

# Burnt Ranch Elementary School District

## Board of Trustees Regular Meeting

Burnt Ranch Elementary School

251 Burnt Ranch School Road

Burnt Ranch, California

**Tuesday, September 12, 2023**

**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 – August 8, 2023
- 4.2 Warrants – August 4, 2023 to September 6, 2023

#### 5.0 Correspondence

#### 6.0 Public Hearing

##### Sufficiency of Instructional Materials

Open: \_\_\_\_\_ Close: \_\_\_\_\_

#### 7.0 Reports

- 7.1 Student Achievement Data
- 7.2 Building Projects
- 7.3 Superintendent
- 7.4 Business
- 7.5 Principal
- 7.6 Enrollment
- 7.7 Staff

## **8.0 General Business**

- 8.1 Review/Approve 2022-23 Unaudited Actuals
- 8.2 Review/Approve Resolution 2023/24- 05 Sufficiency of Instructional Materials
- 8.3 Review/ Approve Resolution 2023/24-06 Gann Limit
- 8.4 Review/Approve Memorandum of Understanding between Sonoma County Superintendent of Schools as the Local Educational Agency for the North Coast School of Education Programs, Participating County Offices of Education, and Participating School Districts and Employing Agencies (Teacher Induction Program)
- 8.5 Review/Approve Memorandum of Understanding by and between WestEd, American Institutes for Research, and Burnt Ranch Elementary School District (Citizen Math Impact Study)
- 8.6 Review 2023-2024 Trinity Alps USD Contract for Vehicle Servicing Agreement
- 8.7 Review Goals for Superintendent
- 8.8 Review/Approve Certificated Teacher Job Description
- 8.9 Review/Ratify One-Time Off Salary Schedule ESSER/IPI/Learning Loss Stipends
- 8.10 Review/Approve 8<sup>th</sup> Grade Trip to Washington D.C in June 2024
- 8.11 Review/Approve Resolution 2023/24-07 Surplus/Obsolete Equipment for Sale and/or Disposal per Education Code Sections 17545 and 17546 (Ipads-Gen1/2)
- 8.12 Review/Approve 2023-2024 Declaration of Need for Fully Qualified Educators

## **9.0 Future Business**

Next board meetings:

Tuesday, October 10, 2023 at 4:00pm

## **10.0 Adjourn**

**Burnt Ranch Elementary School District**  
**Board of Trustees Regular Meeting**  
**Tuesday, August 8, 2023**  
**4:00 pm**  
**Minutes**

**1.0 Formal Opening**

- 1.1 Call to Order: **Michael Harding** called meeting to order at 4:10pm
- 1.2 Roll Call: **Sarah Brown, Josh McKnight, Mike Harding, Amanda Platt, Katie Strouse, James King(phone) Absent: Cyn Van Fleet**
- 1.3 Additions or Changes to Agenda: **none**

**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. :**None**

**3.0 Accept Open Session Agenda :** **Josh McKnight motions to accept, Sarah Brown Seconds. Motion carried:3-0**

**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 – July 6, 2023 and Update to June 13, 2023  
***The June minutes reflect the update needed from last meeting, a second was missing from Item 8.8.***
- 4.2 Warrants – July 6, 2023 to August 3, 2023

**5.0 Correspondence:** **None**

**6.0 Reports**

- 6.1 Building Projects
  - Solar – There is a test for strength called the pull test, that failed. SHN recommended remediation to DSA, we are now waiting for approval.***
  - Shade – Done! Despite the wait and the hefty price, this was a great project that made the summer program very successful. Update on Hillburn payment and communication at the meeting***
  - Sports Court – Amanda is working with Jeff to put out a RFQ for the concrete pad and installation.***
- 6.2 Superintendent
  - \*ELOP – Student attendance has been 10-20 per day. Most kiddos are in the primary grades. Swimming lessons, archery, crafts, basketball, field games, waterslide and ceramics are just some of the activities.***
  - Staffing – We interviewed for the PE, Spanish, Science and Music positions. Reference and credential checks are still on-going. See item 7.6 for the PE position. Interviews will be this week for the Food Services assistant, ASES and T.A positions. The custodian will be***

*out on medical for a few months, we will be advertising for a substitute. Please see the article <https://www.latimes.com/california/story/2023-08-01/rural-california-school-teaching-shortage-transitional-kindergarten>*

*We are very fortunate to have dedicated staff and interested applicants.*

*\*ESSER 3 Update – Amanda has included a copy of the board approved plan there have been some deviations to the spending, but nothing new added. This does not need to be re-submitted. Also included is the COVID funds budget sheet.*

*\*Kitchen Funds – We applied and received over \$155k for infrastructure, training, and best practices (includes an emphasis on scratch cooking with local and organic food). An outdoor pizza oven, grill and other updated tools and supplies have been ordered, but with a brand-new kitchen, a plan for the remaining funds is needed. A short discussion on next steps.*

*\*Update on GASB 75 Discussion – Amanda included the resolution that was passed in 2018/2019 regarding retiree benefits. A brief discussion will follow.*

*\*Professional Development – This summer has been full of professional learning. Certificated staff attended the Compassionate Systems Framework training, ASES staff attended the Expanded Learning conference, and several staff members are participating in the Science of Reading cohort. We have Kim Sutton and Creative Mathematics planned for the pre-service days.*

*Board Appointment Paperwork- It was brought to Amanda's attention that Sarah Brown's appointment forms were not filed with the current election form, we will need to sign and submit the correct version.*

6.3 Business

6.4 Principal

6.5 Staff

## 7.0 General Business

7.1 Review Quarterly Report on Williams Uniform Complaints

**Amanda Platt reports that *No complaints were received***

7.2 Review/Approve the Following Board Policies, Administrative Regulations and Bylaws

BP 3555: Nutrition Program Compliance

BP 4030: Nondiscrimination in Employment

BP 4218: Dismissal/Suspension/Disciplinary Action

AR 4218: Dismissal/Suspension/Disciplinary Action

BP 4254: Health and Welfare Benefits

AR 4254: Health and Welfare Benefits

AR 5113: Absences and Excuses

AR 5131.41: Use of Seclusion and Restraint

AR 5144: Discipline

AR 5144.1: Suspension and Expulsion/Due Process

AR 5144.2: Suspension and Expulsion/Due Process (Students with Disabilities)

AR 6115: Ceremonies and Observances

BP 6173: Education for Homeless Children

AR 6173: Education for Homeless Children

BP 6173.1: Education for Foster Youth

AR 6173.1: Education for Foster Youth

Bylaw 9270: Conflict of Interest

Bylaw 9320: Meetings and Notices

**Sarah Brown moves to approve Board Policies, Administrative Regulations and Bylaws, Josh McKnight seconds. Motion carried:3-0**

7.3 Review/Approve 2023-2024 Application for Federal Funding (ConApp)

***Sarah Brown moves to approve 2023-2024 Application for Federal Funding. Josh McKnight seconds. Motion carried:3-0***

7.4 Review/Approve Resolution #2023/24-03 An Itemized List of Surplus/Obsolete Equipment for Sale and/or Disposal per Education Code Sections 17545 and 17546

***This is a milk cooler that we no longer need since the installation of a walk-in cooler. Amanda recommends approval.***

***Josh McKnight moves to approve Resolution #2023/24-03, Sarah Brown seconds. Motion Carried:3-0***

7.5 Review/Approve Resolution #2023/24-04 Designation of the Official Representative and Alternative Representative to the Shasta-Trinity Schools Insurance Group JPA Board of Directors

***Each district should have representation, the representative has historically been the Business Manager, we need a resolution to update with Katie Strouse and Kristi Holland-Kilgore as alternate.***

***Sarah Brown moves to approve Resolution #2023/24-04, Josh McKnight seconds. Motion carried: 3-0***

7.6 Review/Approve Hiring Scott Yoder as the Multiple Subject Teacher at Burnt Ranch Elementary School for the 2023/2024 school year on the basis of a Provisional Internship Permit

***The interview committee recommends Scott Yoder for Multi-subject/Physical Education (.5FTE) teacher, he qualifies for a PIP, which requires board approval. Amanda recommends approval.***

