

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

**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 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 – June 15, 2020
- 4.2 Warrants – June 17, 2020 – July 22, 2020

5.0 Correspondence

6.0 Reports

- 6.1 Building Projects
- 6.2 Superintendent
- 6.3 Principal
- 6.4 LCAP – Local Control Accountability Plan
- 6.5 Business
- 6.6 Staff

7.0 General Business

- 7.1 Review/Approve TCOE Schools Health and Safety Plan for Reopening 2020-21 School Year
- 7.2 Review/Approve Revised 2020-21 School Calendar
- 7.3 Review/Approve Business Manager/Payroll/Administrative Assistant Salary Schedule
- 7.4 Discuss Learning Continuity and Attendance Plan
- 7.5 Accept Letter of Resignation from Classified Staff Member

8.0 Future Business

Next Meeting

9.0 Adjourn to Close Session

- 10.1 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

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

Monday, June 15, 2020

10:00am

Minutes

1.0 Formal Opening

1.1 Call to Order

Cyn Van Fleet called the meeting to order at 10:01 am.

1.2 Roll Call

Board Members: *Cyn Van Fleet, Sarah Brown, James King*

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

1.3 Additions or Changes to Agenda

Changes to agenda--add the appointing of James King as Board Clerk to replace Katherine Bauer-Helwig who resigned from the Board.

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 *Sarah Brown* Second *James King* Vote *Unanimous*

4.0 Consent Agenda: The following consent agenda items are considered to be routine by the District Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which the items will be considered following approval of the Consent Agenda

4.1 Minutes – May 14 and 20, 2020

4.2 Warrants – May 13, 2020 – June 10, 2020

Approved Items 4.1-4.2 by consent.

5.0 Correspondence

Appointed James King as Board Clerk in a motion by Cyn Van Fleet; second Sarah Brown.

Motion carried; unanimous.

6.0 Adjourn to Closed Session

6.1 Review Superintendent Contract

6.2 Review Construction Administrator Contract

6.3 Review Principal Contract

Adjourned to Closed Session at 10:05 am.

7.0 Reconvene to Open Session

Returned to Open Session at 10:39 am.

7.1 Offer Superintendent Contract

Tabled until July Board Meeting.

7.2 Offer Construction Administrator Contract

Kathleen Graham was offered, and she accepted, the Construction Administrator Contract in a motion by James King; seconded by Sarah Brown. Motion carried; unanimous.

This is to close out the Building Project and for the completion of the well and generator projects.

7.3 Offer Principal Contract

Kristi Kilgore was offered, and she accepted, the Principal Contract in a motion by Sarah Brown; seconded by James King. Motion carried; unanimous.

8.0 Public Hearings

Robin Dummer used a PowerPoint to present the July 1st-June 30th 2020-2021 School Budget. Our funding is based on last year's ADA. Robin reviewed the Forest Reserve funding and ADA. Discussion occurred about COVID-19 impacts on our ADA next year. Robin also reviewed the expenditures. Staff and instruction are the biggest expenditures. Solar energy options were discussed. This would allow the district to sell back excess energy generated to PG&E. We will have increased janitorial expenditures due to COVID-19; both in personnel and in supplies. COVID-19 could have other impacts on the budget in addition to the loss of education that occurred (and will occur again) in the instance of school campus closure. One of the biggest concerns is declining enrollment projections over the next few years.

2020/21 Proposed Budget and Excess Reserves

Open 10:45 am Close 11:16 am

9.0 Reports

9.1 Building Projects-

Kathleen Graham reported on the Building Projects

Construction: We are still in negotiation with the architect, PBK, and expect to have a proposal to them by the end of this week. Trent Construction agreed to write off our final charges of approximately \$2,000. We have received final invoices from both Colburn Electric and Castino Kitchen Supply so we can now start the negotiating process with them. Kathleen Graham and Jeff Morris have a plan for finalizing Colburn Electric. **Well:** We are working with DSA on the exact requirements for the well. We expect to be on the July SAB agenda for approval of funding. **Generator:** PG&E expects to have their portable generator here by the end of June. As soon as we get the well project a little further along, we will move forward with our generator plan.

9.2 Superintendent-

Kathleen Graham reported:

We held a private Kindergarten graduation/promotion on June 8th. The students had appointments throughout the morning and early afternoon. They were given their diplomas, certificates, gifts, fresh donuts, and a framed picture. 8th-grade graduation was held on Tuesday, June 9th at 6:30 pm. It was held on the field, with social distancing protocols in place. It was a very nice graduation. Instead of an 8th-grade trip, the students were given gifts, they had a fun day scheduled together for later in the week, they purchased a dogwood tree for the school to replace the willow tree near the track that fell down this winter, and they left next year's 8th graders with a nice start to their fundraising. On Wednesday, June 10th the staff had

a luncheon to celebrate the year and also in honor of Gloria Reynolds who is retiring. Report cards will go out this week. The teachers will meet in early July to start plans for the 2020-21 school year.

9.3 LCAP-

We will work on the 2019-20 and 2021-24 LCAPS this summer and fall. The 2019-2020 budget is mostly finished except for the budget section.

9.4 Enrollment

We ended the year with 87 students. Our projected enrollment for next year is around 70; we are hoping for 75, but several families may be moving out of the area.

9.5 Business

Robin Dummer reported during the public hearing portion.

9.6 Staff

Robin Dummer showed the video the staff made for the kids; credit went to Irene Treesong for putting it all together.

