

Burnt Ranch Elementary School District

Board of Trustees Regular Meeting

Burnt Ranch Elementary School

251 Burnt Ranch School Road

Burnt Ranch, California

Thursday, May 13, 2021

4:00 pm Regular Session

**Meeting will be available remotely via ZOOM.*

Please call (530) 629-2543 before 3:00pm on 5/13/21 or information regarding remote access

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 – April 15, 2021
- 4.2 Warrants – April 14, 2021 to May 5, 2021

5.0 Correspondence

6.0 Reports

- 6.1 Building Projects
- 6.2 Superintendent
- 6.3 Local Control and Accountability Plan - LCAP
- 6.4 Title 6 Federal Indian Education Grant 2021-22
- 6.5 Trinity County Plan for Expelled Youth
- 6.6 Enrollment and Attendance
- 6.7 Principal
- 6.8 Business
- 6.9 Staff

7.0 General Business

- 7.1 Review/Approve Expanded Learning Opportunities Grant Plan
- 7.2 Review/Approve Classified Salary Schedule
- 7.3 Review/Approve Grant Funded Classified Salary Schedule
- 7.4 Review/Approve Stipend Schedule (s)
- 7.5 Review/Approve 2021-2022 Principal Contract
- 7.6 Review/Approve Resolution 2020/21-08 Establishment of Pupil Transportation Equipment Fund per Education Code Section 41852
- 7.7 Review/Approve Resolution 2020/21-09 Commitment of State Revenues to the Deferred Maintenance Fund (14) for the Purposes of Facilities Maintenance
- 7.8 Review/Approve Resolution 2020/21-10 To Establish Fund Balance Policies as Required by GASB 54
- 7.9 Review 2021-2022 TCOE Escape User Service Agreement
- 7.10 Review 2021-2022 Trinity County Cooperative Centralized Services Contract
- 7.11 Review 2021-2022 TCOE After School Education and Safety Program (ASES) Contract
- 7.12 Review Williams Uniform Complaint Quarterly Report
- 7.13 Review/Approve 2021-22 Superintendent Certificated Salary Schedule
- 7.14 Review/Approve 2020-21 8th Grade Trip Itinerary

8.0 Future Business

Next Meeting: June 10, 2021 –
2nd meeting June 15, 2021 or June 17, 2021

9.0 Adjourn to Closed Session

- 9.1 Pursuant to Government Code 54957 Personnel or 54956.9 Litigation

10.0 Return to Open Session

11.0 Adjourn

**Burnt Ranch Elementary School District
Board of Trustees Regular Meeting**
Burnt Ranch Elementary School
251 Burnt Ranch School Road
Burnt Ranch, California

Thursday, April 15, 2021
4:00 pm Regular Session

Minutes

**Meeting will be available remotely via ZOOM.*

Please call (530) 629-2543 before 3:00pm on 4/15/21 or information regarding remote access.

1.0 Formal Opening

- 1.1 Call to Order – *Called to order by Board President Cyn Van Fleet at 4:00pm.*
- 1.2 Roll call – *Board members present were Cyn Van Fleet, Joshua McKnight, James King and Michael Harding. Sarah Brown was absent. Also, present were Superintendent Kathleen Graham, Principal Kristi Kilgore and Robin Dummer.*
- 1.3 Additions or Changes to Agenda – *No additions or changes*

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.
Cyn Van Fleet commented that she had a commitment at 6:00pm.

3.0 Accept Open Session Agenda

Motion *by James King* _____ Second *Josh McKnight* _____ Vote 4-0; Brown Absent

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 – March 11, 2021 & April 6, 2021
 - 4.2 Warrants – March 10, 2021 – April 7, 2021
- 4.1 and 4.2 Approved by Consent*

5.0 Correspondence

- 5.1 Letter from Cal OES, Governor’s Office of Emergency Services
Re: Notice of Subrecipient Allocation
- 5.2 Letter from Sarah Supahan, Trinity County Superintendent of Schools
Re: 2020-2021 Second Interim Review