***Josh motions to approve Hiring Scott Yoder, Sarah Brown seconds. Motion carried: 3-0***

## 8.0 Future Business

Next Meeting-September 12, 2023 at 4:00pm

## 9.0 Adjourn : 5:12PM



## Checks Dated 08/04/2023 through 09/06/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5243337	08/09/2023	California Dept of Education	13-4700		70.20
5243338	08/09/2023	California Safety Company	01-5800		40.00
5243339	08/09/2023	Coast Central Credit Union	01-4300	3,853.53	
			01-5920	45.38	3,898.91
5243340	08/09/2023	Dell Marketing L.P. c/o Dell USA L.P.	01-4400		2,451.45
5243341	08/09/2023	Willow Creek Youth Partnership	01-5800		180.00
5243342	08/09/2023	Enterprise Auto Parts	01-4300		176.89
5243343	08/09/2023	Foothill Fire Protection, Inc.	01-5800		939.61
5243344	08/09/2023	Generation Genius, Inc	01-5800		125.00
5243345	08/09/2023	Northwest Property Services	01-5540		395.00
5243346	08/09/2023	Mendes Supply Company	13-4300		377.26
5243347	08/09/2023	Miller Farms Nursery, Inc.	01-4300		377.02
5243348	08/09/2023	North Coast Laboratories Inc	01-5560		55.00
5243349	08/09/2023	Oregon Shakespeare Festival	01-5800		150.00
5243350	08/09/2023	School Mate	01-4300		306.90
5243351	08/09/2023	Schoolwise Technologies Inc.	01-5800		500.00
5243352	08/09/2023	Studies Weekly	01-4100		504.62
5243353	08/09/2023	Tom's Trash	01-5550		325.62
5243354	08/09/2023	Ubeo West LLC	01-5800		503.49
5243355	08/09/2023	Velocity Communications, Inc	01-5900		620.00
5243356	08/09/2023	Webstaurant Store LLC	01-4400		13,329.86
5243357	08/09/2023	Willow Creek Ace Hardware	01-4300		65.43
5243614	08/23/2023	Harding, Michael L	01-4300		280.68
5243615	08/23/2023	Ambrosini, Monique A	01-4300		396.99
5243616	08/23/2023	Strouse, Katherine A	01-5910		92.38
5243617	08/23/2023	Bigfoot Equipment & Repairs	01-4300	71.08	
			01-4400	439.61	510.69
5243618	08/23/2023	Bright Arrow Technologies	01-5800		155.25
5243619	08/23/2023	Dazey's Inc	01-5520		11.66
5243620	08/23/2023	Mac's Refrigeration Service	13-5800		952.55
5243621	08/23/2023	Pacific Gas & Electric	01-5510		3,286.91
5243622	08/23/2023	School Excess Liability Fund	01-5400		874.93
5243623	08/23/2023	SHN Consulting Engineers	01-6200		3,684.58
5243624	08/23/2023	Staples	01-4300		66.71
5243625	08/23/2023	Watkins Tree Service INC	01-5800		2,200.00
5243626	08/23/2023	Willow Creek Ace Hardware	01-4300		94.73
5243770	08/30/2023	Ammon, Shelly M	01-4300		69.99
5243771	08/30/2023	Wilde, Elizabeth J	01-4400		600.59
5243772	08/30/2023	Shuey, Brittany A	01-5200		200.15
5243773	08/30/2023	Ganas, Sarah M	01-4300		83.64
5243774	08/30/2023	Mulligan, Nathan	01-4300		43.14
5243775	08/30/2023	Blick Art Materials	01-4300		202.95
5243776	08/30/2023	Coast Central Credit Union	01-4300	311.52	
			01-4400	143.36	
			01-5200	2,099.60	
			01-5800	1,503.29	

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.

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**Checks Dated 08/04/2023 through 09/06/2023**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5243776	08/30/2023	Coast Central Credit Union	01-5920	35.38	4,093.15
5243777	08/30/2023	Coast Central Credit Union	01-4300		311.49
5243778	08/30/2023	Govconnection, Inc	01-5800		115.47
5243779	08/30/2023	Frontier	01-5920		419.53
5243780	08/30/2023	North Coast Laboratories Inc	01-5560		55.00
5243781	08/30/2023	Osprey Cafe	01-4300		1,200.00
5243782	08/30/2023	Trinity Co Office Of Education	01-5800		646.61
5243783	08/30/2023	Willow Creek Ace Hardware	01-4300		118.16
5243784	08/30/2023	Willow Creek Farms	13-4700		401.70
5243941	09/06/2023	Ambrosini, Monique A	13-4700		1,468.40
5243942	09/06/2023	A-Z Parts Sales	01-4300		290.65
5243943	09/06/2023	Cal Poly Humboldt	01-5800		955.00
5243944	09/06/2023	Creative Mathematics	01-4100		27.13
5243945	09/06/2023	Dazey's Inc	01-4300		114.34
5243946	09/06/2023	Hess Ranch	13-4700		228.00
5243947	09/06/2023	Home Science Tools LTD	01-4300		179.50
5243948	09/06/2023	Mendes Supply Company	01-4300	101.31	
			13-4300	651.27	752.58
5243949	09/06/2023	Miller Farms Nursery, Inc.	01-4300		72.14
5243950	09/06/2023	Savvas Learning Company LLC	01-4100		4,524.13
5243951	09/06/2023	Securly, Inc.	01-5800		1,270.40
5243952	09/06/2023	SHN Consulting Engineers	01-6200		1,427.50
5243953	09/06/2023	State Board of Equalization	01-5800		22.91
5243954	09/06/2023	Trinity Co Dept of Trans	01-4300		.96
5243955	09/06/2023	Valley Pacific Petroleum Services, Inc	01-4300		489.48
5243956	09/06/2023	Velocity Communications, Inc	01-5900		620.00
5243957	09/06/2023	Willow Creek Ace Hardware	01-4300		35.55
5243958	09/06/2023	Willow Creek Farms	13-4700		80.00
<b>Total Number of Checks</b>			<b>67</b>		<b>59,120.56</b>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	60	54,891.18
13	Cafeteria Special Reserve	8	4,229.38
<b>Total Number of Checks</b>		<b>67</b>	<b>59,120.56</b>
<b>Less Unpaid Tax Liability</b>			<b>.00</b>
<b>Net (Check Amount)</b>			<b>59,120.56</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.

ESCAPE ONLINE

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# BURNT RANCH SCHOOL

P.O. Box 39  
251 Burnt Ranch School Rd.  
Burnt Ranch, CA 95527

Phone: (530) 629-2543

[www.bresd.org](http://www.bresd.org)

## **Notice of Public Hearing**

The governing board of The Burnt Ranch School District will hold a public hearing on September 12, 2023 at Burnt Ranch School, 251 Burnt Ranch School Road, Burnt Ranch, California, at 4:00pm, to determine that sufficient textbooks and instructional materials in all subjects are consistent with the cycles and content of the curriculum frameworks and these frameworks are being provided to all students.

Regarding Education Code 60119, 60422 (b), and 33126 for Textbooks and Instructional Materials Compliance for the 2023-2024 School Year

Posted: BRS Bulletin Board  
BR Post Office  
BRS Gym Board  
BRS Website  
9/5/2023 ... by 4:00pm (A.Platt)



**RESOLUTION 2023/24 – 05**  
**BURNT RANCH ELEMENTARY SCHOOL DISTRICT**  
**RESOLUTION REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS**

Whereas, the governing board of The Burnt Ranch Elementary School District, in order to comply with the requirements of Education Code Section 60119 held a public hearing on September 13, 2022 at 5:00 pm, 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, 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 textbook 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**

K-8 Curriculum Associates – Ready Classroom Mathematics (2020)

**Science**

K-5 Pearson Scott Foresman: California Science  
 7-8 Stemscopes

**History – Social Science**

K-5 California Studies Weekly  
 6-8 National Geographic Learning- California Social Studies (2018)

**English – Language Arts**

K-6 Houghton Mifflin Harcourt – California Journeys (2017)  
 7-8 Houghton Mifflin Harcourt – California Collections (2017)

**World Languages – Spanish**

5-6 Savvas – Autentico Level A (2018)

Therefore, it is resolved that for the 2023/24 school year, the Burnt Ranch Elementary 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 \_\_\_\_\_



**BURNT RANCH ELEMENTARY SCHOOL DISTRICT**

**RESOLUTION #2023/24-06**

**RESOLUTION FOR ADOPTING THE "GANN" LIMIT**

WHEREAS, in November of 1979, the California electorate did adopt Proposition 3, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of the Article establish maximum appropriation limitations commonly called "Gann Limits", for public agencies including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2022-2023 fiscal year and a projected Gann Limit for the 2023-2024 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that the Board does provide public notice the attached calculations and documentation of the Gann limits for 2022-2023 and 2023-2024 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2022-2023 and 2023-2024 fiscal years do not exceed the limitations by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

AYES:

NOES:

ABSENT:

DATE: September 12, 2023

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President of the Board





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April 1, 2023

To: County Superintendents, District Superintendents, Chief Business Officers (CBO's), Assistant Superintendents, and Directors

From: Jason Lea, Ed.D., NCSOE Superintendent

Re: North Coast School of Education Programs

Sonoma County Office of Education, as the Local Education Agency (LEA) for the NCSOE, is committed to providing relevant credentialing services throughout the region. NCSOE is continually working to develop research-based learning opportunities for all educators participating in our programs. We are committed to working as collaborative thought-partners with our partner districts to meet their individual district needs.

**Teacher Induction, Designated Subjects (CTE & AE), Intern Support & Supervision, Permit Holder Professional Development**

The North Coast School of Education (NCSOE) assists schools and districts in providing Teacher Induction, Designated Subjects, Intern Support & Supervision, and Permit Holder Professional Development programs that meet both program and credentialing standards for the state of California. NCSOE provides credentialed teachers with specifically-designed, standards-based professional development, mentoring and coaching, credentialing services, and technical assistance aligned to the California Standards for the Teaching Profession (CSTP) and Teacher Performance Expectations (TPE). New teachers design an Individual Development Plan (IDP)/Individual Learning Plan (ILP) aligned with district goals and work closely with a Mentor and site administrator who offer "just-in-time" coaching and longer-term analysis of teaching practice to help new teachers develop enduring professional skills.

**Fee for Service**

NCSOE operates as a "fee for service" model. This model continues to provide increased access to quality credentialing services and support for districts that are employing new teachers in the region. The program fee per participant includes the Mentor stipend of \$1250\* and the District Coordinator stipend of \$100\*\* per Candidate/Intern/Permit Holder in the district. **Partner districts also have complimentary access to all the professional learning opportunities provided by NCSOE for their teachers to attend. District Cohorts, based on district vision and goals, are strongly encouraged.**

*\* In the case of sites or districts using NCSOE Virtual Mentor Services, NCSOE will retain the Mentor stipend and pay the Mentor directly.*

*\*\* In the case of sites or districts using NCSOE Virtual Mentor Services, this \$100 per Candidate allocation will be retained by NCSOE as part of hiring and training costs in providing districts/sites with this service.*

**Teacher Participants: \$3,500 (per participant)**

SCOE and NCSOE are committed to serving the districts of Sonoma County and our regional partners. Please feel free to reach out to us if you have particular professional learning needs that we may assist you with.

