

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, for information regarding remote access.*

Thursday, May 14, 2020

3:30 pm Regular Session

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 – April 14, 15, and 20, 2020 and May 4, 2020
- 4.2 Warrants – April 8, 2020 to May 6, 2020

5.0 Correspondence

6.0 Reports

- 6.1 Building Projects
- 6.2 Superintendent
- 6.3 LCAP
- 6.4 COVID-19 Report
- 6.5 Enrollment and Attendance
- 6.6 Business
- 6.7 Staff

7.0 General Business

- 7.1 Review Williams Uniform Complaint Quarterly Report
- 7.2 Review/Approve Resolution 2019/20-07 – Resolution Authorizing use of Hardship Funds
- 7.3 Review/Approve Resolution 2019/20-08 – Resolution Approving Intent To Apply For Design Apportionment From The Office Of Public School Construction
- 7.4 Review/Approve Resolution 2019/20-09 - Resolution Ordering Board Of Directors Election; Consolidation Of Elections; And Specifications Of Election Order
- 7.5 Review/Approve Board Policies
 - 4113.5/4213.5/4313.5 Working Remotely
 - 6157 Distance Learning
- 7.6 Accept Resignation of Classified Employee
- 7.7 Review/Approve Administrator Salary Schedule

8.0 Future Business

Next Meeting: June 11, 2020

9.0 Adjourn to Closed Session

- 9.1 Pursuant to Government Code 54957 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, for information regarding remote access.*

**Tuesday, April 14, 2020
3:30 pm Regular Session**

Minutes

1.0 Formal Opening

1.1 Call to Order

Cyn Van Fleet called the meeting to order at 3:06 P.M.

1.2 Roll Call

Board Members: *Cyn Van Fleet, Katherine Bauer-Helwig, Sarah Brown--via Zoom
Dena Magdaleno via Zoom*

Absent: *James King*

Others: *Kathleen Graham, Robin Dummer, Krysty Kilgore*

1.3 Additions or Changes to Agenda

No 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 Katherine Bauer-Helwig Second Sarah Brown Vote Unanimous

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 - March 12, 2020, and March 16, 2020

4.2 Warrants - March 11, 2020 - April 1, 2020

Approved Items 4.1-4.2 by consent.

5.0 Correspondence

No correspondence

6.0 Reports

6.1 Building Project

Kathleen Graham reported that we are still paying contractors and working on getting a DSA close-out. We have also met with a well driller and an architect for the well project to start getting bids. This is a 4 level plan, depending on success: 1. Drill well in far-field, 2. Try to fix old well 3. Develop our groundwater/creek access option that we presently use only for irrigation; 4. Bring in potable water on a regular basis to fill our tank. We are also trying to close out with PBK & CRM. Kathleen has a meeting with Jeff Morris on Thursday to discuss two issues: CRM and the architects.

6.2 Superintendent

Kathleen Graham reported:

The only event on our schedule that wasn't canceled:

3/16 LCAP Parent Advisory Committee meeting at 3:30 pm

On 3/16/20 there was an Emergency Board meeting to close the school starting on March 17 due to Covid-19. The school was originally going to stay closed until March 27, but that was later extended until April 13 and then May 4. All schools in Trinity County have agreed to stay closed until the Shelter-in-place order is lifted and then we will make a decision about reopening.

On 3/18 work packets were sent home to all students. Going forward, packets are being sent home at least every two weeks, and are collected on a regular basis. Teachers are utilizing distance-learning options to connect with, teach, and support students. Most teachers have once or twice-a-week Zoom sessions and teachers and aides are also reaching out via emails, phone calls, and letters. All teachers have been exploring various internet based programs that they can assign to their students. This whole process is ongoing and ever-changing. Our teaching staff should be lauded for their willingness to jump into a new situation and try to make it work for their students.

