

# Burnt Ranch Elementary School District

## Board of Trustees Regular Meeting

Burnt Ranch Elementary School  
251 Burnt Ranch School Road  
Burnt Ranch, California

*\*Meeting will be available remotely via ZOOM. Please call (530) 629-2543 before 3:00pm on 1/14/21 for information regarding remote access.*

**Thursday, January 14, 2021  
4:00pm Regular Meeting**

### AGENDA

#### 1.0 Formal Opening

- 1.1 Call to Order
- 1.2 Roll Call
- 1.3 Additions or Changes to Agenda

2.0 **Public Communication:** Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to three minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

#### 3.0 Accept Open Session Agenda

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

4.0 **Consent Agenda:** The following consent agenda items are considered to be routine by the District Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which the items will be considered following approval of the Consent Agenda.

- 4.1 Minutes
  - 4.1a December 10, 2020
  - 4.1b December 14, 2020
- 4.2 Warrants – December 16, 2020 to January 6, 2021

#### 5.0 Correspondence

- 5.1 Letter received from Colburn Electric

**6.0 Reports**

- 6.1 Building Projects
- 6.2 Superintendent
- 6.3 Safety Plan Update
- 6.4 Principal
- 6.5 Business
- 6.6 Enrollment and attendance
- 6.7 Staff

**7.0 General Business**

- 7.1 Interview, Consider and/or Approve Provisional Appointment of Board Member
  - 7.1a Administer Oath of Office
- 7.2 Review/Approve 2019-2020 School Accountability Report Card (SARC)

**8.0 Future Business**

- 8.1 Next board meeting -  
Thursday, February 11, 2021 4:00pm

**9.0 Adjourn to Closed Session**

- 9.1 Pursuant to Government Code 4957 Personnel or 54956.9 Litigation

**10.0 Return to Open Session**

**11.0 Adjourn**

# Burnt Ranch Elementary School District Board of Trustees Regular Meeting

Burnt Ranch Elementary School  
251 Burnt Ranch School Road  
Burnt Ranch, California

*\*Meeting will be available remotely via ZOOM. Please call (530) 629-2543 before 3:00pm on 12/10/20 for information regarding remote access.*

**Thursday, December 10, 2020  
4:00pm Regular Meeting**

## Minutes

### 1.0 Formal Opening

- 1.1 Call to Order – *Board President Cyn Van Fleet called the meeting to order at 4:05.*
- 1.2 Roll Call - *Board members present were Cyn Van Fleet, James King, Josh McKnight and Michael Harding, via Zoom. Also, present were Kathleen Graham, Kristi Kilgore, Sarah Brown and Robin Dummer.*
- 1.3 Additions or Changes to Agenda – *No additions or changes*

**2.0 Public Communication:** Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to three minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

*Cyn Van Fleet presented a donation of \$150.00 from the Pickle Heads Group.*

### 3.0 Accept Open Session Agenda

Motion *by Michael Harding* Second *by Josh McKnight* Vote 4-0

**4.0 Consent Agenda:** The following consent agenda items are considered to be routine by the District Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which the items will be considered following approval of the Consent Agenda.

- 4.1 Minutes - November 12, 2020
  - 4.2 Warrants – November 10, 2020 to December 9, 2020
- Agenda items 4.1 Minutes and 4.2 Warrants passed by Consent 4-0*

### 5.0 Correspondence

*Board members received a packet from Colburn Electric which was discussed in Closed Session. We also received \$3500 from Pacific Gas & Electric for the P.S.P.S.*

### 6.0 Public Hearing

- 6.1 Open Public Hearing- *Cyn Van Fleet opened the public hearing at 4:07pm.*
- 6.2 Discussion of Budget Overview for Parents- *Kathleen Graham presented the Budget Overview for Parents.*
- 6.3 Close Public Hearing – *Cyn Van Fleet closed the public hearing at 4:14pm.*

7.0 Reports

7.1 Building Projects -

Kathleen reported that the plumbing contractor who installed the hydrant is supposed to be here soon to troubleshoot the problem.