10.0 General Business

10.1 Review/Approve 2020-21 Proposed Budget and Excess Reserves

Approve Review/Approve 2020-21 Proposed Budget and Excess Reserves in a motion by James King; seconded by Sarah Brown. Motion carried; unanimous.

This is an annual requirement.

10.2 Review/Approve 2020-21 Annual Statement of Need & Declaration of Need for Fully Qualified Educators

Approved Review/Approve 2020-21 Annual Statement of Need & Declaration of Need for Fully Qualified Educators in a motion by James King; seconded by Sarah Brown. Motion carried; unanimous.

10.3 Review/Approve 2020-21 Resolution for Education Protection Account (EPA)

Approved Review/Approve 2020-21 Resolution for Education Protection Account (EPA) in a motion by James King; seconded by Sarah Brown. Motion carried; unanimous.

10.4 Review/Approve Covid-19 Operational Written Report-

Approved Review/Approve Covid-19 Operational Written Report in a motion by James King; seconded by Sarah Brown. Motion carried; unanimous.

This is the new report required by June 30.

10.5 Review/Approve Business Manager Salary Schedule

Approved Review/Approve Business Manager Salary Schedule in a motion by Sarah Brown; seconded by James King. Motion carried; unanimous.

These are the amounts Kathleen Graham came up with after reviewing many of the other Trinity County schools' salary schedules. Our business manager also does payroll, accounts payable, board duties, secretarial duties, and receptionist duties.

10.6 Review/Approve Superintendent Job Description

Approved *Review/Approve Superintendent Job Description* in a motion by James King; seconded by Sarah Brown. Motion carried; unanimous.

10.7 Review/Approve Principal Job Description

Approved *Review/Approve Principal Job Description* in a motion by Sarah Brown; seconded by James King. Motion carried; unanimous.

Sarah Brown reported that she liked the clear, collaborative plan outlined in both the superintendent and the principal job descriptions.

10.8 Interview, Consider and/or Approve Provisional Appointment of Board Member

There are two positions open.

Mike Harding was approved for the *provisional Appointment of Board Member* for the two-year position ending in 2022 in a motion by James King; seconded by Sarah Brown. Motion carried; unanimous.

Josh McKnight was approved for the *Provisional Appointment of Board Member position ending in December 2020* in a motion by James King; seconded by Sarah Brown. Motion carried; unanimous. Both appointees will need to run in the general election in November 2020.

10.8a Administer Oath of Office

Cyn Van Fleet swore Mike Harding into office.

11.0 Future Business

11.1 Next Meeting-

July 9th, 2020, but this may need to be changed to a later date in July when we know more about the state of COVID-19.

12.0 Adjourn

12:05 pm by Cyn Van Fleet

Checks Dated 06/11/2020 through 07/22/2020

Board Meeting Date Tuesday, July 28, 2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
5222741	06/17/2020	Treesong, Irene	01-4300	Music Play - Odyessey 2020		175.00
5222742	06/17/2020	Accelerate Learning	01-4100	Science Grade 7&8, k-8 online		1,996.40
5222743	06/17/2020	Bill Anderson	01-5800	Water Test		425.00
5222744	06/17/2020	CSM, Inc.	01-5800	Erate Services April, May, and June		750.00
5222745	06/17/2020	Frontier	01-5920	19/20 Main Phone Line		324.34
5222746	06/17/2020	Lozano Smith, LLP	01-5850	Legal Services		9,024.21
5222747	06/17/2020	Pacific Gas & Electric	01-5510	19/20 Electricity		2,116.84
5222748	06/17/2020	SHI International Corp	01-4300	Chromebook License		1,344.00
5222749	06/17/2020	Shasta Tr Schools Ins Dental	01-9580	Dental Premium July 2020		991.08
5222750	06/17/2020	Shasta Tr Schools Ins Medical	01-9580	Medical Premium July 2020		8,714.00
5222751	06/17/2020	Shasta Tr Schools Ins Vision	01-9580	Vision Premium July 2020		237.60
5222755	06/24/2020	Graham, Kathleen J	01-4300	ASES, Fuel, Postage	114.65	
5222756	06/24/2020	SYNCB/AMAZON	13-4700	ASES, Fuel, Postage	11.92	
5222850	07/01/2020	CA Dept of Tax & Fee Admin	01-4300	ASES & Indian Ed Supplies		126.57
5222851	07/01/2020	Dazey's Inc	01-5800	Acct. # 057-416202 Diesel Fuel Exempt		2,367.33
5222852	07/01/2020	North Coast Laboratories Inc	01-4300	Irrigation supplies		6.00
5222853	07/01/2020	Office Depot Business Credit	01-5800	Water Testing		75.73
5222854	07/01/2020	Trinity Co Office Of Education	01-4300	4 Temp Guns	213.86	
5222855	07/01/2020	Valley Pacific Petroleum Servi ces, Inc	01-4300	Indian Ed supplies	668.15	
5222916	07/08/2020	Newsela, Inc	01-4300	Thermometer - Non Contact	66.98	
5222917	07/08/2020	Robert Colburn Electric, Inc	01-4300	Fingerprints - Humphrey & Walendy	62.00	
5223096	07/22/2020	Canon Solutions America	01-5800	Van Fuel		128.98
5223097	07/22/2020	Curriculum Associates	01-4100	Essentials Package - Curriculum Lottery		46.72
5223098	07/22/2020	Frontier	01-4300	Aprno10-BR2018.1-2.4.a	18,900.22	
5223099	07/22/2020	Lozano Smith, LLP	01-5920	BR2018.3.4.A Inc 3	2,655.40	
5223100	07/22/2020	NCSIG	01-5850	Retention BR2018.3.4.A Electric	21,922.21	
5223101	07/22/2020	Norcal Kenworth Anderson	01-5400	Retention - BR2018.3.4.a	27,496.85	
5223102	07/22/2020	Pacific Gas & Electric	01-4300	Copier Maint		70,974.68
5223103	07/22/2020	Shasta Tr Schools Ins Dental	01-5510	Curriculum - Math	17,306.50	
5223104	07/22/2020	Shasta Tr Schools Ins Medical	01-9580	Curriculum - Math	203.45	
				Phone Service		17,509.95
				Legal Services		321.07
				Bus & Van Insurance		151.97
				Bus Filter		9,066.00
				Electricity		418.12
				August 2020 Dental Premium		2,083.92
				August 2020 Medical Premium		825.90
						6,472.00