We have been preparing and serving meals on Mondays and Wednesdays. Each day we send out 2-3 breakfasts and 2-3 lunches per child. We serve anyone 18 years or younger in our service district who asks for a meal. Julie McCurdy stepped in for Gloria who was out sick for a couple of weeks, but now they are both available to get these marathon meal days prepared. Other staff has been working on projects at the school. We are offering flexible and reduced hours and working from home options.

6.3 LCAP

Kathleen Graham reported that we are waiting for an executive order from the Governor to change the LCAP policies.

6.4 Enrollment and Attendance

The enrollment is 86 students. We may be enrolling a new 3rd grader who has recently moved into the district.

6.5 Business

Robin Dummer reported that business is continuing business as usual, but that we are taking guidance from TCOE. Deadlines have been extended in CALPADS. The attendance data for ADA is being calculated through February instead of June 2020. We are able to provide the meals during this closure due to a program called Seamless Summer. The school nutrition program will pay based on the number of meals served, this will offset the food costs. The annual spring audit is still in place in a few weeks. We are preparing for next year's funding to significantly decrease. This may result in program funding reductions, employee reductions, and a reduction to the school calendar year.

6.6 Staff

No Staff Report

6.7 Title 6 Federal Indian Education Grant

Kathleen Graham reported we are going forward for the continuance of this grant. We will receive slightly less funding next year—\$5000 instead of \$7000.

7.0 General Business

7.1 Review/Approve 2020-2021 Bell Schedule

Approved Review/Approve 2020-2021 Bell Schedule in a motion by Katherin Bauer-Helwig; second Sarah Brown. Motion carries: unanimous.

7.2 Review/Approve Administrator Salary Schedule

Approved Review/Approve Administrator Salary Schedule in a motion by Sarah Brown; second Katherine Bauer-Helwig, Motion carries; unanimous.

Discussion followed that clarified the Preliminary and Certificate of Eligibility titles on the Salary Schedule. Also, the steps are not years on the schedule.

7.3 Review/Approve License Agreement (Public Safety Power Shutoff) between Burnt Ranch ESD and PG&E)

Approved Review/Approve License Agreement (Public Safety Power Shutoff) between Burnt Ranch ESD and PG&E in a motion by Katherine Bauer-Helwig; second Dena Magdelono. Motion carries; unanimous.

Discussion: Kathleen Graham reported this will allow PG&E to put a diesel generator on our site between the months of June and December each year. They will provide the infrastructure to install a generator that has a value of up to \$40,000. This will enable the school to stay open during any PSPS days. Community members will be allowed to come here and use part of the gym and the restrooms on those days. We get to keep and use the infrastructure, but PG&E will take the generator away at the end of December.

8.0 Future Business

Next Meeting: April 15, 2020, at 12:30 Special Meeting to Conduct Superintendent Interviews

Next Regular Meeting: May 14, 2020 - 3:30 pm

9.0 Adjourn to Closed Session

Meeting adjourned to Closed Session at 4:33 pm

9.1 Pursuant to Government Code 54957 Personnel or 54956.9 Litigation

10.0 Return to Open Session

Meeting Reconvened to Open Session at 4:50. No reportable action

11.0 Adjourn

Meeting adjourned at 4:50.

CALL AND NOTICE OF SPECIAL MEETING OF THE BOARD OF TRUSTEES BURNT RANCH SCHOOL DISTRICT

SPECIAL BOARD MEETING *Minutes*

At the direction of the President of the Board of Trustees of Burnt Ranch School District, a special meeting of the Board is hereby called:

DATE: Wednesday, April 15, 2020

TIME: 12:00pm

LOCATION: Burnt Ranch School
251 Burnt Ranch School Road
Burnt Ranch, California

1.0 Call to Order

Called to Order by board president Cyn Van Fleet at 12:05pm.

2.0 Attendance

Board members present were James King, Katherine Bauer-Helwig, Sarah Brown and Dena Magdaleno via Zoom. Also present was Superintendent Kathleen Graham as the following members of the hiring committee: Tamera West, Angela Wiltse, Lacy Duncan, Robin Dummer and via Zoom Tony Walendy.