**Well:** The water tests all came back fine, but we still have the issue of whether it is deep enough. Jeff and Kathleen will be working on ways to move forward.

**Generator:** As of today we have not heard about the grant for which we applied. We were able to have school on 12/4 as the rented generator powered the school while PGE was off. If we choose to continue renting a generator large enough to run the school (120KW), it will cost about \$3,000 a month.

7.2 Superintendent -

- o All staff were administered Covid tests on November 16th. All came back negative. We are waiting to hear if the nurses will be able to come back again in January.
- o Kathleen gave kudos to Robin and Kristi. This has been an unbelievably uncertain and stressful year and they have stepped in and stepped up every day!
- o Amber Equihua donated a plethora of masks, gloves, hand sanitizer, and face shields.

7.3 Business - Robin reported that CalPads was certified and December payroll was complete.

7.4 Principal

- 11/10--School Picture Day--Jessica Crawford did a great job with the pictures; order forms went out last week.
- 11/16 2<sup>nd</sup> Trimester began
- 11/17-20 Parent Teacher Conferences went well
- 11/19 Kilgore's Classroom Feast was appreciated by students; no parents could attend :(
- 11/20 Student Award Assembly - held at school, and some participated remotely
- 11/20 All students were served a delicious Thanksgiving Lunch prepared by Julie and Samantha

Upcoming:

- Virtual Winter Musical Presentation--Irene is putting this together
- Santa's Workshop will still occur, but in the classrooms and will take place over a few days
- 12/16--A community group will provide Santa's gifts for each student. They have come in person the past few years, but this year they will deliver the gifts to the school and our staff will give them out. This group usually provides gifts to students at all the local schools (BR, TV, Hoopa El and Creekside).
- Classrooms are modifying their traditional classroom festivities to be COVID friendly, but seasonal activities are still occurring--Just slightly different.
- 12/18 is a minimum day
- 12/21-1/1--Winter Break
- School is scheduled to resume January 4, 2021

Information:

- Three new students (in-district) enrolled Nov.30th/Dec.1; K, 4th, and 6th graders. One 3<sup>rd</sup> grader moved out of the area.
- 90% of students (64 out of 71) attending in-person classes. 10% (7 students) are in Distance Learning\*
  - o \*We did have two students sign up for 4-weeks of DL, due to safety concerns regarding the holidays. 62 out of 71--87% and 13% (9 students) on DL until January 11th, 2021
- Continuing to update and redo the website to make it more user friendly and relevant. (ongoing)

7.5 Enrollment - 71 students with an average of 95% attendance

7.6 Staff - No report

**8.0 General Business**

- 8.1 Review/Approve 2020-2021 LCFF Budget Overview-*James King motioned to approved the 2020-2021 LCFF Budget Overview; Josh McKnight seconded the motion. Vote 4-0*
- 8.2 Review/Approve 2020-2021 First Interim Budget Report – *Robin provide a power point highlighting changes from budget adoption and elaborating on budget details. James King motioned to approve the 2020-2021 First Interim Budget Report; Josh McKnight seconded the motion. Vote 4-0*
- 8.3 Review/Accept Annual Certification Regarding Workers’ Compensation with Shasta-Trinity Schools Insurance Group – *Josh McKnight made a motion to approve the Workers’ Compensation Certification; Michael Harding seconded the motion. Vote 4-0*
- 8.4 Review/Approve:
  - BP /AR 4119.11/4219.11/4319.11 Sexual Harassment
  - AR 4119.12/4219.12/4319.12 Title IX Sexual Harassment Complaint Procedures
  - AR 5145.71 Title IX Sexual Harassment Complaint Procedures
  - BP/AR/E 6161.1 Selection and Evaluation of Instructional Materials*James King made a motion to approve the board policies all at once; Joshua McKnight seconded the motion. Vote 4-0*

**9.0 Future Business**

- 9.1 Next board meetings -
  - Annual Organizational Meeting -Monday, December 14, 2020, at 4:00pm.
  - Regular Meeting- January 14, 2021 4:00pm