6.0 Reports

- 6.1 Building Projects –*Kathleen reported:*
Generator: We received \$300,000 to install a generator and other back-up power sources. We are working with Jeff Morris, TCOE; PACE Engineering; Trinity County OES; and Campora to get the project underway as fast as possible. PG&E has already brought a “loaned” generator to our site for PSPS days. They will remove it when we get our permanent one. We are planning for a propane generator. There will be costs to the district, possibly up to \$5,000, in order to get the generator planned and approved for our site. We are also looking to install solar panels which will also incur a modest cost to the district. Bid packages for the generator will go out soon.
- 6.2 Superintendent – *16 out of 19 staff members have been vaccinated. We have hired a cook, Tisha White, to relieve Samantha Holland on Thursdays and Fridays. Julie McCurdy will be training her. Federal Indian Education grant: We are in the process of renewing that for next year.*
- 6.3 Principal – *Kristi Kilgore reported:*
March 2nd; Modified Dr. Seuss Day went well
Kids enjoyed April Fools--staff and kids played enjoyed
Trinity County Young Artists Showcase at the Highland Art Center in Weaverville is open throughout the month of April and there is also an online version.
The Volleyball Season was short and sweet! Thank you Kendal Dummer for making sure it happened!
Spring Egg Hunt was a success in ASES!
Staff and students enjoyed the Spring Break!
Indian Ed--Julie McCurdy and Kendal Dummer continue to run a successful beading class in the afterschool program. Many of their pieces are on display at the County Art Show and on a special bulletin board at TCOE.
Earth day events have been scheduled as well as Nutrition Olympics
May 7th is an “emergency day”-No school.
CAASPP testing- May 10 through May 24
8th Grade Trip- May 24-26 (Tentative), Kathleen advised the board on suggested plans of a day trip to Redding and a private pool event locally. Board members were in support of proposed plans. Kathleen will bring back to the board a final itinerary next month.
Continuing to update and redo the website to make it more user-friendly and relevant--
Have enlisted support from the county office--Laura Dawson is helping.
- 6.4 Business – *Robin Dummer reported there was a large deposit with the grant money this week, payroll was done early this month, budget planning will begin soon and the 20-21 Audit process will start next week.*
- 6.5 Enrollment -*75 and attendance –96%; one student on distance learning.*
- 6.6 LCAP-*Progress continues on the new 3-year plan and the Annual Update of the previous plan.*
- 6.7 Staff – *no report*

7.0 General Business

- 7.1 Review/Approve 2021 – 2022 Bell Schedules – *Josh McKnight motioned to approve version one and two of the 2021-2022 Bell Schedule; Michael Harding seconded the motion. Vote 4-0; Brown absent*
- 7.2 Accept Resignation Letters from Classified Staff- *Michael Harding motioned to accept letters of resignation from Sophia Sady and Erin Burger. James King seconded the motion. Vote 4-0; Brown absent*

- 7.3 Accept Letter of Retirement from Kristen Peckham - *Michael Harding motioned to accept the resignation/retirement letter from Kristen Peckham. Josh McKnight seconded the motion. Vote 4-0; Brown absent*
- 7.4 Review/Approve 2021-22 Certificated Teacher Salary Schedule- *James King motioned to approve the 2021-22 Certificated Teacher Salary Schedule; Josh McKnight seconded the motion. Vote 4-0; Brown absent*
- 7.5 Review Superintendent Contract for 2021-22 School Year
Contract was reviewed with no changes being suggested.
- 7.6 Review/Approve Board policies:
 BP/AR 6159 Individualized Education Program
 BP 6170.1 Transitional Kindergarten
 BB 9012 Board Member Electronic Communications
 BB 9320 Meetings and Notices
 E 9323.2 Actions by the Board
James King motioned to approve all above board policies; Michael Harding seconded the motion. Vote 4-0; Brown absent

8.0 Future Business

Next regular meeting – May 13, 2021 at 4:00pm

9.0 Adjourn to Closed Session – *Cyn Van Fleet adjourned the meeting to closed session at 5:12pm.*

- 9.1 In accordance with Government Code Section 54957, the Governing Board will meet in Closed Session to consider the appointment, employment, evaluation or performance, discipline, resignation, retirement, reassignment, layoff, dismissal, complaint of a public employee(s):
Review/Approve hiring of Superintendent for 2021-22 School Year
James King motioned to approve hiring Bryan Caples as Superintendent for the 2021-2022 school year (July 1, 2021-June 30, 2022.); Josh McKnight seconded the motion. Vote 4-0; Brown absent
- 9.2 Pursuant to Government Code 54956.9 Litigation
Josh McKnight recused himself at 5:35pm.

10.0 Reconvene to Open Session @ 5:54pm

- 10.1 Approve Superintendent Contract for 2021-22 School Year – *closed session decision announced.*
- 10.2 Other reportable action -*none*

