

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

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

**1.0 Formal Opening**

- 1.1 Call to Order
- 1.2 Roll Call
- 1.3 Additions or Changes to Agenda

**2.0 Public Communication:** Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to three minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

**3.0 Accept Open Session Agenda**

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

- 4.1 Minutes – July 28, 2020
- 4.2 Warrants – July 29, 2020 – August 5, 2020

**5.0 Correspondence**

**6.0 Reports**

- 6.1 Building Projects
- 6.2 Superintendent
- 6.3 Business
- 6.4 Principal
- 6.5 Staff

**7.0 General Business**

- 7.1 Review Quarterly Report on Williams Uniform Complaints
- 7.2 Review/Approve BP/AR/E 1312.3 – Uniform Complaint Procedures  
AR 1312.4– Williams Uniform Complaint Procedures
- 7.3 Discuss Learning Continuity and Attendance Plan

**8.0 Future Business**

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

**9.0 Adjourn to Close Session**

- 9.1 Pursuant to Government Code 54957 Personnel or 54956.9 Litigation

**10.0 Reconvene to Open Session**

**11.00 Adjourn**

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

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

**1.0 Formal Opening**

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

**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 – approved by consent.
  - 4.2 Warrants – June 17, 2020 – July 22, 2020 – approved by consent.

**5.0 Correspondence**

*Kathleen reminded board members to turn elections paperwork in by August 4<sup>th</sup>.*

**6.0 Reports**

- 6.1 Building Projects  
*Facilities: We are finalizing the finances so we can get the closeout done. We met with Colburn Electric and are negotiating with them about their final bill. We are also negotiating with the architect, PBK.*  
*Well: Our application is at OPSC and, as the July SAB meeting was canceled, we are scheduled to be on the August agenda for approval of the initial planning funds. We will be scheduling for a test well to be dug as soon as we can get clarification from DSA about their requirements.*
- 6.2 Superintendent-  
*We received the finalized TC Schools Reopening Plan last week and we are making sure we are satisfying all requirements. We have received hand sanitizer, face coverings (masks and shields), and touch-less thermometers from the state, the county, and the food bank. The plan is on this month's agenda.*  
*The generator from PGE hasn't been installed yet as they are having difficulties getting backordered parts. Hopefully it will be installed and functional soon.*  
*The Trinity County Food Bank has been giving us food boxes that we have been distributing to locals.*
- 6.3 Principal – Ms. Holland-Kilgore reported that she had reached out to all of the families and has spoken to all but one family. She chose to make personal phone calls as opposed to a digital survey. We are offering on campus instruction and distance learning. About 57% of the students plan to attend school in person. Ms. Holland-Kilgore has also been in contact with staff. Parents were excited that we are offering both on-campus instruction and distance learning options.

- 6.4 LCAP – Local Control Accountability Plan- this plan is on hold until June 2021
- 6.5 Business – Robin reported she has been busy with the conclusion of the 19/20 year, beginning 20/21 year and keeping up with the Covid information. We are expecting to get Covid dollars from a few different areas that will be reported at the next meeting. We anticipate receiving \$3,400.00 from the US Forest Service for providing sleeping areas for the Flat Fire.
- 6.6 Staff – We haven't found a Cafeteria Manager.

**7.0 General Business**

- 7.1 Review/Approve TCOE Schools Health and Safety Plan for Reopening 2020-21 School Year  
Sarah Brown made a motion to approve the TCOE School Health and Safety Plan for Reopening 2020-21 School Year and Mike Harding seconded the motion. Discussion – Kathleen Graham presented the plan and Sheree Beans, school nurse, was available for questions. Sheree explained that the plan had been developed by a task force and presented to Trinity County Public Health prior to the last covid guidance released by the Governor. It has since been revised and approved by the Trinity County Office of Public Health. James King expressed concerns about taking temperatures at the bus stops. Discussion ensued regarding safety concerns over the bus driver being responsible for taking temperatures. Parent volunteers were suggested.  
Vote 4 ayes – Brown, Van Fleet, Harding, McKnight 1 Nay – King
- 7.2 Review/Approve Revised 2020-21 School Calendar  
James King made a motion to approve the Revised 2020-21 School Calendar with five floating days. Sarah Brown seconded the motion. Vote – Unanimous
- 7.3 Review/Approve Business Manager/Payroll/Administrative Assistant Salary Schedule  
James King made a motion to approve the Business Manager/Payroll/Administrative Assistant Salary Schedule. Mike Harding seconded the motion. Vote - Unanimous
- 7.4 Discuss Learning Continuity and Attendance Plan - This is the brand new plan that we have to have approved by September 30. It will require us to have two board meetings in September. It will focus on the loss of learning due to Covid.
- 7.5 Accept Letter of Resignation from Classified Staff Member  
James King made a motion to accept the resignation of Erichia Ceaglio-Maloney. Sarah Brown seconded the motion. Vote – Unanimous

**8.0 Future Business**

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

**9.0 Adjourn to Close Session @ 5:40pm**

9.1 Pursuant to Government Code 54957 Personnel or 54956.9 Litigation

**10.0 Reconvene to Open Session @ 6:20pm**

The board voted 5-0 to accept a negotiated settlement with PBK Architects. Kathleen Graham was directed to finalize and draw up the settlement.

**11.00 Adjourn 6:20pm**

Item 4.2

Checks Dated 07/29/2020 through 08/05/2020

Board Meeting Date August 13, 2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
5223229	07/29/2020	SYNCB/AMAZON	01-4300	ASES, Indian Ed, Covid - Supplies Desks - Covid	2,045.84 854.81	2,912.31
5223230	07/29/2020	Trinity Co Office Of Education	13-4300	ASES, Indian Ed, Covid - Supplies	11.66	113.81
5223231	07/29/2020	Wilgus Fire	01-5800	Warrants	324.87	499.87
5223284	08/05/2020	JW PEPPER	13-5800	Cafe Service, Fire Extinguisher Service	175.00	236.13
			01-4300	Stale date - 5217454	36.00	272.13
				Stale date 5217454		
<b>Total Number of Checks</b>					<b>4</b>	<b>3,798.12</b>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	4	3,611.46
13	Cafeteria Special Reserve	2	186.66
	Total Number of Checks	4	3,798.12
	Less Unpaid Sales Tax Liability		.00
	<b>Net (Check Amount)</b>		<b>3,798.12</b>

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

# Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]  
2020-2021

District: Burnt Ranch School District

Person completing this form: Robin Dummer

Title: Business Manager

Quarterly Report Submission Date:

- August 2020
- October 2020
- February 2021
- May 2021

(Check one)

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

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		
<b>TOTALS</b>	<b>0</b>		

Kathleen Graham

Print Name of District Superintendent

Signature of District Superintendent

August 13, 2020

Date

# Learning Continuity and Attendance Plan Template (2020–21)

The instructions for completing the Learning Continuity and Attendance Plan is available at <https://www.cde.ca.gov/re/c/documents/lrncgcntrtyatndncpln-instructions.docx>.

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

## General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community.]

## Stakeholder Engagement

[A description of the efforts made to solicit stakeholder feedback.]

[A description of the options provided for remote participation in public meetings and public hearings.]

[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.]

7.3

# Continuity of Learning

## In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for 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.]

## 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 2019–2020 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 accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; 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

[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 the 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 engaging in instruction and is at risk of learning loss.]

### School Nutrition

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are 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]

7.03

Section	Description	Total Funds	Contributing
[The section of the Learning Continuity Plan related to the action described; may put N/A if the action does not apply to one specific section]	[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
%	

### Required Descriptions

[For the actions 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 needs of 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.]