Item 4.2

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 Page 1 of 2

Checks Dated 06/11/2020 through 07/22/2020

Board Meeting Date Tuesday, July 28, 2020

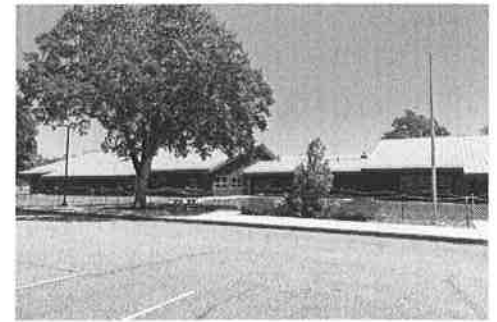
Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
5223105	07/22/2020	Shasta Tr Schools Ins Vision	01-9580	August 2020 Vision Premium		198.00
5223106	07/22/2020	Tom's Trash	01-5550	Trash Service		153.91
Total Number of Checks					32	138,753.80

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	31	67,767.20
13	Cafeteria Special Reserve	1	11.92
35	County School Facilities Fund	1	70,974.68
Total Number of Checks		32	138,753.80
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			138,753.80

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Item 4.2



Trinity County Office of Education
Schools
Health and Safety Plan for Reopening
2020-2021 School Year



In order to address the learning loss and increased social and emotional needs of students and staff because of COVID-19, Trinity County schools are proposing a plan based on in-person instruction with an option for those families who would like to continue distance learning.

Introduction

Trinity County schools were closed for in-person instruction in March 2020 due to concerns about the possibility of COVID-19 transmission in schools. Unlike influenza and other respiratory viruses where children are known to spread infection, children and adolescents do not appear to play a major role in COVID-19 transmission. COVID-19 has mainly spread between adults, or from adults-to-children. Children are less likely to become infected or spread. It is rare for both children and adolescents to have symptoms or develop severe COVID-19 illness.

The understanding of how COVID-19 spreads and how to limit transmission has also increased. There is now evidence that certain precautions effectively decrease the risk of COVID-19 transmission. By coordinating and layering effective mitigations, we can greatly reduce the risk of COVID-19 for students and staff.

This plan is based on the best science available at this time and the current degree of COVID-19 transmission in Trinity County. It is subject to change as new knowledge emerges and as local community transmission changes.

California Department of Public Health (CDPH) has provided schools with a three-month supply of protective equipment, along with no touch thermometers. Each school has a plan for reordering of supplies and Trinity County Office of Education, along with Trinity County Public Health, may assist with accessing these resources.



Cleaning and disinfecting supplies are secured. All schools will follow the Centers for Disease Control and Prevention (CDC) guidelines. These guidelines include recommendations for frequently touched surfaces such as; desks, tables, chairs, bus seats, bus handrails, phones, door handles, restrooms surfaces etc.

Supplies for healthy hygiene have also been stocked. The California Department of Public Health has provided hand sanitizer to the county schools. Other items such as soap, tissues, papers towels etc., have been purchased by each school district and stock will be regularly assessed and ordered.

The schools in Trinity County are unique to any other in the state. This gives them an advantage in many ways to continue to provide a healthy and safe learning environment. Not only are the class sizes small, many are remote, creating a natural distancing setting. Furthermore, communities are tight-knit and they are supportive of each other. We feel that for Trinity County students, the risk to social-emotional wellbeing associated with distance learning could be greater than that of the spread of COVID-19.

The social-emotional considerations, due to the effects of COVID-19, of our students, staff, and other stakeholders is concerning and it crosses all socio-economic boundaries. The following observations have been received from students, parents, and teachers of those students identified as having pre-existing mental health conditions:

- 1) Academic effects of school closure: Not surprisingly, a disproportionately high rate of school failure has resulted for high-risk students due to a lack of access to instructors, resulting from school closure. Anxiety, apathy, depression, limited skills and coping mechanisms for major lifestyle changes, loss of a sense of connection(s), and trauma have all been observed and reported. Consequently, of the 19 students served weekly at one school district: 8 have multiple failing grades; 6 have one failing grade, 3 have more than one D grade, 1 has a single D grade, and 1 student is doing well in all classes.
- 2) Student reports include allegations of parental drug and alcohol abuse increasing during the pandemic, more frequent interpersonal conflict with parents, sadness and isolation, impotence (to



do anything about the circumstances), anger and resentment “if we can’t play sports I am going to quit” etc.

3) Parent reports include inability to help their children (academically and emotionally); financial hardship and “overwhelmed” statements; “the kids are bored and doing nothing”; frustration over alternative educational service delivery options; and concern over forcing their children to wear masks.

4) Teachers are reporting, “40% of my students have done nothing since we closed”.