3.0 Action Item

3.1 Conduct Interview for Superintendent/Principal Position

The committee interviewed five candidates for the Superintendent/Principal Position.

4.0 Adjourned to Closed Session at 5:00.

5.0 Public Employment: Discuss/Hire Administrative Personnel per Government Code 54957

6.0 Reconvened to Open Session at 5:50

Board members voted to offer the position to one of the candidates.

7.0 Adjourn

Cyn Van Fleet adjourned the board meeting at 5:53.

**CALL AND NOTICE OF SPECIAL MEETING OF THE
BOARD OF TRUSTEES
BURNT RANCH SCHOOL DISTRICT
SPECIAL BOARD MEETING
Minutes**

At the direction of the President of the Board of Trustees of Burnt Ranch School District,
a special meeting of the Board is hereby called:

DATE: Monday, April 20, 2020

TIME: 2:00pm

LOCATION: Burnt Ranch School

251 Burnt Ranch School Road

Burnt Ranch, California

1.0 Call to Order

Meeting was called to order at 2:05pm by President Cyn Van Fleet

2.0 Attendance

Cyn Van Fleet, Katherine Bauer-Helwig, James King, Sarah Brown, Dena Magdaleno(via telephone), and Kathleen Graham

3.0 Action Item

3.1 Superintendent/Principal Vacancy

Motion to continue advertising for a Superintendent/Principal until April 30, 2020 at 4pm with the addition that the position require Superintendent experience. Made by Katherine Bauer, second by Sarah Brown. Passed 5-0

4.0 Adjourn to Closed Session- No closed session required

Public Employment: Discuss/Hire Administrative Personnel per Government Code 54957

5.0 Reconvene to Open Session

6.0 Adjourn

Meeting adjourned at 2:47pm by Cyn Van Fleet.

Checks Dated 04/08/2020 through 05/06/2020

Board Meeting Date May 14, 2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5221835	04/15/2020	McCurdy, Julie	01-5200		38.94
5221836	04/15/2020	Ken Medin - Alps Lock	35-6200		1,725.00
5221837	04/15/2020	California Safety Company	01-5800		40.00
5221838	04/15/2020	Canon Solutions America	01-5800		370.97
5221839	04/15/2020	Dell Marketing L.P. c/o Dell USA L.P.	01-4300		1,088.65
5221840	04/15/2020	Weaverville Auto Parts	01-4300		113.07
5221841	04/15/2020	Frontier	01-5920		351.52
5221842	04/15/2020	Lozano Smith, LLP	01-5850		1,588.27
5221843	04/15/2020	Miller Farms Nursery, Inc.	01-4300		159.43
5221844	04/15/2020	Pacific Gas & Electric	01-5510		1,754.14
5221845	04/15/2020	Tom's Trash	01-5550		407.82
5221846	04/15/2020	Trinity Co Dept of Trans	01-4300		525.27
5221847	04/15/2020	Trinity Lumber - BlueTarp	01-4300		27.10
5221848	04/15/2020	Valley Pacific Petroleum Services, Inc	01-4300		502.75
5221882	04/22/2020	Reynolds, Gloria	13-4700		104.40
5221883	04/22/2020	Graham, Kathleen J	01-4300	209.83	
			13-4700	255.49	465.32
5221884	04/22/2020	CSM, Inc.	01-5800		750.00
5221885	04/22/2020	Office Depot Business Credit	01-4300		346.22
5221886	04/22/2020	Producers Dairy	13-4700		205.33
5221887	04/22/2020	Shasta Tr Schools Ins Medical	01-9580		8,714.00
5221888	04/22/2020	Shasta Tr Schools Ins Vision	01-9580		237.60
5221889	04/22/2020	Shasta Tr Schools WC	01-9580		991.08
5221890	04/22/2020	SYNCB/AMAZON	01-4300	728.27	
			13-4300	3.57	731.84
5222108	05/06/2020	Dummer, Robin J	01-4300	181.43	
			13-4700	58.03	239.46
5222109	05/06/2020	Geyer, Casey	01-4300		495.74
5222110	05/06/2020	Plotzke Ace Hardware	01-4300		194.69
5222111	05/06/2020	Producers Dairy	13-4700		274.04
5222112	05/06/2020	United Grocers	13-4700		160.36
5222113	05/06/2020	Willow Creek Ace Hardware	01-4300		143.94
Total Number of Checks			29		22,746.95

