

**BURNT RANCH SCHOOL DISTRICT  
REGULAR MEETING OF THE GOVERNING BOARD**

Monday, September 14, 2015 at 4:30 pm

**AGENDA**

1. Call to Order
  2. Consent Agenda
    - 2.1 Approve Minutes of Regular Board Meeting on August 10<sup>th</sup>, 2015
    - 2.2 Approve Warrants August 7<sup>th</sup>, 2015 – September 11<sup>th</sup>, 2015
  3. Public Comment
- Public Hearing Instructional Materials
- Open \_\_\_\_\_ Close \_\_\_\_\_
4. Reports
    - 4.1 Superintendent
    - 4.2 Business
    - 4.3 Enrollment
    - 4.4 Staff
    - 4.5 Correspondence
  5. General Business
    - 5.1 Review/Approve Resolution 2016-02 Sufficiency of Instructional materials
    - 5.2 Review/Approve Alternative Fundraising Account
    - 5.3 Discuss CAASPP Test Data
    - 5.4 Review/Approve Professional Development Stipend
    - 5.5 Discuss LCAP
  6. Future Business
  7. Adjourn to Closed Session
    - 7.1 Personnel (*pursuant to government code §54957*): Consider the appointment, evaluation of performance, discipline or dismissal of a public employee.
    - 7.2 Review Superintendent/Principal Contract
  8. Return to Open Session
  9. Adjourn

Item 2.1

**BURNT RANCH SCHOOL DISTRICT  
REGULAR MEETING OF THE GOVERNING BOARD**

Monday, August 10, 2015 at 4:30 pm

**AGENDA**

1. Call to Order at 4:33pm

An additional agenda item was added:

Item 5.10 Accept letter resignation of classified employee.

2. Consent Agenda
  - 2.1 Approve Minutes of Regular Board Meeting on June 15<sup>th</sup>, 2015  
Passed by Consent
  - 2.2 Approve Minutes of Special Board Meeting on July 6<sup>th</sup>, 2015  
Passed by Consent
  - 2.3 Approve Warrants June 13<sup>th</sup>, 2015 – August 7<sup>th</sup>, 2015  
Passed by Consent

3. Public Comment

4. Reports

- 4.1 Superintendent

Kathleen reported that they have decided to quickly switch gears, she had heard that there was not enough space in the school, so walking into the old office area it dawned on her that it used to be much more of a usable space after consulting with contractors they have started remodeling the old kitchen into a classroom. Because there is a new cook the ASES program doesn't have to prepare his or her own food so there was no need for the other kitchen. Mike has been incredibly instrumental. Kathleen was also very concerned about the concrete in front of the building. After meeting with the architect and the Prop 39 people they told her to just get the concrete done. 3 trees will be coming down, the classroom will be freeing up space for a total art and music room and kindergarteners will not have to move all over the school. For the longevity of BRS we need to continue pulling in kindergarteners. It's important to keep our enrollment above 80, the response about the construction has been 99% positive and the 1% was concerned about the ASES program, but was quickly put at ease. Bids were put out for the concrete, because that is required now. The bids for asphalt and concrete did not come in together; the bids have ranged from 31k-70k. There was also discussion about a pond being put in as a donation. There are also a lot of ongoing projects; things will be very active here until school starts! Prop 39 will not cover windows but it will cover lighting. Kathleen is hoping to look into solar panels, for the school because it will save so much money and will also send an excellent message to the students. Telephone communication system has been ordered. John and Mike have done so much for the school, Frank Sherman, Sarah Supahan, two substitute custodians

have been hired to clean the school and prepare for first day. Lots of teachers going to conferences and getting great information, Sherryl did the CDC report and did a great job!

4.2 Business

Calpads End of Year has been completed.

4.3 Enrollment

94 students

4.4 Staff

4.5 Correspondence

No Correspondence

5. **General Business**

**5.1 Review/Approve Declaration of Need for Fully Qualified Teachers**

Approved in a Motion by James King, Second Doug Ritterbush; Unanimous

**5.2 Review/Approve Statement of Need of 30 Day Substitute Teachers**

Approved in a Motion by Doug Ritterbush, Second James King; Unanimous

**5.3 Review/Approve Maintenance Supervisor Contract**

Approved in a Motion by James King, Second Doug Ritterbush; Unanimous

**5.4 Approve Lincoln's Birthday Resolution 2016-01**

Approved in a Motion by James King; Second Doug Ritterbush; Unanimous

**5.5 Approve Amended 2015-16 School Calendar**

Approved in a Motion by James King; Second Cyn Van Fleet; Unanimous

**5.6 Review/Approve Adjusted Custodian Salary Schedule and Job**

**Description**

Approved in a Motion by James King; Second Doug Ritterbush; Unanimous

**5.7 Approve the closing of existing and opening of new bank account**

Approved in a Motion by Cyn Van Fleet; Second James King; Unanimous

*\*Will maintain the same signers for new bank account at Coast Central Credit Union\**

**5.8 Review/Approve Burnt Ranch School participation in BTSA (Alliance for Teacher Excellence Program or North Coast Beginning Teacher Program)**

Approved in a Motion by Cyn Van Fleet; Second James King; Unanimous

**5.9 Review/Approve Amended Bell Schedule**

Approved in a Motion by James King; Second Cyn Van Fleet

**5.10 Accept letter of resignation from classified employee**

Approved in a Motion by Cyn Van Fleet; Second James King; Unanimous

The board accepted Tom Simon's letter of resignation

6. Future Business

The next board meeting will be September 14, 2015 at 4:30pm  
Instructional Materials agenda item.