****Please remember to report any suspected child abuse or neglect to Child Welfare 530-623-1314****

Health and Safety Plan

****School Districts will have employees, students, and essential visitors use face coverings as per California Department of Public Health (CHPH), Cal/OSHA, and Gov. Newsom’s Guidance for the use of Face Coverings**

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf

****After School programs will put this plan into place as appropriate for their individual district program.**

Training/Education for staff and parents/guardians

Staff Training

Reopening Plan- Communicate with staff regarding the district’s reopening plan. Make the plan available and accessible through the district office, school website and/or email.



COVID-19- Educate staff on the signs and symptoms of COVID-19. (Many trainings are available through Keenan)

COVID-19 Testing requirements- It is recommended that school districts test staff periodically, as testing capacity permits and as practicable. Staff includes teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff.

(www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf)

Physical Distancing- Educate staff about the importance of physical distancing in reducing the transmission between adults; including minimizing the use of staff or break rooms.

Face Coverings-All staff must use face coverings in accordance with CDPH guidelines Cal/OSHA standards. (www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html and www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020) (See Appendix A)

Other Mitigation Strategies- Educate and train staff on mitigation strategies being implemented and their importance in reducing the transmission of COVID-19. (See Appendix B, C, D)

Human Resources- Educate staff on information regarding labor laws, Disability Insurance, Paid Family Leave and Unemployment Insurance, and on government programs supporting sick leave and workers compensation for COVID-19.

Parent/Guardian Education

Reopening Plan- Communicate with families regarding the district's reopening plan. Make the plan available and accessible through the district office, school website and/or email.

Mitigation Strategies- Reproducible information regarding the mitigation strategies the district will implement are found in the appendix; these include but are not limited to face coverings, physical distancing, cleaning/disinfecting, COVID-19 signs and symptoms checklist, importance of staying home when sick etc. (See Appendix A,B,C)



Hygiene Practices

Students and staff will wash their hands or use hand sanitizer frequently throughout the day including:

- Upon entering and exiting the bus
- Upon entering and exiting the classroom
- Before and after eating
- After coughing or sneezing
- After classes where they handle shared items, such as outside recreation, art, or shop
- Before and after using the restroom

Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended. (See Appendix C)

Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.

Ethyl alcohol-based hand sanitizers are preferred if there is the potential of unsupervised use by children. Do not use hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed.

Children under age 9 should only use hand sanitizer under adult supervision.

Call **Poison Control** if hand sanitizer is consumed: **1-800-222-1222**.

Handwashing or sanitizer stations will be placed at the entrance to all classrooms, cafeterias, libraries, restrooms, and offices.

All water fountains will not be used.

Trinity County Public Health will provide districts with:

- Wall mounted hand sanitizer stations
- Handwashing stations
- Refillable water bottles for all students and staff



Face Coverings

****Employers must provide and ensure staff use face coverings in accordance with CDPH and Cal/OSHA guidelines.**

Trinity County Public Health will provide:

- Face Masks and Face Shields

Face coverings must be used in accordance with CDPH and Cal/OSHA guidelines (unless a person is exempt as explained in the guidelines), particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission. (See Appendix A)

Students

CDPH and Cal/OHSA requirements for Face Coverings:

- 2 years old- 2nd grade----Strongly Encouraged
- 3rd grade-High School----Must Use, Unless Exempt

****Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear masks properly.**

Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.

A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag until it needs to be put on again.

Schools will provide students with a face covering if needed.



In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.

Staff

All staff must use face coverings in accordance with CDPH and Cal/OSHA guidelines.

In limited situations where a face covering cannot be used for instructional or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable.

Workers or other persons handling or serving food must use gloves in addition to face coverings.

Cleaning, Disinfecting, and Ventilation

See Appendix D

Trained staff should clean and disinfect frequently-touched surfaces at school and on school buses at least daily and, as practicable.

(<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>)

Limit use and sharing of objects and equipment, such as toys, games, and art supplies to the extent practicable. When shared use is allowed, clean and disinfect between uses.

When choosing disinfecting products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list "N" and follow product instructions.

(<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>)

To reduce the risk of asthma and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.

(<https://www.cdph.ca.gov/Programs/CCDCPHP/DEODC/OHB/Pages/OHWMay2020.aspx>)

Cleaning staff and any other workers who clean and disinfect the school site must be equipped with proper protective equipment as required by the product instructions.



Introduce fresh outdoor air as much as possible, for example, by opening windows (weather permitting).

Replace and check air filters and filtration systems to ensure optimal air quality.

Take steps to ensure that all water systems and features are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water. (<https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>)

All water fountains will not be used.

Trinity County Public Health will provide districts with:

- Refillable water bottles for all students and staff

Passive Screening and Wellness Check

All staff members and students will be required to participate in passive screenings and wellness checks for COVID-19. (See Appendix B)

Educate all staff members, students, and parents regarding when to stay at home. (See Appendix B)

Illness at School

Any student or staff member who exhibits symptoms of COVID-19 will be isolated in a designated private room until departure from campus is possible.

Any student or staff member who exhibits symptoms of COVID-19 will immediately be required to wear a face covering.

COVID-19 symptoms:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills



- Repeated shaking with chills
- Fatigue
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell
- Muscle pain

For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.

Close off areas used by any individual suspected of being infected with COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. (See Appendix D)

Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

(<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>)

(See Appendix B)

School Transportation

Face coverings will be required to ride the bus. This is required for both passengers and drivers. Hand sanitizer will be used upon entrance to and exiting the bus. (See Appendix A, C)

Students will be assigned seats and families will be seated together.

