

Burnt Ranch Elementary School District

Board of Trustees Special Meeting

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

Tuesday, June 11, 2024
4:00pm
Regular Meeting

Minutes

1.0 Formal Opening

1.1 Call to Order

Mike Harding called the meeting to order at 4:02 pm.

Present: Mike Harding, Josh McKnight, Cyn VanFleet, Kristi Holland-Kilgore, Amanda Platt, Libby Pinto, Karla Robb, Tamera West, Sarah Brown* (arrives at approximately 4:15pm and steps out for a phone call at 5:30pm for several items as indicated)

Absent: James King

1.2 Additions or Changes to Agenda

Move item 7.5 to immediately follow 5.

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___ ***Josh McKnight*** ___Second___ ***Cyn VanFleet*** ___Vote___ ***3-0 and the motion carried.***

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 – May 14, 2024

4.2 Warrants – May 11, 2024-June 7, 2024

5.0 Correspondence

None.

6.0 General Business

6.1 Review/Approve 2022-23 Annual Statement of Need

Sarah Brown made a motion to approve the Annual Statement of Need as presented. Cyn VanFleet seconded the motion. Amanda explained that this document is stating we have a need for 30 Day Substitute permit holders. We employ these teachers, when a teacher is absent or if there is a vacancy that we cannot fill an appropriately credentialed teacher. Vote 4-0 and the motion carried.

6.2 Review/Approve 2022-23 Declaration of Need for Fully Qualified Educators

Sarah Brown made a motion to approve the Declaration of Need for Fully Qualified Educators as presented. Cyn VanFleet seconded the motion. Amanda explained this is an annual form submitted to the Commission on Teacher Credentialing from employing agencies, county offices of education, school districts and non-public schools. This form contains the estimated number of emergency permit and limited assignment teachers that will be employed for the school year. Vote 4-0 and the motion carried.

6.3 Review/Approve Resolution 2023/24-01 Education Protection Account 2023-2024

Sarah Brown made a motion to approve the resolution 2023/24-01 Education Protection Account 2023-2024 as presented. Amanda explained this is an annual requirement to demonstrate how we will use EPA funds. Vote 4-0 and the motion carried.

6.4 Review/Approve Public Disclosure

Josh McKnight made a motion to accept the Public Disclosure as presented. Sarah Brown seconded the motion. Amanda explained this is a requirement for LEAs who propose changes to salary and benefits for employee groups. Vote 4-0 and the motion carried.

6.5 Review/Approve Classified Management Salary Schedule

Sarah Brown made a motion to approve the Classified Management Salary Schedule as presented. Cyn VanFleet seconded the motion. Vote 4-0 and the motion carried.

6.6 Review/Approve Certificated Salary Schedule

Cyn VanFleet made a motion to approve the Certificated Salary Schedule as presented. Josh McKnight seconded the motion. Vote 4-0 and the motion carried.

6.7 Review/Approve Classified Salary Schedule

Cyn VanFleet made a motion to approve the Classified Salary Schedule as presented. Josh McKnight seconded the motion. Vote 4-0 and the motion carried.

6.8 Review/Approve Business Manager Contract

Cyn VanFleet made a motion to approve the Business Manager Contract as presented. Josh McKnight seconded the motion. Vote 4-0 and the motion carried.

6.9 Review/Approve Stipend Salary Schedule

Josh McKnight made a motion to approve the Stipend Salary Schedule as presented. Sarah Brown seconded the motion. Vote 4-0 and the motion carried.

****Sarah Brown steps out for a phone call****

6.10 Review/Approve Resolution 2024/25-02 to Establish Fund Balance Policies as Required by GASB 54

Cyn VanFleet made a motion to approve the Resolution 2024/25-02 to Establish Fund Balance Policies as presented. Josh McKnight seconded the motion. Vote 3-0 and the motion carried.

6.11 Review/Approve Resolution 2024/25-03 to Establish the Observance of Lincoln's Birthday for the 24/25 school year

Cyn VanFleet made a motion to approve the Resolution 2024/25-03 to Establish the Observance of Lincoln's Birthday as presented. Josh McKnight seconded the motion. Vote 3-0 and the motion carried.

6.12 Review/Approve 2024-2025 Local Control and Accountability Plan, Budget Overview for Parents, Annual Update for 2023-24 LCAP

Cyn VanFleet made a motion to approve the LCAP, BOP and Annual update as presented. Josh McKnight seconded the motion. Vote 3-0 and the motion carried.

- ***Sarah Brown returns to the meeting.***

6.13 Review/Approve Local Indicators

Josh McKnight made a motion to approve the Local Indicators as presented. Cyn VanFleet seconded the motion. Vote 4-0 and the motion carried.

6.14 Review/Approve 2024-2025 Budget and Excess Reserves

Sarah Brown made a motion to approve the 2024-2025 Budget and Excess Reserves as presented. Cyn VanFleet seconded the motion. Vote 4-0 and the motion carried.

6.15 Review Federal Addendum

Amanda reviewed the Federal Addendum as presented.

6.16 Review/Approve Prop 28 Annual Report

Sarah Brown made a motion to approve the Prop 28 Annual Report as presented. Josh McKnight seconded the motion. Short discussion on the allocation and plans for spending. Vote 4-0 and the motion carried.

6.17 Review/Approve One-time-off-salary schedule stipend for all employees groups from Covid funds up to \$1,000 for In-Person Instruction/Learning Loss

Josh McKnight made a motion to approve the One-Time off salary stipend as presented. Cyn VanFleet seconded the motion. Short discussion on remaining

Covid related funds. Amanda emphasized the role our staff played in maintaining in-person instruction and minimizing learning loss. Vote 4-0 and the motion carried.

- 6.18 Review/Approve Resolution 2023/24-04 to Establish Authorized Signatures for the Purpose of Approving Orders Drawn on Funds of the School District
Cyn VanFleet made a motion to approve the Resolution 2023/24-04 to Establish Authorized Signatures for the as presented. Sarah Brown seconded the motion. Vote 4-0 and the motion carried.

7.0 Reports

7.1 Building Projects

Amanda reported about the following:

Architect – We received 3 packages with qualifications. Jeff Morris and I will meet with the companies in the next two weeks. We do believe there will be funding at some point, the proposed round of funding looks like it will be removed or delayed from the Governor's budget.

Sportscourt – The goal posts were not set in the correct location; we are working with the concrete company to remedy and should be operational by ELOP.

7.2 Superintendent

Amanda reported the following:

Events, LCAP, the power surge debacle and baseball have consumed the last month. The end of this school year has been very full. I am grateful for the opportunity to work with the Burnt Ranch School District full-time in 2024-2025. We have a dedicated staff, who are committed to our students and their community. We are fortunate in many ways.

Engagement – The PAC committee and PTO participate regularly in school meetings and events. We appreciate their support.

Curriculum and Instruction – Six of our staff members who work with TK-3 grade will participate in a summer workshop called 'Get Reading Right'. We will be fine tuning our ELA instructional program to ensure we are teaching structured literacy and working towards all students entering grade three are reading at grade level.

7.3 Principal

Kristi reported on school events, standardized testing, fabulous field trips, summer programing and end of year festivities.

7.4 Business

Katie reported we have 90 students enrolled and 95.48 attendance rate.

7.5 Staff

Libby, Tamera, Karla and Kristi presented on the QUE conference. Each staff member shared about the sessions they attended and how they will implement new and emerging technology.

8.0 Future Business

9.0 Adjourn

Mike Harding adjourned the meeting at 6:24pm.