Director, Internal Fiscal Services will be meeting with Alternative Education to discuss the LCAP and link to the budget.
  - Educational Support Services: ESS staff reported regularly to Board standing committee and provided periodic public board meetings regarding Alternative Education's LCAP goals.
- Implement a realigned classified management study (2018-19) and certificated administrative study (2019-20) with redefined and aligned job descriptions.

→ **Lead Departments | Administration/Human Resources/Business Services**

STATUS:

- Administrative Services: Implemented classified management salary schedule realignment (July 2018). Finalized certificated administrative services salary schedule and duty day realignment (to be implemented July 2019). This completes a six-year reclassification implementation plan to square the salaries for each position on every salary schedule so increases in steps were consistent. The salary schedule realignment process began in 2013-14 with the classified unit and continued with confidential staff (2015), managers (2016), and certificated administrators (2017-18).
- Human Resources: Currently meeting with department leads regarding certificated administrator salary schedule realignment.
- Business Services: Staff have developed and are proofing realigned certificated administrator salary schedules to be effective in 2019-20.

- Promote positive and collaborative employee-employer relations through effective contract management and regularly scheduled SCOE Labor Relations Council meetings.

→ **Lead Departments | All**

STATUS:

- Administrative Services: Meeting regularly with SCOE leadership negotiations team regarding contract reopeners. Hosted a variety of collaboration and support events to help build a sense of community including: Have a Good Year BBQ, Winter Festival, Employee Appreciation Day, Family Day, Hot Dog Thursday, Ice-Cream Wednesdays.
- Human Resources: Negotiations were completed with all three bargaining units. Labor management groups have met regularly. Contracts are complete until 2022.
- Business Services: Business staff are on the negotiating team. Internal Fiscal Services staff will be assisting in the analysis of costs.
- Special Education: SCOE Special Education participates in ASCOE Leadership Forum, SEIU Labor Management Committee and all aspects of negotiations with these units.
- Educational Support Services: Administrative team participated in negotiations team sessions, ASCOE Forum, SEIU Labor Management committee.