Passive health screening and visual wellness check will be completed before entering the bus. (See Appendix B)

Buses will be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. (See Appendix D)



Classroom/Restroom/Cafeteria

To reduce possibilities for infection, students should remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group, to the greatest extent practicable.

Prioritize the use and maximization of outdoor space for activities where practicable.

Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.

Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.

Activities that involve singing must only take place outside.

Limit nonessential visitors, volunteers and activities involving other groups at the same time.

Use non-classroom space for instruction, including regular use of outdoor space, weather permitting.

Minimize congregate movement through hallways as much as practicable. Provide markings for staff and students for entrance, exit, and physical distancing where lines may be located.

Serve meals outdoors or in classrooms, where practicable. Where cafeterias or group dining rooms must be used, ensure physical distancing, and assigned seating.

Suspend use of buffets.

Office/Visitors

Office guidelines will include all applicable guidelines previously stated including but not limited to face coverings, physical distancing, and/or hygiene practices.

Educate visitors and staff regarding physical distancing and limiting the number of people in the office.



Summary

All guidance was gathered from the following sources:

California Department of Public Health, Cal/OSHA

- COVID-19 Industry Guidance: Schools and School Based Programs, July 17, 2020
- COVID-19 and Reopening in Person Learning Framework for K-12 Schools in California, 2020-2021 School Year, July 17, 2020
- Responding to COVID-19 in the Workplace
- Guidance for the use of Face Coverings

Centers for Disease and Control and Prevention

- Guidance for Cleaning and Disinfecting

San Francisco Department of Public Health

- Reopening TK-12 Schools for In-Person, On-Site Instruction, July 8, 2020

Each school district will be responsible for implementing this plan. Any needed adjustments to the procedures will be communicated through Trinity County Office of Education to the districts. Any revisions that are less restrictive will need to be approved through Trinity County Public Health.



Appendix A

Wear a Cloth Face Covering to Protect You and Your Friends

PUT ON

 **WASH YOUR HANDS**

 **PLACE OVER NOSE AND MOUTH**

 **MAKE SURE YOU CAN BREATHE EASILY**

TAKE OFF

 **TAKE OFF YOUR FACE COVERING**

 **FOLD OUTSIDE CORNERS TOGETHER**

 **PUT ASIDE FOR WASHING**

 **WASH YOUR HANDS**

WASH YOUR HANDS OFTEN, WEAR A MASK, AND STAY 6 FEET FROM OTHERS.

 [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



Appendix B

COVID-19 Screening Tool

Employees will need to answer these questions daily. If the answer is “yes” to any of the questions or if your temperature is 100.4° or higher, please stay home.

In the past 24 hours, have you experienced:

- Fever (felt feverish or above 100.4° F) Yes No
- New or worsening cough: Yes No
- Shortness of breath: Yes No
- Sore throat: Yes No
- Diarrhea: Yes No
- Chills Yes No
- Severe Chills with Shaking Yes No
- Muscle Pain Yes No
- Loss of Taste and/or Smell Yes No
- Current temperature: _____ ° F

If you answer “yes” to any of the symptoms listed above, or your temperature is 100.4° F or higher, please do not go into work. Self-isolate at home and contact your primary care physician’s office for direction.

In the past 14 days, have you:

- Had close contact with an individual diagnosed with COVID-19? Yes No
- Travelled via airplane internationally or domestically? Yes No

If you answer “yes” to either of these questions, please do not go into work. Self-isolate at home and contact Trinity County Public Health office for direction (530)623-8209.

When Employees May Return to Work if COVID-19 positive:

- A staff member who has COVID-19 may return 3 days after their fever is normal (without fever reducing medications); and
- All of their other symptoms have improved; and
- Ten days have passed since their first symptom OR they have tested negative twice in a row, with the tests being 24 hours apart and they have no fever or other symptoms.
- If a staff member has had direct exposure with COVID-19, they can return 14 days after their last exposure, as long as they do not have a fever or any other symptoms



COVID-19 Screening Tool

Parents daily you will need to ask these questions about your student(s). If the answer is "yes" to any of the questions or if the temperature is 100.4° or higher, please keep your student(s) home.

In the past 24 hours, have you experienced:

- Fever (felt feverish or above 100.4° F) Yes No
- New or worsening cough: Yes No
- Shortness of breath: Yes No
- Sore throat: Yes No
- Diarrhea: Yes No
- Chills Yes No
- Severe Chills with Shaking Yes No
- Muscle Pain Yes No
- Loss of Taste and/or Smell Yes No
- Current temperature: _____ ° F

If you answer "yes" to any of the symptoms listed above, or your temperature is 100.4° F or higher, please do not go school. Self-isolate at home and contact your primary care physician's office for direction.

In the past 14 days, have you:

- Had close contact with an individual diagnosed with COVID-19? Yes No
- Travelled via airplane internationally or domestically? Yes No

If you answer "yes" to either of these questions, please do not go into school. Self-isolate at home and contact Trinity County Public Health office for direction (530)623-8209.