Sincerely,

Jason Lea, Ed.D.  
NCSOE Superintendent

Cc: Dr. Amie Carter, Sonoma County Superintendent of Schools,  
John Laughlin, Associate Superintendent-Human Resources







# North Coast School of Education Credentialing Services 2023-24



8.4

## Overview of Programs

*Building and Supporting Relationships, Equity and Student Success through Personalized Professional Learning*

- North Coast Teacher Induction
- Designated Subjects Program
- “Be A Teacher” Intern Program
- University-Partnered Intern Support & Supervision
- Permit Holder Professional Development

Accredited with the Commission on Teacher Credentialing, the North Coast School of Education (NCSOE) provides:

- **A Mentor**, a trained experienced teacher, who supports the professional growth of their new teacher through weekly meetings and coaching sessions.  
*NCSOE offers Virtual Mentors to districts/schools who are having difficulty finding Mentors on site to support their new teachers. Learn more by contacting NCSOE at (707) 524-2818 or [ncsoe@scoe.org](mailto:ncsoe@scoe.org).*
- **Professional learning opportunities** that provide tools and skills that enhance and deepen the participant’s understanding with “take aways” that can be immediately applied to the classroom and mentoring setting
- **Program materials and resources** that guide best practices for teacher success
- **A credential recommendation** for Intern, Preliminary, or Clear credentials upon successful program and credential requirement completion
- **District Coordinator funding\*** (\$100 per participant) for management of online NCSOE Roster and new teacher support

### NCSOE’s Mentoring-Based System

Mentors play a critical role in guiding beginning teachers through the process of deepening their teaching practice. To support each Mentor’s professional growth, NCSOE offers standards-based training throughout the year that is grounded in theoretical research. Using a Mentoring-Based System, NCSOE guides Mentors through the process of developing and refining their mentoring and coaching skills.

## Fee for Service

### North Coast Teacher Induction

*Two-Year Induction Program*

Teacher Induction Candidate ..... \$3,500\* per year

### Designated Subjects Credential Program

*For New and Existing Credential Holders*

New credential holder ..... \$3,500\* per year

Existing credential holder ..... \$500

Adding Industry Sector  
to Clear CTE/AE Credential ..... \$300

Business & Industry Partnership Teacher  
(BIPT) Auth. Program/Credential  
Review and Recommendation Services ..... \$300

### Other Services

Ed. Specialist Level II Program (only) ..... \$400

Equivalency Review ..... \$400

Intern Support & Supervision ..... \$3,500\* per year

Permit Holder Professional  
Development Series ..... \$3,500\* per year

Teaching Permit For Statutory  
Leave (TPSL) Full Program..... \$3,500\* per year

TPSL Foundational Course (only) ..... \$300

Virtual Mentor Services\* ..... \$1250 per participant

Request to Delay Program ..... \$350 min. up to  
(If request received after program enrollment deadline.) full program fee

\* Program fee includes Mentor stipend. Upon a Mentor’s completion of all program requirements, and based on the signed MOU and services used, funds are either credited back to the employing agency at the rate of \$1250 for the Mentor stipend, or retained by NCSOE who pays the Mentor directly. When an employing district/agency uses an NCSOE Virtual Mentor, NCSOE will retain the allocated \$100 per participant District Coordinator funding to offset the Virtual Mentor hiring and training services.

Sonoma County Office of Education | North Coast School of Education  
5340 Skylane Boulevard, Santa Rosa, CA 95403  
(707) 524-2818 | [ncsoe@scoe.org](mailto:ncsoe@scoe.org) | [www.ncsoe.org](http://www.ncsoe.org)





North Coast School of Education



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**Memorandum of Understanding  
Between  
Sonoma County Superintendent of Schools as the Local Educational Agency  
For the North Coast School of Education Programs,  
Participating County Offices of Education,  
and  
Participating School Districts and Employing Agencies**

**A. General**

This Memorandum of Understanding (MOU) is between the Sonoma County Superintendent of Schools, serving as the Local Education Agency (LEA) for the North Coast Teacher Induction Program, "Be A Teacher" Intern Program, Intern Support & Supervision Program, Designated Subjects Program, Permit Holder Professional Development Series (collectively "Program") and the County Offices of Education, districts, schools, employing agencies, and independent charter schools (collectively "District") signing below. The term of this MOU commences on **July 1, 2023**, and terminates on **June 30, 2024**.

**B. Purpose**

The purpose of the MOU is to establish a formal working relationship between the parties. The Program will provide and coordinate services and support to guide Candidates in meeting California credential requirements through the state-accredited Teacher Induction Credential Programs: General Education Clear and Education Specialist Clear Credential Program, Designated Subjects Credential Programs: Career Technical Education (CTE), Adult Education (AE), and the university-based Intern Program, "Be A Teacher" Intern Program, and the Permit Holder Professional Development Series. Throughout this document, new teachers from all of the credential areas are referred to as "Candidates" and experienced teachers are referred to as "Mentors."

**C. Eligibility**

Eligible "Candidates" are those hired within the following credential and program categories;

- **Permit Holder Professional Development Series:** Candidates who have obtained a Provisional Intern Permit (PIP), Short-Term Staff Permit (STSP) or Teaching Permit for Statutory Leave (TPSL).
- **Intern Program:** Candidates who have obtained an Intern Credential from an accredited partner university or "Be A Teacher" Intern Program.
- **Preliminary Credential Program:** Designated Subjects (CTE) and (AE) Candidates who meet the industry experience and pre-requisite CCTC requirements.
- **Clear Credential Program:** Candidates holding preliminary Multiple Subject, Single Subject, or Education Specialist Credential (preliminary & Level I), Out of State and Out of Country trained teachers, and Designated Subjects (CTE) and (AE) Candidates.

**D. LEA Responsibilities**

1. Employ an NCSOE Superintendent whose primary duty is to administer the Program and employ support staff whose primary duty is to support the administration of the Program.
2. Provide sufficient and appropriate workspace for the NCSOE Superintendent, Regional Director, Program support staff, Program Coordinators, Curriculum Specialist, Registrar and Credential Advisors.
3. Provide office support services for the Consortium, including, but not limited to, mail service, phone, fax, Internet services, technology support, and meeting space for Program activities.
4. Provide business and legal services required for Program implementation for the region.
5. Develop and establish procedures for Program evaluation through the California Commission on Teacher Credentialing (CCTC) Accreditation Cycle. Submit Preconditions, Common Standards, Program Review state reports, and required fees in a timely manner.
6. Provide a process for equitable distribution of mentoring, support, formative assessment, and credential services to

Candidates and Mentors in all participating Districts and COEs within the region.

7. Convene Program Regional Advisory Board meetings a minimum of two times per year, District Coordinators' meetings two times per year, and Regional Leadership Team meetings a minimum of five times per year.
8. Develop and provide personalized, professional learning for Candidates and their Mentors to be held in multiple locations within the geographical region served by the parties.
9. Assume overall fiscal responsibility for the administration of the program budget, including submission of year-end expenditure reports and any other documentation required by CCTC and/or CDE in relation to the Program.
10. Establish a Budget Agreement and reporting requirements for the transfer of funds to Districts. The amount of funds distributed shall be based on the *actual* number of eligible Candidates and Mentors who enrolled in each calendar year and who have completed program requirements (i.e., Mentor stipends may be adjusted due to lack of completion).

#### **E. County Offices of Education/Lead Districts**

1. Appoint a liaison to serve on the Program Regional Advisory Board. The liaison should be a designee authorized by the County Superintendent of Schools, the Dean of Education, and/or the District Superintendent to fulfill the roles and responsibilities assigned to him or her. The liaison supports the Program by providing ongoing updates, communication, feedback for future planning and information to county office personnel, university staff, and district superintendents. The liaison also receives program updates to share out with their colleagues.
2. Assign one or more credential analyst(s) to work directly with Program staff to assist in identifying Candidates who are eligible for Program services as described by state guidelines and to assist school district staff in identifying eligible Candidates.
3. Provide meeting and conference rooms at no charge to the Program.
4. Provide the County Program Coordinator with office and/or storage space, computer and fax access, telephone services, and limited mailing, photocopying and office supplies as needed.
5. Provide for those Candidates enrolled in the Teacher Induction Program, collaborative employer input in the Candidates' development of an *Individual Learning Plan (ILP)* within the first 60-days of hire and in Program evaluations, including the administrative end-of-year surveys and CCTC Accreditation surveys. Employer understands that the ILP is used to guide professional development and not for the purpose of teacher evaluation or employment decisions.