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	24	19,960.73
13	Cafeteria Special Reserve	7	1,061.22
35	County School Facilities Fund	1	1,725.00
Total Number of Checks		29	22,746.95
Less Unpaid Tax Liability			.00
Net (Check Amount)			22,746.95

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.

COVID-19 Operations Written Report

6.4

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
[Insert LEA Name here]	[Insert Contact Name and Title here]	[Insert Email and Phone here]	[Insert Date of Adoption here]

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

[Add text here]

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

[Add text here]

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

[Add text here]

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

[Add text here]

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

[Add text here]

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]
2019/2020

District: Burnt Ranch School District

Person completing this form: Robin Dummer Title: Business Manager

Quarterly Report Submission Date: August 2019
 October 2019
 February 2020
 May 2020
(Check one)

Date for information to be reported publicly at governing board meeting: _____

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
Valenzuela/CAHSEE Intensive Instruction and Services	0		
TOTALS	0		

Kathleen Graham
Print Name of District Superintendent

Signature of District Superintendent

Date: _____

**Burnt Ranch Elementary School District
BOARD OF TRUSTEES**

RESOLUTION NO. 2019/20 – 07

RESOLUTION AUTHORIZING USE OF HARDSHIP FUNDS

WHEREAS, The Burnt Ranch Elementary School District has a need for the expenditure of funds to cover costs in a critical water system project, and costs incidental thereto (“Project”);

WHEREAS, the District is applying for financial hardship funding for the Project from the Office of Public School Construction (“OPSC”);

WHEREAS, the District has consulted with OPSC and determined that the urgency of the project is such that initiation of the project must occur prior to receipt of State funding and that the risk of not receiving State funding may be very low.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Burnt Ranch Elementary School District, as follows:

Section 1. All of the recitals herein contained are true and correct and the Board so finds.

Section 2. The District authorizes funds from the Special Reserve – Capital Facilities Fund (40), the Capital Facilities Fund (25), and the Special Reserve Fund for Other Than Capital Outlay Projects Fund (17) to be used for the project, which funds shall be repaid within 60 days after receipt of State funding for the project.

Section 3. District staff is hereby authorized and directed, jointly and severally, to do any and all things which they may deem necessary or advisable in order to consummate the transactions herein authorized and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, including, without limitation, executing agreements, certifications and other necessary documents and transmitting documents to OPSC to indicate compliance with OPSC regulations.

Section 4. The District recognizes that there is a very low risk that the project may not receive State funding.

Section 5. All actions heretofore taken by the officers, employees and agents of the District with respect to the transactions set forth above are hereby approved, confirmed and ratified.

Section 6. This Resolution shall take effect from and after its date of adoption.

PASSED AND ADOPTED BY THE **Burnt Ranch Elementary School District** of Trustees on this 14th day of May, 2020.