When Students May Return to School if COVID-19 positive:

- A student who has COVID-19 may return 3 days after their fever is normal (without fever reducing medications); and
- All of their other symptoms have improved; and
- Ten days have passed since their first symptom OR they have tested negative twice in a row, with the tests being 24 hours apart and they have no fever or other symptoms.
- If a student has had direct exposure with COVID-19, they can return 14 days after their last exposure, as long as they do not have a fever or any other symptoms

Item 7.1



State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> Send home Recommend testing (if positive, see #3, if negative, see #4) School/classroom remain open 	<ul style="list-style-type: none"> No Action needed
2.	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> Send home Quarantine for 14 days from last exposure Recommend testing (but will not shorten 14-day quarantine) School/classroom remain open 	<ul style="list-style-type: none"> Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> Notify the local public health department Isolate case and exclude from school for 10 days from symptom onset or test date Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) Disinfection and cleaning of classroom and primary spaces where case spent significant time School remains open 	<ul style="list-style-type: none"> School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> May return to school 3 days after symptoms resolve School/classroom remain open 	<ul style="list-style-type: none"> Consider school community notification if prior awareness of testing

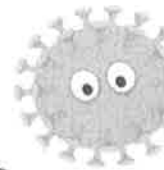
(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.
(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g. lunch, recess, etc.) and avoids contact with other persons and cohorts.

CDPH, MS 0500 • P.O. Box 997377 • Sacramento, CA 95899-7377
(www.cdph.ca.gov)







Appendix C





How to wash your hands


- 1** Turn on faucet

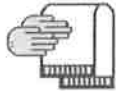

- 2** Dispense soap

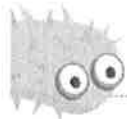

- 3** Make bubbles


- 4** Sing the ABCs (2x)


- 5** Rinse hands


- 6** Dry hands

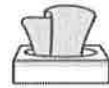




When to wash



Before eating



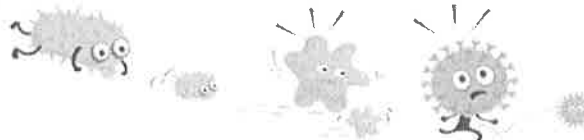
After sneezing



After play



After potty





Slow the Spread of COVID-19

WASH YOUR HANDS OFTEN

20 SECONDS

WHEN OUT WITH YOUR FRIENDS, WEAR A CLOTH FACE COVERING


AND STAY 6 FEET APART FROM OTHERS

CLEAN FREQUENTLY TOUCHED OBJECTS

DO NOT TOUCH YOUR EYES, NOSE, AND MOUTH

COVER YOUR COUGHS AND SNEEZES

STAY HOME IF YOU ARE SICK



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

15200104 03/2020



Appendix D

Guidance for cleaning and disinfecting

Routine cleaning and disinfecting is key to maintaining a safe environment for faculty, students, and staff.

- Cleaning removes dirt and most germs and is usually done with soap and water.
- Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.

Routine cleaning and disinfecting

Clean and disinfect at least daily (or more, depending on use patterns) frequently touched surfaces and objects such as:

- Face shield
- Door knobs and handles
- Stair rails
- Classroom desks and chairs
- Lunchroom tables and chairs
- Countertops
- Handrails
- Light switches
- Shared toys
- Shared remote controls
- Shared telephones
- Bus seats and handrails

It is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high-risk (e.g., floors, bookcases, tops of filing cabinets). Soft surfaces such as carpets, rugs, and drapes can be cleaned using soap and water or a cleaner appropriate for the material.



General precautions for the cleaning staff after an ill student has been in your facility

The risk of getting COVID-19 from cleaning is low. The following are general precautions for cleaning staff, given that community transmission of COVID-19 is occurring:

- Staff should not touch their face while cleaning and only after they can wash hands after cleaning.
- Clothing worn while cleaning should be placed in a plastic bag until it can be laundered. Laundering should be done as soon as possible and done safely at home.
- Cleaning staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.
- Staff who are responsible for cleaning and disinfecting should be trained to use disinfectants safely and effectively and to safely clean up potentially infectious materials and body fluids – blood, vomit, feces, and urine.
- All cleaning staff should be trained on the hazards of the cleaning chemicals used in the workplace in accordance with [OSHA's Hazard Communication Standard 29 CFR 1910.1200](#).

Resource

For more detailed information for staff, see [Frequently Asked Questions About COVID-19 for Facilities Service and Cleaning Staff](#).

Cleaning and disinfecting products

- Use soap and water or another detergent to clean dirty items. Then, use a disinfectant.
- Use an EPA-registered household disinfectant and follow the manufacturer's instructions to ensure safe and effective use of the product.
- [List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)



SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

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LEGAL UPDATE

July 20, 2020

To: Superintendents, Member School Districts (K-12)

From: Jennifer Henry, Associate General Counsel *J.H.*
Carl D. Corbin, General Counsel *CDC*

Subject: California’s New School Distance Learning and Closure Rules
Announced
Memo No. 43-2020

On Friday, July 17, 2020, Governor Gavin Newsom announced a new five-point pandemic plan for re-opening schools, which directs schools to the updated California Department of Public Health (“CDPH”) Directive on Re-opening In-Person Learning, and the CDPH/Cal-OSHA Updated COVID-19 Guidance for Schools (“Guidance”) – please see the bottom of this Legal Update for links to these documents.

1. In-Person Instruction Based on County Health Data

A. Schools May Only Reopen When Off the Watch List for 14 Calendar Days

Schools located in counties that are on the CDPH watch list may not provide in-person instruction until their county has been off the watch list for 14 calendar days. Counties that are currently on the watch list include: Napa, Solano, and Sonoma (for a total of 33 Counties). There is one exception: a superintendent may request a waiver from the county health officer to open in-person instruction for elementary schools, after consulting with labor, parents, and community-based organizations.¹

Schools in counties on the watch list must provide online/distance education that meets the state’s new “rigorous” requirements.

¹ The waiver does not apply to middle schools or high schools, but does apply to a K-5, K-6, or K-8 school.



