Burnt Ranch Elementary School District
Board of Trustees Regular Meeting
Thursday, August 13, 2020
4:00pm
Agenda

*Meeting will be available remotely via ZOOM. Please call (530) 629-2543 before 3:00pm on 8/13/20 for information regarding remote access.*

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

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 28, 2020
   4.2 Warrants – July 29, 2020 – August 5, 2020

5.0 Correspondence

6.0 Reports
   6.1 Building Projects
   6.2 Superintendent
   6.3 Business
   6.4 Principal
   6.5 Staff

7.0 General Business
   7.1 Review Quarterly Report on Williams Uniform Complaints
   7.2 Review/Approve BP/AR/E 1312.3 – Uniform Complaint Procedures
   7.3 Discuss Learning Continuity and Attendance Plan

8.0 Future Business
   Next Meeting-September 10, 2020 at 4:00pm

9.0 Adjourn to Close Session
   9.1 Pursuant to Government Code 54957 Personnel or 54956.9 Litigation

10.0 Reconvene to Open Session

11.00 Adjourn
Burnt Ranch Elementary School District
Board of Trustees Regular Meeting
Tuesday, July 28, 2020
4:00pm
Minutes

*Meeting will be available remotely via ZOOM. Please call (530) 629-2543 before 3:00pm on 7/28/20 for information regarding remote access.

1.0 Formal Opening
1.1 Called to Order by board President Cyn Van Fleet at 4:02pm.
1.2 Roll Call – Board President Cyn Van Fleet and board members James King, Sarah Brown, Josh McKnight and Mike Harding. Also present Superintendent Kathleen Graham, Principal Kristi Holland-Kilgore, School Nurse Sheree Beans and Robin Dummer. Present via Zoom teacher Kristen Peckham.
1.3 Additions or Changes to Agenda – no additions or changes

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5.0 Correspondence
Kathleen reminded board members to turn elections paperwork in by August 4th.

6.0 Reports
6.1 Building Projects
Facilities: We are finalizing the finances so we can get the closeout done. We met with Colburn Electric and are negotiating with them about their final bill. We are also negotiating with the architect, PBK.
Well: Our application is at OPSC and, as the July SAB meeting was canceled, we are scheduled to be on the August agenda for approval of the initial planning funds. We will be scheduling for a test well to be dug as soon as we can get clarification from DSA about their requirements.

6.2 Superintendent-
We received the finalized TC Schools Reopening Plan last week and we are making sure we are satisfying all requirements. We have received hand sanitizer, face coverings (masks and shields), and touch-less thermometers from the state, the county, and the food bank. The plan is on this month’s agenda.
The generator from PGE hasn’t been installed yet as they are having difficulties getting backordered parts. Hopefully it will be installed and functional soon.
The Trinity County Food Bank has been giving us food boxes that we have been distributing to locals.

6.3 Principal – Ms. Holland-Kilgore reported that she had reached out to all of the families and has spoken to all but one family. She chose to make personal phone calls as opposed to a digital survey. We are offering on campus instruction and distance learning. About 57% of the students plan to attend school in person. Ms. Holland-Kilgore has also been in contact with staff. Parents were excited that we are offering both on-campus instruction and distance learning options.
6.4 LCAP – Local Control Accountability Plan- this plan is on hold until June 2021
6.5 Business – Robin reported she has been busy with the conclusion of the 19/20 year, beginning 20/21 year and keeping up with the Covid information. We are expecting to get Covid dollars from a few different areas that will be reported at the next meeting. We anticipate receiving $3,400.00 from the US Forest Service for providing sleeping areas for the Flat Fire.
6.6 Staff – We haven’t found a Cafeteria Manager.

7.0 General Business
7.1 Review/Approve TCOE Schools Health and Safety Plan for Reopening 2020-21 School Year
Sarah Brown made a motion to approve the TCOE School Health and Safety Plan for Reopening 2020-21 School Year and Mike Harding seconded the motion. Discussion – Kathleen Graham presented the plan and Sheree Beans, school nurse, was available for questions. Sheree explained that the plan had been developed by a task force and presented to Trinity County Public Health prior to the last covid guidance released by the Governor. It has since been revised and approved by the Trinity County Office of Public Health. James King expressed concerns about taking temperatures at the bus stops. Discussion ensued regarding safety concerns over the bus driver being responsible for taking temperatures. Parent volunteers were suggested.
Vote 4 ayes – Brown, Van Fleet, Harding, McKnight 1 Nay – King

7.2 Review/Approve Revised 2020-21 School Calendar
James King made a motion to approve the Revised 2020-21 School Calendar with five floating days. Sarah Brown seconded the motion. Vote – Unanimous

7.3 Review/Approve Business Manager/Payroll/Administrative Assistant Salary Schedule
James King made a motion to approve the Business Manager/Payroll/Administrative Assistant Salary Schedule. Mike Harding seconded the motion. Vote - Unanimous

7.4 Discuss Learning Continuity and Attendance Plan - This is the brand new plan that we have to have approved by September 30. It will require us to have two board meetings in September. It will focus on the loss of learning due to Covid.