11.0 Adjourn *Cyn Van Fleet adjourned the meeting at 5:56pm.*

Checks Dated 04/14/2021 through 05/05/2021

Board Meeting Date May 13, 2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
5227256	04/14/2021	McCurdy, Julie	01-4300	Fuel & towels	30.80	
			13-4300	Fuel & towels	19.52	50.32
5227257	04/14/2021	Holland, Samantha R	13-4700	Food - Reimbursement		209.07
5227258	04/14/2021	California Safety Company	01-5800	April Fire Monitoring		40.00
5227259	04/14/2021	CSM, Inc.	01-5800	ERate Jan - Mar		750.00
5227260	04/14/2021	Frontier	01-5920	March Phone Service		341.70
5227261	04/14/2021	North Coast Laboratories Inc	01-5800	Feb water test		50.00
5227262	04/14/2021	Tom's Trash	01-5550	Feb Trash Service	410.23	
				March Trash Service	410.23	820.46
5227263	04/14/2021	Trinity Co Dept of Trans	01-4300	Bus Fuel - March 2021		252.19
5227264	04/14/2021	Trinity Journal	01-5810	Superintendent Ad		64.30
5227265	04/14/2021	Willow Creek Ace Hardware	01-4300	Ases supplies		105.43
5227383	04/21/2021	California Dept of Education	13-4700	Commodities		94.05
5227384	04/21/2021	Pacific Gas & Electric	01-5510	March 2021 Power		1,692.49
5227385	04/21/2021	Producers Dairy	13-4700	Dairy & Juice	258.89	
				Milk, Eggs, Yogurt	88.99	347.88
5227386	04/21/2021	Shasta Tr Schools Ins Dental	01-9580	Dental Premium May 2021		991.08
5227387	04/21/2021	Shasta Tr Schools Ins Medical	01-9580	Medical Premium May 2021		9,438.00
5227388	04/21/2021	Shasta Tr Schools Ins Vision	01-9580	Vision Premium May 2021		237.60
5227389	04/21/2021	SYNCB/AMAZON	01-4300	ASES, & Cafe Supplies - Egg Hunt	802.07	
			13-4300	ASES, & Cafe Supplies - Egg Hunt	57.79	859.86
5227390	04/21/2021	Trinity Co Office Of Education	13-5800	Tw Fingerprints		49.00
5227535	04/28/2021	Dummer, Robin J	01-4300	Supplies	151.80	
			13-4700	Supplies	23.20	175.00
5227536	04/28/2021	Kilgore, Kristi F	01-4300	Animal Crackers & Supplies		25.17
5227537	04/28/2021	Graham, Kathleen J	01-4300	Postage, Supplies, Garden Supplies	534.04	
				Supplies - ASES	200.10	
5227538	04/28/2021	Coast Central Credit Union	01-5910	Postage, Supplies, Garden Supplies	9.70	
			13-4700	Food Supplies	150.47	894.31
5227539	04/28/2021	Gopher	01-4300	Arlo & ASES Supplies	93.26	
5227643	05/05/2021	Dummer, Robin J	01-4300	Arlo & ASES Supplies	15.17	108.43
5227644	05/05/2021	McCurdy, Julie	01-4300	Floor Tape - Covid		39.46
			01-4300	Vacumm		139.41
			01-4300	Cafe & Ilm Supplies	16.54	
			13-4700	Cafe & Ilm Supplies	137.48	154.02
5227645	05/05/2021	Sady, Sophia S	01-4300	Comic Book and Pen Pal		85.70
5227646	05/05/2021	Employment Development Dept	01-3502	Unemployment period ending 3/31/2020		110.14

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

Checks Dated 04/14/2021 through 05/05/2021

Board Meeting Date May 13, 2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
5227647	05/05/2021	North State Painting	35-6200	Painting Repair		1,500.00
5227648	05/05/2021	PACE Engineering, Inc	35-6200	Professional Services for well & water quality		4,895.00
5227649	05/05/2021	Producers Dairy	13-4700	Milk, Juice & Eggs	106.27	
5227650	05/05/2021	Ray Morgan Company	01-5800	Yogurt & Milk	81.72	187.99
5227651	05/05/2021	SYNCB/AMAZON	01-4300	LLM Copier Repair/Service	947.51	
				Service Contract	160.00	1,107.51
				Books student sets- LLM	219.86	
				Cleaner	17.96	
				Metal Bench	139.41	
				Napkin dispenser	60.49	437.72
5227652	05/05/2021	Trinity County Solid Waste	01-5300	Solid Waste Parcel Fee		560.00
5227653	05/05/2021	Valley Pacific Petroleum Services, Inc	01-4300	Bus Fuel		471.33
Total Number of Checks					34	27,284.62

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	27	19,613.17
13	Cafeteria Special Reserve	10	1,276.45
35	County School Facilities Fund	2	6,395.00
Total Number of Checks		34	27,284.62
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			27,284.62

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 4.1

Expanded Learning Opportunities Grant Plan

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

The following is the local educational agency's (LEA's) plan for providing supplemental instruction and support to students, including those identified as needing academic, social-emotional, and other supports, including the provision of meals and snacks. The plan will explain how the LEA will use the funds it receives through the Expanded Learning Opportunities (ELO) Grant to implement a learning recovery program for at least the students included in one or more of the following groups: low-income students, English learners, foster youth, homeless students, students with disabilities, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For specific requirements please refer to the Expanded Learning Opportunities Grant Plan Instructions.

Plan Descriptions

A description of how parents, teachers, and school staff were involved in the development of the plan.

In conjunction with our LCAP development, stakeholders including staff, parents and community were given opportunities to assist us in directing our focus to the areas of highest need. Parents, staff, and community members were invited to our Board Meetings and PAC meetings. Feedback was also given via survey response, individual conversations and brainstorming sessions with staff. Drafts of this plan, like all other plans, has been reviewed and discussed with our parent advisory committee.

A description of how students will be identified and the needs of students will be assessed.