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

By: _____
President of the Board of Trustees

ATTESTED TO:

By: _____
Clerk of the Board of Trustees

**Burnt Ranch Elementary School District
BOARD OF TRUSTEES**

**RESOLUTION APPROVING INTENT TO APPLY FOR DESIGN APPORTIONMENT
FROM THE OFFICE OF PUBLIC SCHOOL CONSTRUCTION**

RESOLUTION NO. 2019/20 – 08

WHEREAS, the Burnt Ranch Elementary School District (the “District”) expects to apply for Financial Hardship and Facility Hardship from the Office of Public School Construction (OPSC) to fund the costs in a critical water system project, and costs incidental thereto (“Project”);

WHEREAS, the District expects to incur upfront design costs while waiting for hardship funding from OPSC;

NOW, THEREFORE, The Board Of Trustees Of The Burnt Ranch Elementary School District does hereby find, determine and certify as follows:

Section 1. The District intends to apply for Design Apportionment from OPSC in order to meet cash flow needs before hardship funds are made available to the District.

Section 2. This resolution shall take effect on and after its adoption.

PASSED AND ADOPTED BY THE Burnt Ranch Elementary School District of Trustees on this 14th day of May, 2020.

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

By: _____
President of the Board of Trustees

ATTESTED TO:

By: _____
Clerk of the Board of Trustees

**Burnt Ranch Elementary School District
BOARD OF TRUSTEES**

**RESOLUTION ORDERING BOARD OF DIRECTORS ELECTION; CONSOLIDATION OF
ELECTIONS; AND SPECIFICATIONS OF ELECTION ORDER**

RESOLUTION NO. 2019/20 – 09

**RESOLUTION ORDERING BOARD OF DIRECTORS ELECTION; CONSOLIDATION OF ELECTIONS; AND
SPECIFICATIONS OF ELECTION ORDER**

WHEREAS, an election will be held on November 3, 2020, in the BURNT RANCH ELEMENTARY SCHOOL DISTRICT for the purpose of electing District Trustees to fill positions that will expire in 2020; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code §10400; and

WHEREAS, Elections Code §10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code §13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate’s statement to be sent to the voters; and

WHEREAS, Elections Code §12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in this district on the **3rd day of November, 2020**, for the purpose of electing members to the board of trustees of said district in accordance with the following specifications:

The purpose of the election is to choose members of the board of trustees for the following seats. The following are the elected office holders of this district whose terms will expire in 2020, and whose successors will be required to be elected at the upcoming election to be held on November 3, 2020.

<u>TRUSTEE</u>	<u>LENGTH OF NEXT TERM</u> (Commencing per Election Code §10554)
Katherine Bauer-Helwig	4 years 2020-2024
Sarah Brown	4 years 2020-2024

The District has determined that the Candidate will pay for the Candidate's Statement.

The Candidate's Statement will be limited to 200 words. The Candidate shall pay the estimate cost at the time of filing their Declaration of Candidacy. The County hereby establishes the estimated cost for a candidate statement as the following: \$275.00

The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.

This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code §10400.

The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.

The Clerk of this Board is ordered to deliver copies of this Resolution to the Registrar of Voters.

THE FOREGOING RESOLUTION WAS PASSED AND ADOPTED BY THE Burnt Ranch Elementary School District of Trustees on this 14th day of May, 2020.

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

By: _____
President of the Board of Trustees

ATTESTED TO:

By: _____
Clerk of the Board of Trustees

2020-21
BURNT RANCH ELEMENTARY SCHOOL DISTRICT
Superintendent/Principal CERTIFICATED SALARY SCHEDULE

	A	B	C	D
STEP	Certificate of Eligibility	Preliminary Cred.	Clear Cred No Superintendent Experience	Clear Cred Superintendent Experience
1	75,000	77,000	80,000	84,000
2	76,000	78,000	82,000	86,000
3	77,000	79,000	84,000	88,000
4		80,000	86,000	90,000
5		81,000	88,000	92,000
6			90,000	94,000
7			92,000	96,000

Masters Degree = up to \$1,500 Annual Salary Compensation;
Masters+ PhD = up to \$3,000 Annual Salary Compensation

220 day contract

Placement on STEP is negotiable, and partially based on years and kind of experience.

Employee may not advance from column A to B or from B to C without obtaining required credential.

Employee may not advance from column C to D before serving two years in the district.

Vertical movement is at the yearly discretion of the board.