7.5 Accept Letter of Resignation from Classified Staff Member
James King made a motion to accept the resignation of Erichia Ceaglio-Maloney. Sarah Brown seconded the motion. Vote – Unanimous

8.0 Future Business
Next Meeting – August 13, 2020 at 4:00pm.

9.0 Adjourn to Close Session @ 5:40pm
9.1 Pursuant to Government Code 54957 Personnel or 54956.9 Litigation

10.0 Reconvene to Open Session @ 6:20pm
The board voted 5-0 to accept a negotiated settlement with PBK Architects. Kathleen Graham was directed to finalize and draw up the settlement.

11.00 Adjourn 6:20pm
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Board Meeting Date: August 13, 2020

I. Item 1

Board Report

RegPay12c
Quarterly Report on Williams Uniform Complaints
[Education Code § 35186]
2020-2021

District: Burnt Ranch School District

Person completing this form: Robin Dummer  
Title: Business Manager

Quarterly Report Submission Date:  
☑ August 2020  
☐ October 2020  
☐ February 2021  
☐ May 2021

Date for information to be reported publicly at governing board meeting: August 13, 2020

<table>
<thead>
<tr>
<th>General Subject Area</th>
<th>Total # of Complaints</th>
<th>#Resolved</th>
<th>#Unresolved</th>
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<td>Textbooks and Instructional Materials</td>
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<tr>
<td>Teacher Vacancy or Misassignment</td>
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<tr>
<td>Facilities Conditions</td>
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<td></td>
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<tr>
<td>Valenzuela/CAHSEE Intensive Instruction and Services</td>
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<tr>
<td><strong>TOTALS</strong></td>
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Kathleen Graham  
Print Name of District Superintendent

Signature of District Superintendent

August 13, 2020  
Date
Stakeholder Engagement

General Information

<table>
<thead>
<tr>
<th>Burnt Ranch Elementary School District</th>
<th>Kathleen Graham</th>
</tr>
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<tbody>
<tr>
<td>Local Educational Agency (LEA) Name</td>
<td>530-629-2543</td>
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</table>

https://www.cde.ca.gov/te/ta/tg/lt/learning continuity and attendance plan instructions.docx

The instructions for completing the Learning Continuity and Attendance Plan is available at: 2020-21 Learning Continuity and Attendance Plan for Burnt Ranch Elementary School District
2020-21 Learning Continuity and Attendance Plan for Burnt Ranch Elementary School District

Pupil Participation and Progress

A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.

Access to Devices and Connectivity

A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.

Distance Learning Program

A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of instruction.

In-Person Instructional Offerings

In-Person Instructional Offerings [additional rows and actions may be added as necessary]

Due to late school closures, a greater risk of experiencing learning loss due to school closures in the 2019-2020 school year, the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss.
Pupil Learning Loss Strategies

| Description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed. |

Pupil Learning Loss

| Description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019-2020 and 2020-21 school years. |

Actions Related to the Distance Learning Program [Additional rows and actions may be added as necessary]

<table>
<thead>
<tr>
<th>Contributing Factors</th>
<th>Total Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increasing or Improving Services</td>
<td></td>
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</table>

Supports for Pupils with Unique Needs

A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English language arts, mathematics, and pupil development.

Homlessness:

A description of the full continuum of services served across the LEA, including how the LEA supports pupils in foster care, and pupils who are experiencing homelessness with exceptional needs. Pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness:

Staff Roles and Responsibilities

A description of the new roles and responsibilities of staff as a result of COVID-19.
Additional Actions to Implement the Learning Continuity Plan (additional rows and actions may be added as necessary)

School Nutrition

Pupil Engagement and Outreach

Mental Health and Social and Emotional Well-Being

<table>
<thead>
<tr>
<th>Contributing funds</th>
<th>Total Funds</th>
<th>Decrease in attendance due to COVID-19 on the school community</th>
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</thead>
<tbody>
<tr>
<td>A description of the action to increase pupil well-being measures</td>
<td></td>
<td>A description of the action to include a description of how the action contributes to increasing pupil learning</td>
</tr>
</tbody>
</table>

Actions to address pupil learning loss (additional rows and actions may be added as necessary)

Efficiency of implemented pupil learning loss strategies...
Required:

A description of how services for Foster Youth, English Learners, and Low-income students are being increased or improved by the percentage

Meeting the needs of these students:

1) How the needs of Foster Youth, English Learners, and Low-Income students were considered first, and 2) how these actions are effective in increasing or improving services for Foster Youth, English Learners, and Low-Income students.

<table>
<thead>
<tr>
<th>Income Students</th>
<th>Percentage to Increase or Improve Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increased Enrollment based on the Enrollment of Foster Youth, English Learners, and Low-Income Students</td>
<td></td>
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</table>

Income Students

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

<table>
<thead>
<tr>
<th>Contributing</th>
<th>Total Funds</th>
<th>Description of How the Action Contributed to Increasing or Improving</th>
<th>Section</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>[A description of what the action is; may include a description of the section of the learning]</td>
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</table>

One specific section

If the action does not apply to the school district, may put N/A.

Continuity Plan provided by the school district.