Students will be academically identified using state and local assessments. Students scoring below proficiency will be the focus of additional academic supports. Teachers will also identify additional students needing expanded instruction. Social emotional identification of students will take place primarily through our Multi-Tiered System of Support (MTSS), Student Support Team (SST) process, our School Counselor, and the Pathways program. These programs, in conjunction with teacher and parent referrals are used to help identify students with the highest needs. Our small school size lends itself to seamlessly identifying student needs, and since the majority of our students are low-income all Expanded Learning Opportunities will be offered to ALL students.

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.

Once identified, parents or guardians will be notified via phone, letter, email or one-to-one contact with parent/guardian of the academic and/or social emotional support available for their child. Parents can opt-in to the variety of academic and/or social-emotional supports offered.

A description of the LEA's plan to provide supplemental instruction and support.

Expanded Learning Opportunities for students will include the following actions:

- 1) Teachers and instructional staff will offer supplemental instruction and support to students during the summer via targeted one-to-one and/or small group instruction. Chromebook and Hotspots will be made available for those students in need of such devices at home;
- 2) Teachers and aides will offer after school instruction/support to identified students throughout the 2021/22 school year;
- 3) During the school day intervention will continue and increase for students performing below grade level during the 2021/22 school year;
- 4) Professional development for staff will include trainings that will support academic instruction and trainings on strategies to engage students and families in addressing students' social-emotional health;
- 5) Classroom aide time will be increased in order to offer intervention support to for students not meeting benchmarks;
- 6) Supplemental services for social-emotional support will be provided by our school counselor (PEI) and our wellness liaison (Pathways to Success Program).

Expenditure Plan

The following table provides the LEA's expenditure plan for how it will use ELO Grant funds to support the supplemental instruction and support strategies being implemented by the LEA.

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Extending instructional learning time	\$22,500	
Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports	\$24,793	
Integrated student supports to address other barriers to learning	\$2,000	
Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports	\$10,000	

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility	0	
Additional academic services for students	\$8,000	
Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs	\$9,300	
Total Funds to implement the Strategies	\$76,593	

A description of how ELO Grant funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA.

ELO Grant funds are being used for student support and services that could not be fully funded with other federal Elementary and Secondary School Emergency Relief Funds that we received.

2021-22
BURNT RANCH SCHOOL DISTRICT
STIPEND SALARY SCALE

ACTIVITY	STEP	A	B	C	D
Head Coach		600	625	650	
JV Coach		400	425	450	
Assistant Coach		200	250	300	
Track Coach		300	325	350	
Additional Stipend for Coaches attending Overnight Tournament		50	100		
Conferences 1/2 Day		50			
Conferences Full Day		100			
Academic Coach		200			
Yearbook		300	400	500	
Quarterly Afterschool Study Hall/Intervention		250	400	500	
Indian Education Coordinator		1,000	1,250	1,500	
Extra Duties Assigned by Superintendent		100*	250*	500*	1000*
TUPE		500	600	700	
Club Live		500	600	700	
COVID		250*	500*	750*	1000*

Placement on STEP is based on years and kind of experience.

Horizontal movement is at the yearly discretion of the Superintendent.

* May be pro-rated based on FTE

13-May-21

**CONTRACT OF EMPLOYMENT
FOR BURNT RANCH ELEMENTARY SCHOOL PRINCIPAL**

This Agreement is entered into by and between the Governing Board of the Burnt Ranch Elementary School District ("District"), and **Kristi Kilgore** ("Principal").

1. **TERM:** The District hereby employs the Principal for the period of one (1) year commencing July 1, 2021 and ending June 30, 2022. The District may terminate this contract upon sixty (60) days' notice to the Principal. Upon such termination, this contract is null and void and of no further force or effect, and the Principal will only be entitled to be employed by the district as a classroom teacher.
2. **STIPEND:** The Principal's stipend for the 2021-22 school year shall be \$15,000, paid monthly beginning July 2021 and ending in June 2022.
3. **DUTIES:** The Principal is employed as Burnt Ranch Elementary School Principal and shall perform the duties of School Principal as prescribed by the laws of the State of California. The Principal shall establish, manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the school. **Other Duties as assigned by the Superintendent or School Board:** Oversight management for instructional services, curriculum development, extracurricular activities, and emergency procedures. Additional duties may include decisions regarding transportation, food service, facility operations, and personnel management. Final approval will be by the Superintendent and/or Governing Board.
4. **PERSONNEL MATTERS:** Subject to the final approval of the Superintendent, the Principal shall have the responsibility for making recommendations to the Superintendent in all personnel matters, including recommendations for selection, assignment, and transfer of all school employees. Final personnel decisions will be made by the Superintendent and/or Governing Board.
5. **INSURANCE/FRINGE BENEFITS:** No additional benefits are included with this position.
6. **EVALUATION CRITERIA:** It shall be the Principal's responsibility to schedule meetings with the Superintendent to implement "A" and "B" below:
 - A. The Principal shall supply the Superintendent with proposed goals and objectives in a timely fashion. Before September 30 of the 2021-22 school year, goals and objectives may be established for that school year. The Superintendent may establish goals and objectives for the Principal. Goals and objectives may be related, but not limited to:
 1. Superintendent/Principal relations;
 2. Principal/community relations;
 3. Principal/staff relations;
 4. Business and financial matters;
 5. Professional and leadership development;
 6. Educational leadership;

- 7. Effective management and administration of School staff and resources;
- 8. Facilities and grounds maintenance and improvement;
- 9. Short and long-range planning in all areas of School operations and management;

and

- 10. Effective communications with Superintendent, staff and community.