**10.0 Adjourn to Closed Session at 5:35 pm.**

- 10.1 Pursuant to Government Code 4957 Personnel or 54956.9 Litigation
- 10.2 Review Superintendent Contract- 2020-2021

**11.0 Return to Open Session -6:44**

No reportable action

**12.0 Adjourn 6:16**

# A Burnt Ranch Elementary School District Board of Trustees Organizational Meeting

Burnt Ranch Elementary School  
251 Burnt Ranch School Road  
Burnt Ranch, California

*\*Meeting will be available remotely via ZOOM. Please call (530) 629-2543 before 3:00pm on 12/10/20 for information regarding remote access.*

**Monday, December 14, 2020**

**4:00pm**

**Minutes**

**1.0 Formal Opening**

- 1.1 Call to Order – *by board President Cyn Van Fleet at 4:05pm.*
- 1.2 Roll Call – *Board Members present via Zoom Cyn Van Fleet, James King, Joshua McKnight, and Michael Harding. Also, present via Zoom, Kathleen Graham and Robin Dummer.*
- 1.3 Additions or Changes to Agenda

**2.0 Public Communication:** Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to three minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

**3.0 Accept Open Session Agenda**

*Motioned by James King      Seconded Mike Harding      Vote 4-0*

**4.0 General Business**

- 4.1 Annual Organizational Meeting
  - Elect President – *Cyn Van Fleet*
  - Elect Vice President – *Joshua McKnight*
  - Elect Clerk – *James King*
  - Establish Board Meeting date and time
    - *Board meetings will be the 2<sup>nd</sup> Thursday of each month at 4:00pm*

*Motion to approve the slate of officers by James King; Michael Harding seconded the motion. Vote 4-0*
- 4.2 Review/Approve Resolution 2020/21-06 Fixing Time, Date, and Location of Regular Meetings
 

*Motion to approve Resolution 2020/21-06 by Michael Harding; James King seconded the motion. Vote 4-0*
- 4.3 Offer Superintendent Contract
 

*Motion to approve the Superintendent Contract by Michael Harding; Josh McKnight seconded the motion. Vote 4-0*