#### **F. District Responsibilities**

1. Appoint a District Coordinator whose assignment includes dedicated time to fulfill the District Coordinator Roles and Responsibilities.
2. Identify all Candidates (Permit Holders, Interns, Induction Candidates, Designated Subjects Candidates) upon hire who are eligible for Program services as described by state guidelines.
3. Communicate to all site administrators the need to support Teacher Induction Program participants through Program work and employer input in the Candidates' development of an Individual Learning Plan (ILP) within the first 60-days of hire, through collaborative goal-setting meetings at the start of each inquiry, and through a midyear check-in meeting. Employer might include release time (at the expense of the district) to support participants in required observations (one per semester) and/or observations of colleagues. Employer understands that the ILP is used to guide professional development and not for the purpose of teacher evaluation or employment decisions.
4. Provide Candidates release time for observations and one-to-one consultations with the Mentor as described in the District Roles and Responsibilities.
5. Make every effort to assign Candidates to classrooms appropriate to their novice status, avoiding whenever possible, combination classrooms, secondary assignments with multiple preps, teaching assignments at multiple sites, and multiple adjunct duties.
6. Provide newly-hired teachers with a District Orientation.
7. Collaborate with NCSOE Program Coordinator/Program Lead to ensure completion of Program requirements and manage consequences (i.e., reduced Mentor compensation, need for additional inquiry work) when necessary.
8. Ensure that Interns do not displace certificated employees and are evaluated on an annual basis.
9. Ensure that all Interns receive protected time for employer-provided support in weekly course planning, coaching within the classroom, problem-solving regarding students, curriculum and teaching. A District shall give special

supervision and assistance to each Intern above and beyond that given to other newly employed certificated and newly employed school personnel. A District shall seek the assistance of the college, university or "Be A Teacher" Intern Program in coordinating the Program for the Intern. (*Education Code 44465*)

10. For Interns who have not yet completed the EL preparation, the district must assign the on-site Mentor or other designated individual, within the first 10 days of serving as a teacher of record on the Intern credential.
11. Intern Teachers hired within the participating district should be at sites that demonstrate a placement of students with disabilities in the Least Restrictive Environment, provide support for dual language learners with disabilities, and offer the opportunity for Intern Teachers to interact with different age groups in both general and special education settings reflecting the continuum of placement options. (CTC SPED Program Standard 3C.2)
12. Intern Teachers hired within the participating district should be at sites that reflect, to the extent possible, socioeconomic, linguistic and cultural diversity, and permit video capture for the Intern Teacher's reflection. (CTC SPED Program Standard 3C.3)
13. Intern Teachers hired within the participating district should be at sites that allow the Intern Teacher to acquire at least 200 hours of early field experiences that includes guided observations and initial teaching (e.g., co-planning, and co-teaching, or guided teaching) in the general education and special education settings. (CTC SPED Program standard 3A.12)
14. Intern Teachers hired within the participating district should be at sites that demonstrate a commitment to developmentally and culturally appropriate practices as well as collaborative relationships with families. (CTC SPED Program Standard 3C.1)
15. Assign a qualified Mentor to each eligible Candidate within 30 days of enrollment in the Program who meets the Commission's identified criteria of holding a valid corresponding Clear or Life Credential, having three (3) years successful teaching experience, and holds an English learner authorization. Pair Candidates with Mentors who most closely match their teaching assignment, including grade level and subject matter, and their credential. NCSOE can, upon request, provide a Virtual Mentor for those districts unable to find suitable matches for current program participants. An Addendum to this MOU will be provided, upon request.
16. Utilize defined selection criteria to identify high-quality, experienced teachers who demonstrate exemplary teaching practices as determined by the employer to serve as Mentors for Candidates. Mentors must demonstrate effective coaching, interpersonal and communication skills and:
  - Display best practices in providing "just in time" (as needed) and longer-term analysis of teaching practice to help Candidates develop enduring professional skills.
  - Are committed to attend coaching/Mentor trainings, meetings and to meet weekly with Candidates;
  - Display willingness to work collaboratively with colleagues and regional NCSOE staff;
  - Embrace a positive attitude and disposition towards students and teaching;
  - Develop a sustained and thoughtful collegial relationship with Candidates;
  - Demonstrate leadership skills, curriculum expertise, and knowledge of district resources;
  - Serve as a role model for the teaching profession.
17. Provide Mentors compensated time to participate in the Program Mentor trainings on observation protocol, learning-focused conversations, "just-in-time" coaching and one-to-one consultations with Candidates(s) as described in the District Roles and Responsibilities.
18. Facilitate the distribution of Program funds to Mentors and District Coordinators for compensation.
19. Participate in the Program evaluation and the CCTC Accreditation Cycle, as needed.

## G. Districts Fiscal Responsibilities and Terms

1. Credential Services are provided on a Fee-for-Service basis. In 2023/2024, the Fee will be \$3,500.00 per clear credential Candidate, Intern and Permit Holder registered in the Program. Refer to the current Fee-for-Service schedule for additional credentialing services provided (Designated Subjects Existing Credential Holder and Level II). Districts will be invoiced for each individual request for credential services. It is expected that invoices be paid promptly upon receipt or as agreed upon by both parties.
2. Funds will be credited to districts to offset the costs of the Mentor stipends at the rate of \$1,250 per eligible Clear Credential Candidate (includes Multiple Subject, Single Subject, Education Specialist, or Designated Subjects - CTE and AE) enrolled in the Program. Districts will receive \$1,250 per eligible Intern teacher and Permit Holder. (Mentor stipends are pro-rated when partial services are rendered.) Should the district contract with NCSOE for Virtual Mentor Services, the Mentor stipends will be processed according to the Addendum agreement.

3. In order for NCSOE to release funding to the district, Mentors must meet all program requirements. Funds may be adjusted according to level of participation and/or program completion, including attendance at meetings and required training as well as the Mentor Application and Self-Assessment.
4. Funds will be retained by SCOE/NCSOE to offset the cost of the Mentor stipend at the rate of \$1,250.00 per Candidate where a Virtual Mentor has been assigned. Should the employing agency pay a higher rate for Mentor support, NCSOE will invoice the additional amount to the employing agency and pay the Virtual Mentor the agreed upon stipend. NCSOE will retain the allocated \$100 per participant funding from the District Coordinator stipend and an additional service fee of \$100 to offset hiring and training fees of each Virtual Mentor from employing agencies using these Virtual Mentor Services.
5. Funds will also be credited to districts to offset the costs of the District Coordinator's stipend, prorated, depending on the total number of new teachers as identified through the Program/District Roster and depending upon the number of Virtual Mentors employed, if this service is used by the district (see #2 above). District Coordinator compensation is at a rate of \$100.00 per Candidate, except as outlined above in #2 if Virtual Mentor services are used.
6. The District is responsible to facilitate the distribution of Funds to Mentors and District Coordinators for compensation, except as outlined above in #2 when Virtual Mentor services are used.
7. Program Delay Requests must be submitted by the semester's program enrollment deadline (typically September 30th for Fall and January 31st for Spring) in order for sites/districts not to incur a fee. After semester's enrollment deadline has passed, NCSOE staff will review the circumstances regarding the delay and charge a non-refundable fee, unless other arrangements had previously been made. This fee will range from a minimum charge of \$350 to the total semester program fee.

## H. Other Terms and Conditions

All products and materials developed by the Program are the exclusive property of the LEA. District and COE employees, staff, and subcontractors shall not have the right to disseminate, market, or otherwise use the products or materials without the expressed written permission of the LEA designee.

As between the Parties hereto, it is understood and agreed that:

1. **Candidates Employment Status:**  
Candidates are and shall remain District employees for any and all purposes throughout the term of this Agreement. Candidates shall not be considered an employee, agent, representative, nor independent contractor of LEA for any purpose whatsoever.
2. **Indemnification:**  
District shall assume full responsibility for its employees. District agrees to hold and save LEA harmless from and against any claim, demand, action or cause of action that may be asserted by any District Program participant arising out of injury or death suffered by any District employee Program participants, including, but not limited to, third party actions for injury or death otherwise covered under applicable workers' compensation laws and regardless of the sole or concurring negligence of LEA.
3. **Maintenance of Records:**  
District agrees to keep and maintain adequate and current written records in accordance with Program requirements during the term of this Agreement. The records will be in any format that may be specified by the State of California. The records will be available to LEA at all times.
4. **Assignment:**  
This Agreement shall not be assigned by District. Any such assignment shall be null and void.
5. **Severability:**  
The provisions of this Agreement are divisible; if any such provisions shall be deemed invalid or unenforceable, that provision shall be deemed limited to the extent necessary to render it valid and enforceable and the remaining provisions of this Agreement shall continue in full force and effect without being impaired or invalidated in any way.
6. **Waiver:**  
No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right. No waiver of any provision of this Agreement, or consent to any departure by either party from any provision shall be effective in any event unless it is in writing, designated a waiver and signed by the party waiving the breach. Such a waiver shall be effective only in the specific instance and for the purpose of which it is given.

7. **Constructions and Governing Law:**

The captions used in connection with this agreement are for reference purposes only and shall not be construed as part of this Agreement. This agreement shall be governed by and construed in accordance with the laws of the State of California.

8. **Entire Agreement:**

This Agreement supersedes all prior agreements, understandings, and communications between LEA and District, whether written or oral, express or implied, relating to the subject matter of this agreement and is intended as a complete and final expression of the terms of the agreement between LEA and District and shall not be changed or subject to change orally. The parties further agree and acknowledge that neither they nor anyone on their behalf made any inducements, agreements, promises, or representations other than those set forth in this Agreement.

9. **Third Parties:**

Except as otherwise explicitly provided herein, nothing in this agreement, whether expressed or implied, is intended to confer any rights or remedies under or by reason of this agreement on any other persons other than the Parties and their respective successors and assigns, nor is anything in this agreement intended to relieve or discharge the obligation or liability of any third persons to any Party, nor shall any provision give any third parties any right of subrogation or action over or against any of the Parties hereto. This Agreement is not intended to and does not create any third-party beneficiary rights whatsoever.