B. During the month of May of each school year, the Superintendent may, but is not required to, give the Principal a written evaluation, which may include the Principal's performance with respect to the goals and objectives established by the Board in accordance with 9(A) above. Self-evaluation is optional and discretionary, and not mandatory.

The failure of the Superintendent to evaluate the Principal does not affect or restrict the right of the Governing Board to terminate this Contract without liability for material breach of this contract by the Principal.

7. WORK YEAR: The Principal shall render not fewer than Two Hundred (200) days of service to the District during each school year. Any days worked by the Principal in excess of 200 days are as a volunteer and shall be without compensation unless the Principal obtains advance permission and direction from the Superintendent to work in excess of 200 days at her regular stipend per diem rate. Such advance permission and direction from the Board, if any, shall be memorialized in writing and signed by the Superintendent. It is the responsibility of the Principal to prepare such documentation. As this is a stipend position, the Principal is not entitled to any additional benefits to her regular Certificated Teacher Contract.

8. MAXIMUM SETTLEMENT: If this contract is terminated, the stipend amount will be terminated as of the following month of employment.

9. NOTIFICATION: This agreement for stipend services shall be automatically terminated on June 30, 2022 and this paragraph constitutes notice of termination under Section 35031. The Principal waives further notice under Section 35031 of termination of employment and agrees that by signing this contract, she has been notified that this contract will terminate, pursuant to Education Code section 35031, on June 30, 2022. No additional notice of termination or non-re-election or non-reemployment is required in order to effectuate the termination of this agreement on June 30, 2022. The Principal shall not be employed for an additional term beyond June 30, 2022 unless a separate written agreement is executed by the Board and the Principal. This provision constitutes written notice that the Principal will not automatically be reelected and will not automatically be reemployed upon termination of this agreement on June 30, 2022.

10. CONTRACT AMENDMENTS: This contract may be amended by mutual consent of the Board and the Principal. Any amendments shall only be effective if and when they are written, signed, and dated by the Governing Board and the Principal, and specifically reference that the contract is being amended.

11. NEGOTIATIONS: This contract has been negotiated by both parties hereto and shall not be strictly construed against either of them. This contract contains provisions requested by both parties. This contract shall be construed in a fair and reasonable manner in accordance with its terms.

12. COMPLETE AGREEMENT: This is the complete and final agreement of the parties with respect to the employment of the Principal. This contract supersedes all negotiations and documents previously exchanged between the parties. No document no referenced herein or attached hereto is part of this contract.

IN WITNESS WHEREOF, we affix our signatures to this Agreement as the full and complete understanding of the relationship between the parties hereto.

BURNT RANCH ELEMENTARY SCHOOL DISTRICT

.....
President of the Board of Trustees

.....
Kristi Kilgore

Attest:

.....
Clerk of the Board

.....
Date

.....
Date

**Burnt Ranch Elementary School District
BOARD OF TRUSTEES**

**ESTABLISHMENT OF PUPIL TRANSPORTATION EQUIPMENT FUND
PER
EDUCATION CODE SECTION 41852**

RESOLUTION NO. 2020/21 - 08

WHEREAS, the Burnt Ranch Elementary School District wishes to establish a Pupil Transportation Equipment fund, as permitted in Education Code Section 41852; and

WHEREAS, the purpose or purposes for which this fund shall be established is to separately account for state and local revenues specifically for the acquisition, rehabilitation, or replacement of equipment used to transport students;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of said School District that a Pupil Transportation Equipment fund shall be established in the amounts as needed for said purpose or purposes; and

BE IT FURTHER RESOLVED, that the Board of Trustees shall authorize, by this resolution, the County Auditor and the County Treasurer to establish a Pupil Transportation Equipment fund for said district; and

THEREFORE, BE IT RESOLVED, that the Burnt Ranch Elementary School District Board of Trustees hereby commits a minimum of \$5,000 annually to its Pupil Transportation Equipment fund.

APPROVED, PASSED AND ADOPTED BY THE Burnt Ranch Elementary School District Board of Trustees on this 13th day of May 2021.