7. Adjourn to Closed Session

- 7.1 Review/Approve Kindergarten Position and Benefits
- 7.2 Review Superintendent/Principal Contract

8. Return to Open Session

The board announced it has reviewed and approved adjusted hours for the Kindergarten teacher and Superintendent

9. Adjourn

## Checks Dated 08/07/2015 through 09/11/2015

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
5188484	08/13/2015	Sherryl L. Ireland	01-4300	26.08	
			01-5920	210.00	236.08
5188485	08/13/2015	Michael L. Harding	01-4300	1,022.56	
			01-5200	48.30	1,070.86
5188486	08/13/2015	Casey Geyer	01-5200		1,007.16
5188487	08/13/2015	A-Z Parts Sales	01-4300		181.35
5188488	08/13/2015	action rentals	01-5800		310.10
5188489	08/13/2015	Advanced Security Systems	01-5800		88.50
5188490	08/13/2015	CSU Chico Research Foundation	01-5200		375.00
5188491	08/13/2015	Custom Lawn Care	01-5800		518.26
5188492	08/13/2015	Dept of Toxic Substances	01-5800		2,908.96
5188493	08/13/2015	Ecolab	01-4300		189.32
5188494	08/13/2015	IDNS INC.	01-5800		80.00
5188495	08/13/2015	NORCAL KENWORTH	01-4300		132.23
5188496	08/13/2015	North Coast Laboratories Inc	01-5560		70.00
5188497	08/13/2015	StaffDevelopment for Educators	01-5200		5,593.00
5188498	08/13/2015	SYNCB/AMAZON	01-4300		567.11
5188499	08/13/2015	Tom's Trash	01-5550		543.88
5188500	08/13/2015	Trinity Journal	01-5810		330.45
5188501	08/13/2015	Trinity Lumber	01-4300		100.85
5188502	08/13/2015	WEST MUSIC	01-4300		178.20
5188503	08/13/2015	Willow Creek Ace Hardware	01-4300		185.19
5188504	08/13/2015	Willow Creek Parts Inc.	01-4300		28.80
5188525	08/19/2015	Carpet Clean	01-5800		1,694.26
5188526	08/19/2015	Don's Asphalt Paving	01-5800		38,000.00
5188527	08/19/2015	Employment Development Dept	01-3502		523.80
5188528	08/19/2015	Greenway	01-5800		645.00
5188529	08/19/2015	Humboldt State University	01-5800		8,467.00
5188530	08/19/2015	Paul Scribner Construction	01-5800		23,904.00
5188531	08/19/2015	Shasta Tr Schools Ins Dental	01-9580		516.00
5188532	08/19/2015	Shasta Tr Schools Ins Medical	01-9580		5,072.00
5188533	08/19/2015	Shasta Tr Schools Ins Vision	01-9580		154.00
5188534	08/19/2015	Trinity Co Office Of Education	01-5840		32.00
5188827	08/26/2015	K.J. Construction	01-5800		14,989.00
5188843	09/02/2015	Shelly M. Ammon	01-5200		48.88
5188844	09/02/2015	Casey Geyer	01-4300	104.50	
			01-5200	24.00	128.50
5188845	09/02/2015	Alps Lock & Key Surplus	01-4300	826.01	
			01-5800	1,400.00	2,226.01
5188846	09/02/2015	CTL Corporation	01-4300		13,401.00
5188847	09/02/2015	Houghton Mifflin Company	01-4400		12,804.85
5188848	09/02/2015	K.J. Construction	01-5800		11,568.25
5188849	09/02/2015	Lozano Smith, LLP	01-5850		3,171.00
5188850	09/02/2015	Nichols Melburg and Rosetto	01-6200		1,980.00
5188851	09/02/2015	NORCAL KENWORTH	01-4300		194.53
5188852	09/02/2015	North Coast Laboratories Inc	01-5560		35.00
5188853	09/02/2015	Pacific Gas & Electric	01-5510		1,020.64

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.