**5.0 Adjourn** – *Cyn Van Fleet adjourned the meeting at 4:10pm.*

Checks Dated 12/09/2020 through 01/06/2021

Board Meeting Date January 14, 2021

| Check Number                  | Check Date | Pay to the Order of           | Fund-Object | Comment   | Expensed Amount | Check Amount     |
|-------------------------------|------------|-------------------------------|-------------|---|-----------------|------------------|
| 5225328                       | 12/09/2020 | Dummer, Robin J               | 01-4300     | Lights & 3 Arlo Security Cameras                          |                 | 439.57           |
| 5225329                       | 12/09/2020 | Graham, Kathleen J            | 01-4300     | Chairs, Whiteboards, Indian Ed                            | 1,752.12        |                  |
|                               |            |                               |             | Fire Pump Diesel, Supplies                                | 53.69           |                  |
|                               |            |                               |             | Cafe Food   | 84.14           |                  |
| 5225330                       | 12/09/2020 | California Safety Company     | 13-4700     | Dec 2020 Alarm Service                                    |                 | 1,889.95         |
| 5225331                       | 12/09/2020 | North Coast Laboratories Inc  | 01-5800     | Water Test  |                 | 40.00            |
| 5225332                       | 12/09/2020 | Producers Dairy               | 01-5560     | Diary Cafe  |                 | 50.00            |
| 5225333                       | 12/09/2020 | SHI International Corp        | 13-4700     | Rukus-Software  |                 | 125.17           |
| 5225334                       | 12/09/2020 | Tom's Trash                   | 01-4300     | Trash & Recycling service                                 |                 | 628.06           |
| 5225464                       | 12/16/2020 | Holland, Samantha R           | 01-5550     | Towels and Food   |                 | 410.23           |
|                               |            |                               | 13-4300     | Towels and Food   | 58.57           |                  |
|                               |            |                               | 13-4700     | Towels and Food   | 44.50           |                  |
| 5225465                       | 12/16/2020 | CSM, Inc.                     | 01-5800     | Oct, Nov 7 Dec 2020 Erate                                 |                 | 103.07           |
| 5225466                       | 12/16/2020 | Frontier                      | 01-5800     | Nov 2020 Phone service                                    |                 | 750.00           |
| 5225467                       | 12/16/2020 | NorthEast Stage               | 01-5920     | Stage Curtain - LLM Tutor space                           |                 | 320.46           |
| 5225468                       | 12/16/2020 | Pacific Gas & Electric        | 01-4300     | December 2020 Power                                       |                 | 1,292.00         |
| 5225469                       | 12/16/2020 | Producers Dairy               | 01-5510     | Dairy, juice & yogurt                                     |                 | 1,857.50         |
| 5225470                       | 12/16/2020 | Shasta Tr Schools Ins Dental  | 13-4700     | STSIG January 2021 Dental Premium                         |                 | 107.95           |
| 5225471                       | 12/16/2020 | Shasta Tr Schools Ins Medical | 01-9580     | STSIG January 2021 Medical Premium                        |                 | 991.08           |
| 5225472                       | 12/16/2020 | Shasta Tr Schools Ins Vision  | 01-9580     | STSIG January 2021 Vision Premium                         |                 | 10,364.00        |
| 5225473                       | 12/16/2020 | SYNCB/AMAZON                  | 01-4300     | Foil for Cafe - Replacement Covid                         |                 | 237.60           |
|                               |            |                               |             | Hand soap - Covid   | 42.89           |                  |
|                               |            |                               |             | Head phones - LLM   | 59.83           |                  |
|                               |            |                               |             | Head phones, Supplies                                     | 72.88           |                  |
|                               |            |                               |             | Janitor Cart Bag - Covid                                  | 156.72          |                  |
|                               |            |                               |             | Thermometer   | 53.61           |                  |
|                               |            |                               |             | Board Vacancy   | 85.76           |                  |
| 5225474                       | 12/16/2020 | Trinity Journal               | 01-5810     | Cafe - Food   |                 | 471.69           |
| 5225664                       | 01/06/2021 | Holland, Samantha R           | 13-4700     | Commodities   |                 | 33.81            |
| 5225665                       | 01/06/2021 | California Dept of Education  | 13-4700     | Arlo - Camera services                                    |                 | 223.23           |
| 5225666                       | 01/06/2021 | Coast Central Credit Union    | 01-5800     | Water tests   |                 | 133.95           |
| 5225667                       | 01/06/2021 | North Coast Laboratories Inc  | 01-5800     | Drinking Water Fee  |                 | 140.60           |
| 5225668                       | 01/06/2021 | State Water Resources Control | 01-5300     | LLM Covid Supplies - Tutoring                             | 394.97          | 50.00            |
| 5225669                       | 01/06/2021 | SYNCB/AMAZON                  | 01-4300     | LLM/Covid Supplies - Tutoring, desks, Cleaning Sanitizing | 4,666.85        | 502.00           |
| 5225670                       | 01/06/2021 | TCEH                          | 13-5300     | 2021 Annual Food Permit to Operate                        |                 | 280.00           |
| <b>Total Number of Checks</b> |            |                               |             |   | <b>25</b>       | <b>26,503.74</b> |

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 12/09/2020 through 01/06/2021

Board Meeting Date January 14, 2021

| Check Number | Check Date | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|--------------|------------|---------------------|-------------|---------|-----------------|--------------|
|--------------|------------|---------------------|-------------|---------|-----------------|--------------|

Fund Summary

| Fund                            | Description               | Check Count | Expensed Amount  |
|---------------------------------|---------------------------|-------------|------------------|
| 01                              | General Fund              | 19          | 25,446.23        |
| 13                              | Cafeteria Special Reserve | 7           | 1,057.51         |
| Total Number of Checks          |                           | 25          | 26,503.74        |
| Less Unpaid Sales Tax Liability |                           |             | .00              |
| <b>Net (Check Amount)</b>       |                           |             | <b>26,503.74</b> |

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