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

By: _____
President of the Board of Trustees

ATTESTED TO:

By: _____
Clerk of the Board of Trustees

**Burnt Ranch Elementary School District
BOARD OF TRUSTEES**

**COMMITMENT OF STATE REVENUES TO THE DEFERRED MAINTENANCE FUND (14)
FOR THE PURPOSES OF FACILITIES MAINTENANCE**

RESOLUTION NO. 2020/21 - 09

RESOLVED, By the Burnt Ranch Elementary School District Board of Trustees as follows:

WHEREAS, the categorical flexibility provisions formally associated with the Deferred maintenance fund (the "Fund") have been removed and consequently the Fund currently does not meet the definition of a special revenue fund, because the primary sources of funding formerly associated with it is no longer restricted to the purposes of the fund; and

WHEREAS, the County Board wishes to continue the prudent practice of maintaining its facilities in good working order as defined in *Education Code* Section 17002; and

THEREFORE, BE IT RESOLVED, that the Burnt Ranch Elementary School District Board of Trustees hereby commits a minimum of \$5,000 annually of its Local Control Funding Formula apportionments each fiscal year to the Deferred Maintenance Fund (14) to be expended solely for Facilities Maintenance.

AND BE IT RESOLVED, upon adoption of this policy, the residual balance in the Deferred Maintenance Fund, all State Apportionments and local match amounts subsequently deposited to this fund and any earnings on the funds are hereby committed to the purpose of Facilities Maintenance. Any other use of the funds is expressly prohibited by adoption of this policy, unless or until, such time as this policy is amended or rescinded.

APPROVED, PASSED AND ADOPTED BY THE Burnt Ranch Elementary School District Board of Trustees on this 13th day of May 2021.

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

By: _____
President of the Board of Trustees

ATTESTED TO:

By: _____
Clerk of the Board of Trustees

**Burnt Ranch Elementary School District
BOARD OF TRUSTEES**

RESOLUTION TO ESTABLISH FUND BALANCE POLICIES AS REQUIRED BY GASB 54

RESOLUTION NO. 2020/21 - 10

WHEREAS, the Governmental Accounting Standards Board (GASB) has adopted Statement Number 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, that is effective in fiscal year 2011-2012, and

WHEREAS, the Burnt Ranch Elementary School District wishes to update the GASB 54 resolution as of the fiscal year July 1, 2021 to June 30, 2022;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees hereby adopts the following policy:

FUND BALANCE POLICY

Fund balance measures the net financial resources available to finance expenditures of future periods. The County Office's Unassigned General Fund Balance will be maintained to provide the School District with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing. The Unassigned General Fund Balance may only be appropriated by resolution of the Board of Trustees.

Fund balance of the School District may be committed for a specific source by formal action by the Superintendent of Schools. Amendments or modification to the committed fund balance may also be approved by formal action of the Board of Trustees. Committed fund balance does not lapse at year-end. The formal action required to commit fund balance shall be by board resolution or majority vote.

The Burnt Ranch Elementary School District Board of Trustees' delegate's authority to assign fund balance for a specific purpose to the School District Business Manager.

For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first and then unrestricted. Expenditures incurred in the unrestricted fund balances shall be reduced first from the committed fund balance, then from the assigned fund balance and lastly, the unassigned fund balance.

The Burnt Ranch Elementary School District Superintendent and Business Manager recognize that good fiscal management comprises the foundational support of the School District. To make that support as effective as possible, the School District intends to maintain a minimum fund balance of 15% of the Burnt Ranch Elementary School District's general fund annual operating expenditures.

APPROVED, PASSED AND ADOPTED BY THE Burnt Ranch Elementary School District Board of Trustees on this 13th day of May 2021.

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

By: _____
President of the Board of Trustees

ATTESTED TO:

By: _____
Clerk of the Board of Trustees

Trinity County
OFFICE
OF
EDUCATION

OF



P.O Box 1256 • 201 Memorial Drive
Weaverville, CA 96093-1256
(530) 623-2861 • FAX (530) 623-4489
<http://www.tcoek12.org>

ESCAPE USER SERVICE AGREEMENT

For Access to Financial and Payroll Software, Webinars, XCOE Hosting (Server), Portal
~~2021-20~~ 2021-22 RD

This agreement is entered into on this date, by and between the Trinity County Office of Education (TCOE) and the Trustees of the Burnt Ranch Elementary School District (District) for the 2021-22 fiscal year.

ESCAPE USER FEES FOR 2021-22

Value Per User \$2,701
TCOE Subsidy \$1,668
First User: \$1,033
Second User: \$0
Administrator at each site: \$0
Each additional user: \$0

User	Fee (\$)
First User	1,033
Administrator	0
Second User	0
Total:	1,033

SS

Sarah Supahan
County Superintendent of Schools

Board of Trustees or
Authorized Representative

04-20-2021

Date

Date

**Trinity County Cooperative
Centralized Services for 2021-22**

**Agreement Between the
Trinity County Office of Education
and
Burnt Ranch Elementary School District**

Trinity County Office of Education (TCOE) will:

- ✚ Conduct the Trinity County Cooperative (Co-op) in accordance with state and federal rules and regulations
- ✚ Provide timely and relevant State & Federal communications and updates by participation in the California County Superintendents Educational Services Association (CCSESA) and the Regional and State Curriculum and Instruction Steering Committee (CISC), and regular State and Federal Program Director's meetings
- ✚ Communicate with DISTRICT on new curricular, programmatic or fiscal requirements
- ✚ Provide regular administrative planning calendars
- ✚ Provide a master/digital copy of the Home and School Connection newsletter for parent outreach
- ✚ Provide on-site support and assistance by phone and email as requested
- ✚ Provide assistance with school and district plans (e.g. LCAP, Safety, Wellness, English Language Learner Plans)
- ✚ Provide Professional Development and personalized administrative support and assistance based on expressed needs, available schedules, and contracted trainings on special topics of interest to DISTRICT related to:
 - Program planning, evaluation and improvement
 - Instructional training
 - Teacher PLCs, coaching and classroom learning walks
 - Innovative Educational Design such as Personalized and/or Project-Based Learning
 - Budgeting, carryover and Maintenance of Effort guidance
 - State waivers for carry-over, Site Council make-up, school closures, etc.
 - Consortium pricing for common curricular needs
 - Board policies
 - School Accountability Report Cards
 - Advertising, interviewing and hiring of new staff
 - Recruitment assistance for hiring district administration
 - Conflict resolution
 - Data analysis
 - Coaching of new administrators
 - Professional development for all administrators
 - Board Training
 - Access to a growing reference library relevant to administrators & teachers

With regard to Consolidated Application Services, TCOE will:

- ✦ Serve as the authorized representative for certifying all funds obtained through the Consolidation Application
- ✦ Complete or provide assistance as needed in completing the Winter & Spring Editions of, and any addendums, amendments or revisions to, the Consolidated Application through the Consolidated Application Reporting System (CARS)
- ✦ Serve as the liaison between the DISTRICT and the California Department of Education regarding fiscal and programmatic compliance for all funds provided to the DISTRICT through the Consolidated Application
- ✦ Assist in the preparation for Federal Program Monitoring, and the resolution of outstanding compliance issues
- ✦ Provide assistance in writing LEA, SPSA or SSD Plans in accordance with the requirements of the funds obtained through the Consolidated Application
- ✦ Provide Site Council training (required of new members) in person or by DVD, as requested, to educate members on compliance responsibilities
- ✦ Prepare and submit the Small Rural School Achievement (SRSA) Grant Application package for the district

District will:

- ✦ Conduct programs according to state guidelines, as required by state and federal regulation.
- ✦ Be responsible for fiscal and programmatic compliance for all funds received through the Consolidated Application and SRSA/RLIS.
- ✦ Provide necessary information and data needed for the preparation, implementation and evaluation of the Consolidated Application Reporting System (CARS) if needed
- ✦ Notify TCOE of DISTRICT'S intent to participate in the Co-op in May for the next fiscal year
- ✦ Amounts indicated below will be transferred in January (100%)
- ✦ Provide a statement of intended use of SRSA funds to satisfy General Education Provisions Act (GEPA) requirements.
- ✦ Review and approve application and supporting documentation prepared by TCOE prior to submission.

The following estimated costs are based on potential allocations and will be adjusted to actual allocations. Rates for 2021-22 and have been adjusted by 2021-22 Estimated COLA of 3.84%.

- Cooperative Services: \$104 (Value \$551)
- Consolidated Application Services: \$104 (Value \$551)

NOTE: As per Section 3945 of the CCR, districts who receive less than \$75,000 in categorical funds, excluding carryover, are required to enter into a cooperative with the primary intent of securing assistance in applying for and administering categorical programs.

In Witness thereof, parties hereto have set their hands on the date written.

Trinity County Office of Education

Burnt Ranch Elementary School District

SS

Superintendent of Trinity County Schools

Administrator Signature

April 28, 2021

Date

Date

Item 7.11



Trinity County Office of Education
201 Memorial Drive
Post Office Box 1256
Weaverville, CA 96093
(530) 623-2861
Fax (530) 623-4489
www.tcoek12.org

**Trinity County After School Education and Safety Program
Centralized Services for 2021-22**

**Agreement Between the
Trinity County Office of Education
and
Burnt Ranch Elementary School**

Trinity County Office of Education (TCOE) will:

- ✦ Provide one or more technical assistance strategies in the areas of:
 - Training:
 - Teach and provide learning opportunities through interactive activities to build skills and knowledge in meeting the Expanded Learning Quality Standards for Learning
 - Coaching:
 - Work in collaboration with an individual focused on the development of specific skills to improve work performance
 - Consultation:
 - Works in collaboration with the program focusing on organizational and programmatic practices while addressing specific needs
 - Mentoring:
 - Offer assistance to the coordinator to nurture personal and professional growth
 - Coordinate partnering of experienced people with inexperienced people county-wide based upon requested needs
 - Resources and Information:
 - Provide up to date research and relevant information to improve the program
 - Assessment
 - Assess program needs and work collaboratively in brokering necessary resources for continuous improvement
- ✦ Evaluate the program in accordance with California Department of Education (CDE) requirements using standardized procedures and collection tools developed by the CDE and provide all the required information as determined by CDE to CDE
- ✦ Collect and report outcomes-based data required by the California Department of Education
- ✦ Collect information for the statewide independent evaluation and provide it to CDE
- ✦ Provide timely and relevant program updates by participating in the Regional ASES Director's Meetings
- ✦ Communicate with DISTRICT on new programmatic or fiscal requirements
- ✦ Provide overall aggregate grant reporting (including attendance and expenditures)
 - Collect accurate program attendance data and report attendance to the CDE
 - Monitor attendance data and inform DISTRICT on the attendance data
 - Complete voluntary reduction form (if needed) and send to CDE to preserve additional funding
- ✦ Provide on-site support and assistance by phone and email as requested
- ✦ Provide Professional Development and/or personalized training based on expressed needs and topics of interest to DISTRICT related to:
 - Program planning, evaluation and improvement
 - Common Core training
 - Classroom Management

- Technology Integration
- New Staff Training or "on boarding" training for programs
- Conflict resolution
- Community Partnerships
- Creative solutions to maximize attendance
- Trinity County After School Educators Collaborative Time
- ✦ Lead Program Professional Development a maximum of 3 days a year for all ASES Staff held at TCOE*
- ✦ Reimburse district for registration, staff stipends and mileage to attend
- ✦ Reimburse district for 100% registration and mileage (one vehicle) for both Regional ASES Conferences; the Summer Annual ASES and the Winter Annual ASES Remix
- ✦ Provide ASES Mini-Grants for district ASES programs that have participated in Lead Program Professional Development; notify qualifying programs and provide on-line application
- ✦ Evaluate and report professional development completion as needed
- ✦ Complete the ASES renewal grant every 3 years
- ✦ Complete the ASES Transportation grant every 3 years
- ✦ Provide public outreach and communications when appropriate

District will:

- ✦ Conduct the program in accordance with the ASES grant certified assurances
- ✦ Conduct the program according to state guidelines and required state and federal regulations
- ✦ Be responsible for fiscal and programmatic compliance for all funds received through the grant
- ✦ Provide monthly attendance to TCOE
- ✦ Provide quarterly expenditure report to TCOE
- ✦ Provide data for the yearly statewide evaluation to TCOE
- ✦ Provide necessary information and data needed for the preparation, implementation and evaluation of the ASES grant program to TCOE
- ✦ Provide TCOE with a program plan every year
- ✦ Require ASES staff to participate in county-wide staff development three days during the school year, August thru May; and will require staff to maintain current First Aid and CPR
- ✦ Require staff to complete 21 hours of professional development per year and submit professional development forms to TCOE by June 1 of each school year
- ✦ Employ ASES staff and ensure that a 20:1 student-to-staff-member ratio is maintained

The following estimated costs are based on potential allocations and will be adjusted to actual allocations.

- ASES Administrative and Technical Assistance Services (5.57% of total revenue)[†]

[†] This rate is subject to change annually.

If this Agreement is not to be reinstated, DISTRICT agrees to notify TCOE in writing on or before TCOE submits the ASES application for future funding.

In Witness thereof, parties hereto have set their hands on the date written.

Trinity County Office of Education

Burnt Ranch Elementary School

SS

Superintendent of Trinity County Schools

Administrator Signature

April 28, 2021

Date

Date

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

District: Burnt Ranch Elementary School District

Person completing this form: Robin Dummer

Title: Business Manager

Quarterly Report Submission Date:

- August 2020
 October 2020
 February 2021
 May 2021

(Check one)

Date for information to be reported publicly at governing board meeting: May 13, 2021

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
Valenzuela/CAHSEE Intensive Instruction and Services	0		
TOTALS	0		

Kathleen Graham

Print Name of District Superintendent



Signature of District Superintendent

May 13, 2021

Date

2021-22

**BURNT RANCH ELEMENTARY SCHOOL DISTRICT
SUPERINTENDENT SALARY SCHEDULE**

STEP	A	B	C	D
	Certificate of Eligibility	Preliminary Cred.	Clear Cred No Superintendent Experience	Clear Cred Superintendent Experience
1	70,000	75,000	80,000	90,000
2	71,000	76,000	82,000	91,000
3	72,000	77,000	84,000	92,000
4	73,000	78,000	86,000	93,000
5	74,000	79,000	88,000	94,000
6			90,000	95,000
7			92,000	96,000
8				97,000

Masters Degree = up to \$2,000 Annual Salary Compensation;
Masters+ PhD = up to \$5,000 Annual Salary Compensation

210 day contract

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

Employee may not advance from column A to B or from B to C without obtaining required credential.

Employee may not advance from column C to D before serving two years in the district.

Vertical movement is at the yearly discretion of the board.

Board Approved: 5/13/21