ESCAPE ONLINE

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**Checks Dated 08/07/2015 through 09/11/2015**

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
5188854	09/02/2015	Quill	01-4300		277.21
5188855	09/02/2015	Scholastic Inc.	01-4300		147.02
5188856	09/02/2015	Staples Credit Plan	01-4300		604.04
5188857	09/02/2015	Student Insurance	01-5440		510.00
5188858	09/02/2015	Two Rivers Tribune	01-5810		176.80
5188859	09/02/2015	Umpqua Bank	01-4300	161.61	
			01-5200	654.45	
			01-5910	154.59	
			01-7699	156.96	1,127.61
5188860	09/02/2015	Verizon California	01-5920		405.69
5188861	09/02/2015	Visiplex Inc.	01-4300		5,132.00
5188862	09/02/2015	Wilgus Fire	01-5800		651.64
5188983	09/09/2015	Sherryl L. Ireland	01-4300	124.94	
			01-5200	245.00	
			13-4300	154.09	524.03
5188984	09/09/2015	Michael L. Harding	01-4300		1,047.14
5188985	09/09/2015	Shelly M. Ammon	01-4300		20.64
5188986	09/09/2015	Irene Treesong	01-4300		67.35
5188987	09/09/2015	Pamela Olsen	01-4300		91.30
5188988	09/09/2015	Arcata Stationers	01-4300		61.54
5188989	09/09/2015	Campora	01-5520		217.52
5188990	09/09/2015	Creative Mathematics	01-4400		97.88
5188991	09/09/2015	Ecolab	01-4300		189.32
5188992	09/09/2015	Mendes Supply Company	01-4300		647.82
5188993	09/09/2015	Miller Farms Nursery, Inc.	01-4300		128.56
5188994	09/09/2015	Weaverville Auto Parts	01-4300		328.47
5188995	09/09/2015	Plotzke Ace Hardware	01-4300		36.61
5188996	09/09/2015	Rod Johnson	01-5800		650.00
5188997	09/09/2015	S & L Food Sales	13-4700		495.78
5188998	09/09/2015	TACMF	01-5800		125.00
5188999	09/09/2015	Time for Kids	01-4400		348.84
5189000	09/09/2015	Town and Country Refrigeration	01-5800		348.84
5189001	09/09/2015	Track Technology Systems, Inc.	01-4300		449.00
5189002	09/09/2015	Trinity Lumber	01-4300		24.00
5189003	09/09/2015	Umpqua Bank	01-5200		1,157.75
<b>Total Number of Checks</b>				<b>73</b>	<b>171,360.42</b>

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
01	General Fund	72	170,710.55
13	Cafeteria Special Reserve	2	649.87
Total Number of Checks		<b>73</b>	<b>171,360.42</b>
Less Unpaid Sales Tax Liability			<b>.00</b>
<b>Net (Check Amount)</b>			<b>171,360.42</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.

Item 5.1

**RESOLUTION 2016- 02**

**BURNT RANCH ELEMENTARY SCHOOL DISTRICT**

**RESOLUTION REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS:**

Whereas, the governing board of The Burnt Ranch School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on September 14<sup>th</sup>, at 4:30pm, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and;

Whereas, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

Whereas, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district/county office of education, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

**Mathematics**

- Math In Focus K-8<sup>TH</sup>

**Science**

- Scotts Foresren 4<sup>th</sup> – 8<sup>th</sup>
- Pearson 7<sup>th</sup> – 8<sup>th</sup>

**History-social science**

- Houghton Mifflin 4<sup>th</sup> – 5<sup>th</sup>
- Holt 6<sup>th</sup> – 8<sup>th</sup>

**English/Language Arts**

- Houghton Mifflin K – 6<sup>th</sup>
- McDougal Little 7<sup>th</sup> – 8<sup>th</sup>

5.1

Therefore, it is resolved that for the 2015/2016 school year, the Burnt Ranch School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

AYES \_\_\_\_\_

NOS \_\_\_\_\_

ABSENT \_\_\_\_\_

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BOARD REPRESENTATIVE

DATE



Item 5.2

September 14, 2015

## Booster Club -A New Student Fundraising Model

A Booster Club functions as a school-wide fundraising group run by parents and some staff. All fieldtrips and sports events/costs, and some special events like incentive-program costs go through the group. It funds the 8<sup>th</sup> grade trip, tournaments, one-day class trips and other overnight trips like 4<sup>th</sup> grade, Environmental School, etc. It usually involves a few "big" events like a dinner, raffle, jog-a-thon, etc. along with smaller fundraisers. Students (and parents) who will greatly benefit, like sports groups, 8<sup>th</sup> graders, etc, are expected to REALLY help, but all students (and their parents) participate knowing it will be "their" turn eventually.

At the beginning of the year, student groups, parents and teachers work together to submit reasonable proposals for trips, tournaments, uniforms, equipment, and events, that they'd like the Booster Club to sponsor. The club agrees on a plan and then works together all year to raise money for these activities. At the end of the year, left-over money is carried over for the next year or allocated to a special purchase such as a bench, new playground equipment, or library books.

The Booster Club's finances can be administered through the school or can function as a separate financial entity.