10. **Relationship of the Parties:**

No joint venture, partnership, agency or employment relationship is created by this agreement. No Party shall act as an agent or partner of any other Party or make any commitments for or create any obligations of any other Party except as provided herein without such other Party's prior written consent.

11. **Compliance with the Family Educational Rights and Privacy Act ("FERPA"):**

In addition to the foregoing obligations, if District provides SCOE/NCSE with any legally confidential information including, but not limited to, confidential personnel information or "personally identifiable information" from student education records as defined by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the implementing regulations in Title 34, Part 99 of the Code of Federal Regulations ("FERPA"), HOST AGENCY hereby certifies that collection of this information from District is necessary for the performance of the SCOE/NCSE'S duties and responsibilities on behalf of District under this Agreement. SCOE/NCSE further agrees to handle information protected by FERPA in the same manner it would protect the confidentiality of patient records and/or the personally identifiable information of its employees.

The Parties will not discriminate against any employee, applicant or student enrolled in their respective programs because of age, creed, gender identity, national origin, race, sex, sexual orientation or any other basis protected by law.

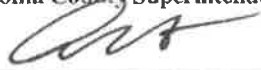
12. **Survival:**

The provisions of this Agreement shall survive the expiration of the Term and the termination of this Agreement. Amendments and Extensions to this MOU may be made only by written agreement signed by all parties.

**Authorized Signatures:**

Authorized signatures below indicate understanding and acceptance of the terms of this Memorandum of Understanding.

**Sonoma County Superintendent of Schools as LEA**

  
Signature

Amie R. Carter, Ed.D. / Superintendent  
Printed Name/Title

3-13-2023  
Date

**North Coast School of Education**

  
Signature

Jason A. Lea, Ed.D. / NCSE Superintendent  
Printed Name/Title

3/13/23  
Date

**Participating Agency**

Name of District, School or County Office of Education: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date





## Memorandum of Understanding

by and between

WestEd, American Institutes for Research, and Burnt Ranch Elementary School District

This Memorandum of Understanding (“MOU”) is effective as of the date last signed by the Parties, and sets forth the agreement between WestEd (“WestEd”), a California joint powers agency, American Institutes for Research (“AIR”), a Pennsylvania nonprofit corporation, and Burnt Ranch Elementary School District (“District”) to conduct an Education Innovation and Research (EIR) grant-funded implementation and impact study, *Citizen Math Impact Study: Developing Informed, Thoughtful, and Productive Citizens* (“Study”). The Study involves teacher professional development and classroom implementation of Citizen Math, a series of online middle-grade mathematics lessons. At times herein, WestEd, AIR, and District are referred to each as a “Party” and collectively referred to as “the Parties.”

This MOU is a Non-Financial agreement.

### 1. Purpose

The purpose of this MOU is to set forth the roles and responsibilities of the Parties in implementing the Study. As part of the work of the Study, the District will implement the Citizen Math online program in participating classrooms. Citizen Math is a product of Mathalicious, Inc., dba Citizen Math, a Delaware corporation, which provides supplemental math lessons for grades 6 - 12. AIR will lead the impact study of Citizen Math. WestEd will support AIR with coordination of the study research activities. WestEd will lead the implementation study with AIR support. AIR will collect data from District, and its teachers and students, as described below. AIR and WestEd will both have access to the data collected from the impact study. The goal of the study is to understand how Citizen Math is implemented and how it supports students’ success across all participating districts.

The Parties also wish to adequately protect student, parent, teacher, and/or District staff data and to comply with all applicable Federal, State, and local laws, ordinances, regulations, and directives relating to confidentiality.

### 2. Term and Termination

- A. This MOU is effective as of the date last signed by the Parties and expires December 31, 2026.
- B. Any Party may terminate or amend this MOU at any time without cause, provided that written notice is given to all Parties at least 30 days in advance.
- C. The termination or expiration of this MOU shall not affect the rights or obligations regarding confidentiality or the retention, storage, or destruction of Data, as set forth in Sections 5 and 6 herein. Such rights and obligations shall survive the term of this MOU.

### 3. Study Activities

#### A. Study activities include:

- conducting a multisite cluster randomized control trial. The Project will randomly assign schools to use Citizen Math in grade 6-8 (“Treatment”) or teach their 6-8 math courses as they normally would (“Comparison”). Within each participating school, the evaluation will focus on all grade 6–8 math teachers and their students during the first and second intervention years (2023–24 and 2024-25, respectively).
- evaluating the impact of Citizen Math on: teachers' instructional activities (measured using teacher surveys); students' opportunities to learn and students' social emotional learning (measured through a student survey); and students' mathematics achievement and course performance (using state administered test scores and course data).
- analyzing any effects of mediating and moderating variables, including teachers' instructional practices, as well as demographic characteristics of students, teachers/classrooms and schools (collected through surveys administered by AIR and administrative records provided by the District).
- understanding teachers' use of Citizen Math's community platform and website, teacher's completion of professional learning, as well as teachers' implementation strategies and feelings around Citizen Math lessons (collected from post-lesson reflection surveys and focus groups).

#### B. For Treatment schools, the District will be provided alternative Citizen Math lessons with corresponding online resources and scaffolded professional learning support for the teacher(s) assigned with teaching the curriculum within the District.

- The participating teachers will complete the Citizen Math professional learning modules during the academic year preceding classroom implementation in order to understand how to successfully teach the lessons. In study years, teachers may also be asked to complete other activities, such as surveys, as detailed below. WestEd will provide teachers up to a \$650 stipend for fully completing professional learning modules and evaluation activities as described below and \$300 in Citizen Math materials.
- A teacher(s) in the District will implement at least 6 Citizen Math lessons over the course of each academic year.
- Teachers and students will complete evaluation activities as described below. Teachers will receive up to \$150 each year (2023–24 and 2024–25) for completing teacher surveys and supporting student data collection.

#### C. For Comparison schools, Citizen Math will not be provided for the first and second intervention years (2023–24 and 2024-25), -and schools will teach math courses as they normally would.

- During intervention years, teachers and students will complete evaluation activities as described below. Teachers will receive up to \$150 each year (2023–24 and 2024–25) for completing teacher surveys and supporting student data collection.
- After completion of these activities, teachers in these schools will be offered a

subscription to the Citizen Math website content in the 2025–26 and 2026–27 school years, as well as up to \$500 for participating in professional learning workshops in the 2025–26 school year.

- D. AIR and WestEd will conduct all evaluation activities necessary for tracking grant outcomes and teacher and student activities during the life of the grant. For both Treatment and Comparison schools, the following categories of information will be collected by AIR during the Project:

- Student administrative data (e.g., demographic background and achievement) from District will be provided upon request from AIR (see Appendix A).
- Teacher surveys on teaching practices, professional learning activities, background, and experience using a survey platform.
- Student survey on opportunities to learn and social emotional learning using a survey platform.

Additionally, for Treatment schools only, the following categories of information will be collected by WestEd during the Project:

- Teacher post-lesson reflection surveys using a survey platform.
- If conducted, teacher focus groups will be video recorded on Zoom.

Teachers and students who opt out of the Study will not have their data collected and will not be invited to participate in Study activities.

- E. AIR and WestEd will independently complete all analyses and produce a report(s) summarizing the findings.

#### 4. Definitions Regarding Shared Data

- A. "Data," as used in this MOU, shall mean and refer to the data collected in Appendix A.
- B. "Personally Identifiable Information" or "PII," as used in this MOU, shall mean any information or Data that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person, who does not have personal knowledge of the relevant circumstances, to identify an individual with reasonable certainty.
- C. "De-identified Data," as used in this MOU, shall mean Data from which all Personally Identifiable Information has been removed or obscured so that a reasonable person, who does not have personal knowledge of the relevant circumstances, would not be able to identify any individual with reasonable certainty.
- D. "Non-Financial" as used in this MOU, shall mean agreements that are typically non-monetary by nature, but occasionally involve the provision or exchange of something of value (e.g. Stipends). These types of arrangements set out expectations, terms, and requirements that protect the interests of the investigators and the participating organizations.
- E. "Educational Records," as used in this MOU are official records, files and data directly related to a student and maintained by the education agency or institution, or by party acting for the agency or institution (e.g. including but not limited to, records encompassing all the material kept in the student's cumulative folder, such as general

identifying data, records of attendance and of academic work completed, records of achievement, and results of evaluative tests, health data, disciplinary status, test protocols and individualized education programs.)