B. School Closures Based on Number of COVID-19 Cases

Following a confirmed case of a student who was at school during the student’s infectious period, other students (in the student’s cohort) and exposed staff (teaching the student’s cohort) should be quarantined for 14 calendar days.

A single school site must close and revert to distance learning when either:

- Multiple cohorts have COVID-19 cases (A cohort is a small group of students who are to stay together for all courses and activities per the CDPH guidelines); or
- Five percent of students and staff test positive in a 14-day period.

An entire district must close and revert to distance learning when 25 percent of schools in the district have closed due to COVID-19 in a 14 calendar day period.

Please see attached chart of measures to take based upon symptoms or confirmed cases, which is an excerpt from the CDPH Directive.

Once a school or school district is closed after 14 calendar days, the school/school district may reopen with the approval of their local public health officer, after meeting cleaning requirements.

2. Mask Requirements

All staff and students in 3rd grade and above are required to wear a mask or face covering. Students in 2nd grade and below are strongly encouraged to wear a face covering. The school should provide face coverings for students if they do not have one. The Guidance provides: “...schools must exclude students from campus if they [students] are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.”

3. Physical Distancing

All adults must stay 6 feet from each other and 6 feet from children. Students should stay 6 feet from each other as much as possible. All people entering the school must go through a health screening, and any student or staff member who has a fever or other COVID-19 symptoms must immediately be sent home. If any student or staff member has a member of their household that is sick, it is strongly recommended that the student or staff member stay home.

4. Regular Testing and Contact Tracing

The Guidance provides school districts and schools:

[S]hall test staff periodically, as testing capacity permits and as practicable. Examples of recommended frequency include testing all staff over 2 months,



where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.²

5. Rigorous Distance Learning

School districts are required to provide:

- Devices and connectivity so that every child can participate in distance learning;
- Daily live interaction for every child with teachers and other students;
- Class assignments that are challenging and equivalent to in-person instruction; and
- Targeted supports and interventions for English learners and special education students.

For further detail on the requirements listed above, see California Department of Public Health/Cal-OSHA Updated COVID-19 Guidance for Schools:
<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>.

To verify if your county is on the watch list: <https://covid19.ca.gov/roadmap-counties/#track-data>.

For Governor Newsom's five-point pandemic school plan summary:
<https://www.gov.ca.gov/2020/07/17/governor-gavin-newsom-lays-out-pandemic-plan-for-learning-and-safe-schools/>.

For the July 17, 2020, CDPH Directive on Reopening In-Person Learning:
<http://www.egusd.net/wp-content/uploads/2020/07/CDPH.Schools-Reopening-Recommendations.7.17.20.pdf>.

Please contact our office with questions regarding this Legal Update or any other legal matter.

The information in this Legal Update is provided as a summary of law and is not intended as legal advice. Application of the law may vary depending on the particular facts and circumstances at issue. We, therefore, recommend that you consult legal counsel to advise you on how the law applies to your specific situation.

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² Please see the Guidance for more detailed information.



SONIA Y. ANGELL, MD, MPH
State Public Health Officer & Director

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector <u>Specific Guidelines</u>	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open 	<ul style="list-style-type: none"> • No Action needed
2.	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	<ul style="list-style-type: none"> • School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g. lunch, recess, etc.) and avoids contact with other persons and cohorts.



2020-2021 CALENDAR BURNT RANCH SCHOOL

Item 7.2

Start: August 17, 2020 End: June 10, 2021

17 First Day of School
17-21, 24-28 Minimum Days
Days = 11

AUGUST 2020						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**12 Lincoln's Birthday
No School**
**15 Presidents Day
No School**
Days = 18/119

**7 Labor Day
No School**
Days = 21/32

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5*	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5 End 2nd Trimester
**19 Minimum Day for
Parent Conferences**
Days = 23/142

**12 No School-Staff
Development Day**
Days = 21/53

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

2 Minimum Day
**5-9 Spring Break
No School**
Days = 17/159

13 End 1st - Trimester
11 Veterans Day-No School
**17-20 Minimum Days for
Parent Conferences**
**23-27 Thanksgiving Break
No School**
Days = 15/68

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13*	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2021						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

28 Minimum Day
**31 Memorial Day
No School**
Days = 20/179

18 Minimum Day
**Dec. 21 – Jan. 1 Winter Break
No School**
Days = 14/82

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

7-10 Minimum Days
10 Last Day of School
Days = 8/187 (with 2
emergency days built in and
5 floating days)

4 School Resumes
**18 M. L. King Day
No School**
Days = 19/101

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Modified Wednesdays
2:00 dismissal**
We have 2 days built into the calendar in case of an emergency outage and school has to be canceled. If there are no canceled days, there will be no school on May 21 and/or June 10. Notification will be sent home at least 30 days in advance.
There are 5 extra days built in.