## 5. Confidentiality

- A. AIR and WestEd agree to take all necessary precautions to safeguard the Data and comply with all applicable Federal, State, or local laws, ordinances, regulations, and directives relating to confidentiality. These include, but are not limited to, the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99), the California Information Practices Act (California Civil Code § 1798 *et. seq.*), and the Privacy Act of 1974, as amended, (5 U.S.C. § 552).
  - a. FERPA Exception – AIR and WestEd are authorized to receive this data under the following FERPA exception:
    - i. ☒ Studies Exception [34 CFR § 99.31(a)(6)] for the purposes of improving instruction
    - ii. ☐ School Official Exception [34 CFR §§ 99.31(a)(1) and 99.7(a)(3)(iii).] – AIR and WestEd are considered a “school official” by [insert organization name] and: is performing a service or function for which the [insert organization name] would otherwise use its employees; is under the direct control of the school with respect to the use and maintenance of education records; and complies with the PII from education records use and redisclosure requirements
    - iii. ☐ Audit/Evaluation Exception [34 CFR §§ 99.31(a)(3) and 99.35] – AIR and WestEd has been designated as the “Authorized Representative” of [insert organization name] to audit or evaluate a Federal or State supported education program.
- B. AIR and WestEd will limit internal access to PII to individuals working on the Study with legitimate interests in the PII and whose work reasonably requires access to the Data (i.e., on a need-to-know basis).
- C. AIR and WestEd will take reasonable steps to maintain the confidentiality and security of the Data at all stages of the Study. PII will only be used for the purposes of the Study.
- D. PII will be destroyed at the earlier of: (1) when the PII is no longer needed for analysis, (2) December 31, 2026, or (3) within fifteen business days of the termination of this MOU pursuant to section 2.B hereinabove, and delivery to AIR and WestEd of District’s written demand for destruction of the PII.
- E. De-identified Data may be retained by AIR and WestEd after the completion of the Study, and may be further used, shared, released or disclosed by AIR and WestEd without consent, to the extent permitted under FERPA.

- F. If AIR and/or WestEd publishes any reports or other publications created with the use of Data, AIR and/or WestEd will not include information that could lead to the identification of any individual whose information is included in the Data.

## 6. Data Handling, and Storage

- A. All computers used to upload, analyze, or store Data containing PII will be encrypted and password-protected. AIR and WestEd will store Data in a password-protected and encrypted cloud-based content management system. AIR and WestEd will store the Data in accordance with a Data Security Plan, available upon reasonable request.
- B. AIR and WestEd will only transfer PII using secure, encrypted transmission methods for the data described in Appendix A.
- C. AIR and WestEd will collect the minimum PII as necessary.
- D. AIR will assign participating teachers and students a random ID and a key will be created and saved in a separate file within AIR's servers. Teacher surveys and student administrative records will be de-identified and the random ID will be used in all saved data. If focus groups are conducted, AIR and WestEd will emphasize the importance of not sharing what is discussed and note how we cannot assure confidentiality as teachers will be participating with others. WestEd will collect names from focus group participants, but after teacher focus groups are completed, they will be transcribed and the transcripts will be de-identified. The de-identified transcripts will be stored in a separate file for qualitative analysis. The transcript files with personal identifiers will then be destroyed. The data from the participants in the professional development can be de-identified as described, and the key for the identifiers can be destroyed at the end of 2026. Student names and any other personal identifier collected will be stored in a secure folder and destroyed at the end of 2026.

## 7. Data Sharing

- a. AIR and WestEd will be collaborators on the research and will both have access to the data collected and stored during the study period.
- b. Third-party sharing. AIR and WestEd will take steps to maintain the confidentiality and security of the Data at all times. The Data may be stored securely at AIR and WestEd or at an entity under a written agreement with AIR and WestEd to provide cloud-based storage or data archival services, or collection, storage, processing or analysis of some or all of the Data. Data stored at such a contracted entity shall be protected in accordance with the terms of this MOU.
- c. De-identified data may be archived with a third-party national data repository (e.g. ICPSR). Data repositories make research and evaluation data accessible to authorized users for the purpose of scientific investigation, scholarship or teaching, or other forms of research and research development. If data are archived with a repository, that third-party repository manages long-term data storage and data archive access. All archived

data will be de-identified so that the identities of subjects cannot be readily ascertained or otherwise associated with the data. Data access will be restricted to verified scholars and researchers.

- d. AIR and WestEd will ensure that all persons and entities, including employees, contractors, and consultants who will have access to student-level data or PII to first enter into an agreement with AIR and WestEd that includes security and confidentiality terms no less stringent than those included in this MOU.
- e. Reports containing aggregate-level data and results will be presented to the members of professional associations and may be published in professional association publications.
- f. Educational Records shared by District are and shall continue to be District's property.

## 8. AIR Responsibilities

- A. AIR will lead the impact study.
- B. AIR will provide principal permission forms, consent forms to participating teachers, and opt-out forms for parents / guardians of students to inform them about research activities. AIR and WestEd agree to work with the District to follow other requirements related to consent.
- C. AIR will lead the instrumentation creation and data collection. Data collection will include:
  - a. Teacher surveys on teaching practices, background, and experience
  - b. Student survey on opportunities to learn and social emotional learning
  - c. Student demographic data
  - d. Student mathematics achievement
  - e. Student course performance
- D. AIR will complete all impact analyses and assist with dissemination.
- E. AIR will designate a liaison to facilitate communications between AIR, WestEd, and District for coordinating the activities necessary to carry out this MOU. AIR's contact person for this Study is:

Jordan Rickles  
American Institutes for Research  
1400 Crystal Drive, 10th Floor  
Arlington, VA 22202-3289  
jrickles@air.org

## 9. WestEd's Responsibilities

- A. WestEd will support AIR in completing all of its listed responsibilities.

- B. WestEd will secure IRB approval for all research activities.
- C. WestEd will lead the implementation study and oversee the implementation of Citizen Math, including coordinating professional learning logistics and measuring teacher participation and perceptions of the lessons and professional development. To accomplish this, WestEd will lead the instrumentation creation and data collection of the following research components:
  - a. Teacher post-lesson reflection surveys (only for teachers using Citizen Math)
  - b. Teacher focus groups (only for teachers using Citizen Math)
  - c. Professional Learning activities engaged in and completed
  - d. Teachers' use of Citizen Math's community platform and website
- D. WestEd will designate a liaison to facilitate communications between WestEd, AIR, and District for coordinating the activities necessary to carry out this MOU. WestEd's contact person for this Study is:

Kirk Walters  
WestEd  
730 Harrison Street  
San Francisco, CA 94107  
kwalters@wested.org

#### 10. District Expectations:

- A. District will grant AIR permission to use a random assignment lottery to determine which participating schools will use Citizen Math during the first two years of implementation (Cohort 1) and which participating schools will receive access to Citizen Math after the first two years (Cohort 2). District will permit its participating teachers to engage in the Study activities that will take place during the 2023-24 and 2024-25 school years for both Cohort 1 and 2 schools. Under section 3, Cohort 1 is also referred to as "Treatment" schools and Cohort 2 as "Comparison" schools.
- B. District understands and agrees that WestEd and AIR are conducting an independent study of the District's use of Citizen Math, a product of Mathalicious, Inc., dba Citizen Math, a Delaware corporation. The District understands and agrees that its use of Citizen Math is subject to an independent license agreement, terms of service, and privacy policy between it and Citizen Math. WestEd and AIR are not affiliated with Citizen Math and are not a party to the agreements between the District and Citizen Math. WestEd and AIR are not responsible for any acts or omissions relating to the District's use of Citizen Math. District will obtain all approvals necessary for its students and teachers to use Citizen Math in the classroom.
- C. Participating District teachers will review and sign an informed consent form to participate in the Study. Principals in participating schools will review and sign a permission form to participate in the Study.

- D. Participating District teachers in Cohort 1 schools will teach at least 6 Citizen Math lessons in all their grades 6-8 math classes, except for Geometry classes.
- E. Participating District teachers in both Cohort 1 and 2 schools will respond to survey questions through an online survey tool administered four times during the 2023-24 and 2024-25 school years.
- F. Participating District teachers in Cohort 1 schools will complete a post-lesson reflection survey after they teach each Citizen Math lesson.
- G. Participating District teachers in Cohort 1 schools will use a Citizen Math online community platform. Teachers who sign onto the community platform agree to the terms and conditions and privacy policy of Citizen Math.
- H. Participating District teachers in both Cohort 1 and 2 schools will distribute an AIR-provided parent/guardian opt-out letter to inform parents/guardians of a student survey and provide an opportunity for students to not take the survey. Teachers will also read a brief script to students reminding them that this is voluntary and will not relate to their grade in this class, and students who do not participate can do an independent activity.
- I. Participating District teachers in both Cohort 1 and 2 schools will administer a student survey to students who have not opted-out during the spring term in the 2023-24 and 2024-25 school years.
- J. District shall designate a liaison to facilitate communications between District, AIR and WestEd for coordinating the activities necessary to carry out this MOU. District's contact person for this Study is:

Amanda Platt  
Burnt Ranch Elementary School District  
PO BOX 39  
Burnt Ranch, CA 95527  
530-629-2543  
[aplatt@bresd.org](mailto:aplatt@bresd.org)

#### 11. General Provisions:

- A. Governing Law. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of California, without regard to conflict of law principles.
- B. Amendments. This MOU may be amended at any time by mutual agreement of the Parties without additional consideration, provided that before any amendment shall take effect, it shall be in writing and signed by all Parties.
- C. Assignment. No Party shall voluntarily or by operation of law, assign or otherwise transfer its rights or obligations under this MOU without all Parties' prior written consent. Any purported assignment in violation of this paragraph shall be void.



- D. Severability. The provisions of this MOU are severable and the unenforceability of any provision of this MOU shall not affect the enforceability of any other provisions hereof.
- E. Indemnification. Each Party shall indemnify, and hold harmless the other Parties from and against any liability, loss, damage, expense, costs (including without limitation reasonable attorneys' fees) arising from any third party claim, demand, assessment, action, suit or proceeding related to its use of the Data under this MOU and/or any Appendix, unless such loss or damage was caused by the sole negligence or willful misconduct of the party seeking indemnification.
- F. Limitation of liability. Except as stated in Section E, each Party shall bear all costs, risks, and liabilities incurred by it arising out of its obligations and efforts under this MOU. No Party shall have any right to any reimbursement, payment or compensation of any kind from the other Parties, unless expressly agreed to in writing by all Parties.
- G. Representations and Warranties. Data is provided on an "AS IS" basis WITHOUT ANY WARRANTY, REPRESENTATION OR UNDERTAKING WHATSOEVER, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, OR FREEDOM FROM INFRINGEMENT.
- H. Relationship between the Parties. Nothing in this Agreement shall be construed to grant any Party the right to make commitments of any kind for or on behalf of the other Parties, without the prior written consent of the other Parties. Nothing in this Agreement shall be deemed to constitute, create, give effect to, or otherwise recognize an employment relationship between the Parties or a joint venture, partnership, or formal entity of any kind.
- I. Dispute resolution. The Parties shall exercise commercially reasonable efforts to settle any claim, controversy, or dispute (collectively "Disputes") arising out of or relating to this Agreement. The Parties shall discuss any such Dispute no later than 30 days after either Party gives written notice to the other Party of a Dispute, including the legal and factual basis for such Dispute. No suit, arbitration or other proceeding may be commenced before the Parties have met pursuant to this provision, except as described herein.

In the event that a Dispute cannot be resolved through good faith negotiations, the Parties agree that such Dispute shall be finally settled through binding arbitration. The arbitration shall be administered by JAMS, in San Francisco, California, pursuant to its Comprehensive Arbitration Rules and Procedures. The decision of the arbitrator shall be final and conclusive upon the Parties. Judgment on the award rendered by the arbitrators may be entered in any court having jurisdiction.

Notwithstanding the foregoing, either Party may seek injunctive or provisional relief to protect confidential information at any time.

- J. Notices. All notices permitted or required under this MOU shall be in writing and shall be delivered by electronic mail, or by certified or registered mail, return receipt requested, to each Party's respective contact listed above, and will be deemed given

upon personal delivery, five (5) days after deposit in the mail, or upon acknowledgment of receipt of electronic transmission. All notices related to the Data or Educational Records shall be delivered to Director of Privacy and Data Security: infosecurity@wested.org. Notices of intent to terminate this MOU shall be provided to the applicable contact above, and, if to WestEd, also be delivered to:

Lauren Wrotniak  
WestEd  
730 Harrison Street  
San Francisco, CA 94107  
contracts@wested.org

- K. Negotiation and execution. This MOU has been negotiated by all Parties and shall not be strictly construed against any Party. This MOU may be executed in one or more original, electronic, or faxed counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Each of the persons signing this MOU represents that he or she has the authority to sign on behalf of and bind their respective party.

IN WITNESS WHEREOF, the Parties have, by their respective duly authorized representative, executed this MOU as of the day and year first written above.

**WestEd**

**Burnt Ranch Elementary School District**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Lauren Wrotniak

Name: Amanda Platt

Title: Director, Contracts and Grants

Title: Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**AIR**

By: \_\_\_\_\_

Name: Joseph Wagner, Jr.

Vice President, Contracts &

Title: Procurement

Date: \_\_\_\_\_

## APPENDIX A

*Data Collected.* This appendix outlines the data that will be collected by and accessible to AIR and WestEd.

The teacher data include:

- Teacher names and emails (all teachers)
- Teacher surveys on instructional teaching practices, background, and experience (all teachers)
- Professional Learning activities engaged in and completed (only for teachers using Citizen Math)
- Teachers' use of Citizen Math's community platform and website (only for teachers using Citizen Math)
- Teacher post-lesson reflection surveys (only for teachers using Citizen Math)
- Teacher focus groups (only for teachers using Citizen Math)

The student data include (for all students):

- Student IDs and names
- Student survey on opportunities to learn and social emotional learning
- Student demographic data
  - Race/ethnicity
  - Sex
  - English Learner status
  - Individual Education Program status
  - Economically disadvantaged status indicator
- Student mathematics achievement on the annual state assessment
- Student course performance

*De-identification process.* Participating teachers and students will be given a random number unique identifier for the study and a key will be created and saved in a different file. Teacher survey responses, student administrative records, and student survey responses will be de-identified and will use the random number in all saved data. If focus group data are collected, the de-identified transcripts will be stored in a separate file for qualitative analysis. The transcript files with personal identifiers will then be destroyed. The data from the participants in the professional development can be de-identified as described, and the key for the identifiers can be destroyed at the end of 2026.





Phone: 530-623-6104 · Fax: 530-623-3418 · P.O. Box 1227 · 321 Victory Lane · Weaverville, CA 96093 · tausd.org

TRINITY ALPS UNIFIED SCHOOL DISTRICT  
CONTRACT  
VEHICLE SERVICING AGREEMENT 2023-2024

The Trinity Alps Unified School District (TAUSD) and the Burnt Ranch School District hereby enter into this vehicle servicing agreement for the 2023-2024 school year whereby:

1. The TAUSD shall service the vehicles of the Burnt Ranch School District including lubrication, tune-up, and minor repairs during the 2023-2024 school year.
2. The TAUSD may also perform overhauls and major repairs as time and schedules permit.
3. The TAUSD shall perform such servicing at the convenience of its work schedule. Maintenance and servicing of the TAUSD vehicles shall have priority over servicing of other vehicles.
4. The TAUSD may provide driver training and complete driver training documents, such as TO-1, for the Burnt Ranch School District. Training will be billed at the regular shop rate.

For the above services performed during the 2023-2024 school year, the Burnt Ranch School District, hereby referred to as the "District", agrees to the following:

1. The District shall pay the TAUSD the sum of seventy-five dollars (\$75.00) per hour for services rendered; and shall pay TAUSD at time and a half (\$75.00 X 1.5) for weekend and any other overtime work.
2. The District shall establish an open purchase account for the purchase of parts, bulk oil and grease.
3. In the event purchases of needed parts are made from vendors who do not have an open account, the District shall reimburse the TAUSD for such expenses.
4. A shop fee of one hundred dollars (\$ 100.00) for miscellaneous expenses will be charged to the District each year. This covers expenses such as nuts and bolts, grease, hazmat fees, etc.
5. The District shall pay a bus rental fee where appropriate at a daily rate of \$50.00 with a minimum charge of \$250.00.
6. The District shall assume responsibility for fuel costs and will return vehicle to TAUSD with a full tank of fuel.



Superintendent Jaime Green

PAGE 2

## TAUSD VEHICLE SERVICING AGREEMENT 2023-2024

It is agreed by the parties hereto that this agreement is to be mutually reviewed and revised each fiscal year.



Burnt Ranch School District



Luke Case, Director of Transportation &amp; Maintenance

Date 8/23/23Date 8-3-23

Superintendent Jaime Green

# Goals and Objectives

*Superintendent Platt, Burnt Ranch Elementary School District 2023-2024*

## OVERVIEW & PURPOSE

As a basis for evaluating the Superintendent, the process includes submitting goals and objectives to the Board of Trustees each year. These goals and objectives are meant to communicate the vision and deliverables of the superintendent as for the district.

### **Broad Goal: Monitor and Improve district operations as the Chief Executive Officer and Instructional Leader**

1. Increase budget details and information to the board
2. Share instructional practices/showcase classrooms with the board
3. Monthly and as needed Administrative/Department meetings

### **Focus Area Goals:**

1. Expanded Learning Opportunities – Develop and budget a plan for 30 intersession days during the 2023-24 school year.
2. Community Engagement – Hold at least 2 events to engage and establish community based educational partners
3. Next Generation Science Standards – Provide PD and coaching support for NGSS, provide specialized instruction for grades 5-8, develop and maintain an annual Burnt Ranch Science Fair
4. Mathematics Exploration - Provide professional development for hands-on/inquiry mathematics instruction, share with parents by hosting Math/Literacy events
5. Social Emotional Learning/Positive Behavior – Implement school wide SEL program and monitor effectiveness with teacher/staff surveys.





**JOB DESCRIPTION**  
**Burnt Ranch Elementary School**  
**P.O. Box 39**  
**530-629-2543**

**POSITION TITLE:**

Tk-8 Multigrade Teacher

**QUALIFICATIONS:**

- Possession of a valid teaching credential from the State of California for the grade level(s) assigned.
- Fingerprint clearance is required.
- Prior experience in teaching across multiple grade levels, preferably in a Tk-8 setting, is desirable. Familiarity with differentiated instruction and classroom management strategies is advantageous.
- Strong knowledge of the relevant subject areas, curriculum standards, and pedagogical approaches. Stay informed about current educational trends and best practices.
- Excellent verbal and written communication skills to effectively interact with students, parents/guardians, and colleagues. Ability to present information clearly and concisely.
- Strong organizational skills to plan lessons, manage classroom resources, and meet deadlines. Efficiently handle multiple tasks and responsibilities.
- Adaptability to work in a multigrade classroom environment, catering to the individual needs and abilities of students across different grade levels. Openness to collaborate and share resources with colleagues.
- Display a genuine passion for teaching and a commitment to student success. Foster a positive and inclusive learning environment.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this Job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee may be exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Contractual Responsibilities:**

**Contract:** 186 days per year

**Working hours:** 7:30 a.m. to 3:30 p.m. which includes a 30-minute duty-free lunch period

**Evening school events:** No more than 5 events per year

**RESPONSIBILITIES:**

1. **Provide instruction:** Must deliver effective and engaging lessons to students in multiple grade levels, utilizing a variety of teaching methods and resources to meet the academic needs of each student.
2. **Curriculum development:** Must develop and implement a comprehensive and balanced curriculum aligned with the California educational standards. Adapt and modify instructional materials to accommodate the needs of students across different grade levels.
3. **Classroom management:** Must establish a positive and inclusive classroom environment that promotes respect, cooperation, and active student participation. Manage student behavior effectively, ensuring a safe and conducive learning environment.
4. **Classroom environment:** Must maintain a classroom environment that is conducive to learning. Bulletin boards and other displays must be appropriate to the maturity and interest levels of the students. Student work should be displayed in a way that represents work of each student in the classroom.