**Minimum Days (12)
1:00 dismissal**
August 17-21, 24-28
November 17-20
December 18
March 19
April 2
May 28
June 7-10
Board adopted 7/28/2020

2020-2021 CALENDAR (STAFF) BURNT RANCH ELEMENTARY SCHOOL DISTRICT

Item 7.2

Start: August 17, 2020 End: June 10, 2021

11 Teacher Work Day
12-13 Staff Work Days

AUGUST 2020						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17 First Day of School
17-21, 24-28 Minimum Days

Days = 11

FEBRUARY 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

12 Lincoln's Birthday
No School
15 Presidents Day
No School

Days = 18/119

7 Labor Day
No School

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Days = 21/32

MARCH 2021

S	M	T	W	Th	F	S
	1	2	3	4	5*	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5 End 2nd Trimester

19 Minimum Day for
Parent Conferences

Days = 23/142

12 No School-Staff
Development Day

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days = 21/53

APRIL 2021

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

2 Minimum Day

5-9 Spring Break
No School

Days = 17/159

13 End 1st - Trimester
11 Veterans Day-No School
17-20 Minimum Days for
Parent Conferences
23-27 Thanksgiving Break
No School

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13*	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Days = 15/68

MAY 2021

S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

28 Minimum Day
(or Emergency Day)

31 Memorial Day
No School

Days = 20/179

18 Minimum Day

Dec. 21 – Jan. 1 Winter Break
No School

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days = 14/82

JUNE 2021

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

7-10 Minimum Days

10 Last Day of School
(or Emergency Day)

11 All Staff Day
14 Teachers Only Day

Days = 8/187 (with 2
emergency days built in and
5 floating days)

4 School Resumes

18 M. L. King Day
No School

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Days = 19/101

6 Certificated Staff Days

August 11-13
October 12
June 11 & 14

3 Classified Staff Days

August 12-13
June 11

2 emergency outage days-
May 21 & June 10 +
Five extra days built.

Minimum Days (22) - 1:00 dismissal

August 17-21, 24-28
November 17-20
December 18
March 19
April 2
May 28
June 7-10

Modified Wednesdays=
2:00 dismissal
Board adopted 7/28/2020

2020-21

**BURNT RANCH ELEMENTARY SCHOOL DISTRICT
CLASSIFIED MANAGEMENT SALARY SCHEDULE
Business Manager/Payroll/Administrative Assistant**

STEP	Business Manager/Payroll	Hourly Rate
1	50,000	29.07
2	53,000	30.81
3	56,000	32.56
4	58,000	33.72
5	59,000	34.30
6	60,000	34.88
7	61,000	35.47
8	62,000	36.05
9	63,000	36.63
10	64,000	37.21

206 day contract + 9 paid holidays = 215 days

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

Vertical movement is at the yearly discretion of the board.

Board Approved: 7/28/20

Item 7.4

Learning Continuity and Attendance Plan (2020-21)

The instructions for completing the Learning Continuity and Attendance Plan follow the template.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Burnt Ranch Elementary School District	Kathleen Graham Superintendent	kgraham@tcoek12.org 530-629-2543

General Information

A description of the LEA, its schools, and its students.

Stakeholder Engagement

A description of the efforts made to solicit stakeholder feedback including efforts to reach students, families, educators, and other stakeholders who do not have internet or speak languages other than English, and a description of the overall stakeholder process and how the stakeholder engagement was considered before finalizing the Learning Continuity Plan.

A summary of the feedback provided by specific stakeholder groups.

A description of the aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.

A description of the options provided for remote participation in public hearings.

Continuity of Learning

In-Person Instructional Offerings

A description of the actions the LEA will take to offer classroom-based instruction whenever possible, with an emphasis on students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.

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

Description	Total Funds	Contributing
[A description of what the action is; may include a description of how the action contributes to increasing or improving services]		

Distance Learning Program

Continuity of Instruction

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 substantially similar quality regardless of the method of delivery, including the LEA’s plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.

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.

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.

Distance Learning Professional Development

A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.

Staff Roles and Responsibilities

A description of the new roles and responsibilities of affected staff as a result of COVID-19.

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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 learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.

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

Description	Total Funds	Contributing
[A description of what the action is; may include a description of how the action contributes to increasing or improving services]		

Pupil Learning Loss

A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–20 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.

Pupil Learning Loss Strategies

A description of the actions and strategies the LEA will use to address learning loss and accelerated learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth, or are in foster care; pupils with exceptional needs; and pupils experiencing homelessness.

Effectiveness of Implemented Pupil Learning Loss Strategies

A description of how the effectiveness of the services or supports provided to address learning loss will be measured.

Actions to Address Pupil Learning Loss [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
[A description of what the action is; may include a description of how the action contributes to increasing or improving services]		

Mental Health and Social and Emotional Well-Being

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A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including any professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.

Pupil Engagement and Outreach

A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements or if the LEA determines the pupil is not is not engaging in instruction and is at risk of learning loss.

School Nutrition

A description of how the LEA will provide meals for pupils who are eligible for free or reduced-price meals for pupils participating in both in-person instruction and distance learning, as applicable.

Additional Actions to Implement the Learning Continuity Plan [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
[A description of what the action is; may include a description of how the action contributes to increasing or improving services]		

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

Percentage to Increase or Improve Services	Increased Apportionment based on the Enrollment of Foster Youth, English Learners, and Low-Income students	
%		

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Federal Funds Used to Backfill Reductions to the Local Control Funding Formula

The Budgeted Expenditures for Actions identified as Contributing may be found in the Increased or Improved Services Expenditures Table.

Required Descriptions

For each action being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the goals for these students.

A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.

A description of how the LEA utilized any federal funds provided to backfill reductions to the local control funding formula on a dollar-for-dollar basis generated on the basis of the number and concentration of unduplicated pupils.

July 1, 2020

To whom it may concern:

I am writing this letter to inform you that I am resigning from my position as the instructional aide for the 3 / 4 class, as well as my position in the ASES program at Burnt Ranch Elementary School.

It has truly been an incredible experience working with not only a great group of students, but also an amazing staff! I am grateful for the experience and will cherish the memories always!

Sincerely yours,

Erichia Ceaglio-Maloney