5. **Assessment and evaluation:** Must regularly assess student performance and progress through various methods, such as tests, quizzes, projects, and assignments. Provide timely and constructive feedback to students and parents/guardians. This includes at least one mid-trimester progress report each trimester and one formal Report Card for each trimester. Complete all district-mandated assessments within each assigned assessment window; allow ample time for possible student absences to ensure that all students are assessed within the window.
6. **Individualized instruction:** Must differentiate instruction to cater to the diverse learning abilities and needs of students. Provide support and accommodations for students with special needs or learning difficulties.
7. **Planning and organization:** Must plan lessons, units, and assessments in advance, incorporating a variety of instructional strategies and materials. Prepare and organize classroom resources and materials needed for instruction.
8. **Evening school events:** Must participate in Fall and Spring parent-teacher conferences and up to 5 evening school events per year, which may include Back to School Night, family curriculum nights, Science Fair, History Fair, Winter Performance, and/or other special events. Responsibilities for evening events may include collaboration with colleagues to plan, organize, and supervise, including playground monitoring, during these events.
9. **Student supervision:** Must be cognizant of student safety, school rules, district policy, and administrative regulations and enforce and uphold them as required. Supervise students during breakfast (in the gym) until 9:35 a.m. daily, ensuring their safety and adherence to school rules. Additionally, perform morning recess duty no more than once a week, monitoring students' behavior and ensuring a safe and enjoyable recess experience.
10. **Communication:** Must establish and maintain cooperative relations with students, parents, and members of the staff.
11. **Collaboration:** Must collaborate with staff to plan school-wide thematic units/courses of study, long-term projects (ex. History Day/Science Fair), and school-wide events. Must be active participants in teacher meetings.
12. **Professional development:** Must engage in ongoing professional development activities to enhance teaching skills and stay updated with the latest educational practices. Attend staff meetings, workshops, and training sessions as required.
13. **Other Duties as Assigned:** Must be willing to complete other duties assigned by the administration in compliance with District policies.

**RESPONSIBLE TO:** Principal

**TERMS OF EMPLOYMENT:**

Teachers shall be employed for the school term, 180 days, 4 preservice days, and 2 post-service days for a total of 186 days as determined by the Governing Board.

**SALARY:**

Salary shall be determined according to placement on the certificated salary schedule approved by the Governing Board.

**NOTICE TO ALL APPLICANTS**

The Burnt Ranch School District complies with the rules and regulations contained in Title VII of the Civil Rights Act of 1964, Title II of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. The Burnt Ranch Elementary School District wishes to inform all individuals and organizations that the District does not discriminate on the basis of sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental ability, medical conditions, Vietnam-era veteran status, actual or perceived sexual orientation, or any other reason prohibited by State and Federal law.

**EQUAL OPPORTUNITY EMPLOYER**

**Employee Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 2024 8th Grade Trip

**Proposal:** Five Day, 4 nights trip to Washington DC. Tentative Dates: June 4-8th 2024

**Budget:** Estimated cost of \$2000 per student; total cost of \$14,000 for students. District contributes the cost of plane tickets and food for 2-3 staff chaperones--lodging covered within the student costs. The cost of the flights, lodging, and any pay attractions are front loaded by school, and then repaid by fundraising efforts. All bookings need to be made by December 2023.

**Cell phones:** Allowed for photography and parental checkin at 7am, 12pm, 7pm. They are not be used during the day for texting/calling, except in cases of emergency. Students must be present in the activity. All phones will go into a box at 10:00pm to ensure students sleep.

### **Tentative Itinerary:**

- Leaving Tuesday night on a Red Eye Flight to DC--Ronald Ragen or Dallas airport; whichever is cheapest. Fly out of Redding or Eureka. Arriving at \_\_\_\_\_ and hopping on the subway to our home for the week.
- Eat breakfast at the house; leave by 8 or 9 every morning. Eat lunch at the Muesum cafes. Have pizza delivered one night and cook the other 3 nights at the house. This will save on food.

*The following are list of activities that we want to do during the days we are there. We may obviously not get to all of them.*

- First stop... the Holocaust Museum (Make reservations)
- Air & Space Museum (Make reservations)
- Botanical Gardens
- National Gallery of Art
- National Archives
- Natural History Museum
- American History Museum
- Washington Monument
- The White House
- Word War II Memorial
- Vietnam Veterans Memorial
- Lincoln Memorial
- Korean War Veterans Memorial
- MLK Memorial
- Jefferson Memorial
- United States Capitol
- Arlington National Cemetery
- Mt. Vernon (This as a cost)
- See the Pentagon, but not go inside
- National Zoo (Go in the morning--when they open)
- National Portrait Gallery
- Smithsonian Art Museum
- National Geographic Museum
- International Spy Museum (This has admission cost)
- And much, much more!

We'll be home on Saturday at \_\_\_\_\_ in the morning!



BURNT RANCH ELEMENTARY SCHOOL DISTRICT

8.11

Board Meeting: September 12, 2023  
Agenda Item: 8.5  
Attachment A

TO: Board of Trustees

FROM: Amanda Platt, Superintendent

SUBJECT: Adopt Resolution #2023/24-07 An Itemized List of  
Surplus/Obsolete Equipment for Sale and/or Disposal  
per  
Education Code Sections 17545 and 17546.

Attached is a Resolution and an itemized list of surplus/obsolete equipment that is no longer needed for school purposes and will be sold and/or disposed of in accordance with Education Code Sections 17545 and 17546.

FINANCIAL IMPACT

NONE

FUNDING SOURCE

NONE

RECOMMENDATION:

It is recommended that the Board of Trustees approve the resolution and itemized list of surplus/obsolete equipment for sale and/or disposal pursuant to Education Code Sections 17545 and 17546.

Burnt Ranch Elementary School District  
of  
Trinity County, State of California

**RESOLUTION # 2023/24-07**  
**SALE AND DISPOSAL OF SURPLUS PROPERTY**

WHEREAS, Education Code 17545 authorizes the sale for cash of any property belonging to the District if the property is not required for school purposes, or it should be disposed of for the purpose of replacement, or it is unsatisfactory or not suitable for school use;

WHEREAS, Education Code 17545 and 17546 provides for procedures to implement such a sale, public or private, conducted by staff, other public agencies, or by contract with a private auction firm;

WHEREAS, Education code 17546 provides for private sale of items not exceeding \$2500 in value, donations to charitable organizations or disposal if property is of insufficient value to defray costs of arranging a sale;

Now, therefore, be it resolved that this Board does hereby authorize such a sale, donation, and/or disposal of surplus property, under the direction of the Purchasing Agent and/or Chief Financial Officer.

PASSED AND ADOPTED this 12<sup>th</sup> day of September 2023 by the Governing Board of the Burnt Ranch Elementary School District at its regular meeting held at 251 Burnt Ranch School Road, Burnt Ranch, State of California.

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

I certify that the foregoing resolution was duly introduced, passed, and adopted by the BRESB Board of Trustees at a meeting held on September 12, 2023.

\_\_\_\_\_  
Clerk

Burnt Ranch Elementary School District Board of Trustees

8.11

Board Meeting of September 12, 2023

- Serial numbers and BRESD numbers are on file in the purchasing department •

All computer related items have been approved for surplus by the district Information Technology department







State of California  
Commission on Teacher Credentialing  
Certification Division  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

8.12  
Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2023-2024

Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Burnt Ranch ESD District CDS Code: 71622

Name of County: Trinity County CDS Code: 13

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 9/12/23 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

#### ► Enclose a copy of the board agenda item

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2024.

Submitted by (Superintendent, Board Secretary, or Designee):

Amanda Platt [Signature] Superintendent  
Name Signature Title

530-629-2543  
Fax Number Telephone Number Date

PDB 39 Burnt Ranch Ct 95527  
Mailing Address

aplatt@bresd.org  
Email Address

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_\_/\_\_\_\_/\_\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____ Name	_____ Signature	_____ Title
_____ Fax Number	_____ Telephone Number	_____ Date
_____ Mailing Address		
_____ EMail Address		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

**Type of Emergency Permit**

**Estimated Number Needed**

CLAD/English Learner Authorization (applicant already holds teaching credential)

0

Bilingual Authorization (applicant already holds teaching credential)

0

List target language(s) for bilingual authorization:

\_\_\_\_\_

Resource Specialist

0

Teacher Librarian Services

0

Emergency Transitional Kindergarten (ETK)

0

**LIMITED ASSIGNMENT PERMITS**

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	<del>8</del> 1
Special Education	
TOTAL	

#### Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art		Music	
Business		Physical Education	1
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	

**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

**EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program?

☒ Yes ☐ No

If no, explain. \_\_\_\_\_

Does your agency participate in a Commission-approved college or university internship program?

☒ Yes ☐ No

If yes, how many interns do you expect to have this year? 1

If yes, list each college or university with which you participate in an internship program.

Cal Poly Humboldt  
Simpson University  
Chico State

If no, explain why you do not participate in an internship program.

\_\_\_\_\_  
 \_\_\_\_\_