

# Burnt Ranch Elementary School District

## Board of Trustees Regular Meeting

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

Thursday, April 6<sup>th</sup>, 2017  
1:00 pm Regular Session

### MINUTES

**ATTENDANCE:** Katherine Bauer-Helwig, Cyn Van Fleet, James King, Sarah Brown, Jeff Caldwell, Kathleen Graham, Katie Niday, Kevin Nolan

#### 1.0 Formal Opening

- 1.1 Katherine Bauer-Helwig called the meeting to order at 1pm
- 1.2 There have been no 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 5 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**\_\_\_James King\_\_\_\_\_ **Second**\_\_Cyn Van Fleet\_\_\_\_\_ **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 – March 2<sup>nd</sup>, 2017**  
Passed by Consent
- 4.2 **Warrants – February 23<sup>rd</sup>, 2017 – March 22<sup>nd</sup>, 2017**  
Passed by Consent
- 4.3 **Minutes – Emergency Board Meeting – March 24, 2017**  
Passed by Consent
- 4.4 **Minutes – Special Board Meeting – March 30, 2017**

Passed by Consent

## **5.0 Correspondence**

## **6.0 Reports**

### **6.1 Business**

Jeff will report later in the meeting

### **6.2 Construction and Modernization Project Update**

Four portables have been brought onsite and the rest are planning to be brought once the weather is cooperating. They are fitting nicely into their space. The abatement people are scheduled to come next Wednesday. Sarah Brown expressed community concerns about the chemicals that would be used in the abatement process and was assured that the students would have no contact with any fungicides or other toxins. Two contracts have been signed: Pace Engineering for setting up the portables and Adams, Silva & McNally, LLP for providing on-going legal counsel/advice for the project.

### **6.3 Superintendent**

There was a successful ski/snowboard trip to Mt. Shasta. Trinity County History Day went well and seven BRS students qualified for the state competition. Report Cards have been sent home, parent conferences were held for a few of our students. Honor Choir attended the annual event in Humboldt County, and it was a great experience. There have been a number of successful field trips and community members and parents had their second meeting at the Hawks Bar Grange Hall. All students are currently on independent study and study sessions are being held regularly.

### **6.4 Enrollment and Attendance**

Attendance dropped slightly to 94%

### **6.5 Staff**

## **7.0 General Business**

### **7.1 Review/Approve Hiring of Architect for Construction and Modernization Project in Response to the Request for Statements of Qualifications for Architectural and Engineering Services**

Kathleen Graham, Jeff Caldwell, and Kevin recommended that PBK for their architectural and engineering services. Approved in a motion by Cyn Van Fleet; Second James King; Unanimous

### **7.2 Review/Approve Resolution #2017-09 Adopting Debt Issuance and Management Policy**

Approved in a motion by Cyn Van Fleet; Second James King; Unanimous

### **7.3 Review/Approve Memorandum of Understanding Between Klamath-Trinity Jointy Unified School District and Burnt Ranch Elementary School District**

Approved in a motion by Cyn Van Fleet; Second James King; Unanimous

### **7.4 Review/Approve Resolution #2017-10 Intent to Apply for Design Apportionment from Office of Public School Construction (OPSC)**

- Approved in a motion by Sarah Brown; Second James King; Unanimous
- 7.5 Review/Approve Board Policies**  
**BP/AR3312 Contracts**  
**BP 3470 Debt Issuance and Management**  
Approved in a motion by Cyn Van Fleet; Second James King; Unanimous
- 7.6 Review/Approve Graduation Date**  
Graduation day will be Wednesday, June 14<sup>th</sup>.  
Approved in a motion by Sarah Brown; Second James King; Unanimous
- 7.7 Review/Approve State History Day Itinerary**  
State History Day will be on May 6<sup>th</sup> and 7<sup>th</sup> in Sacramento  
Approved in a motion by James King; Second Sarah Brown; Unanimous
- 7.8 Review/Approve 8<sup>th</sup> Grade Trip Itinerary**  
The 8<sup>th</sup> grade trip will be June 5<sup>th</sup> – June 8<sup>th</sup> to San Francisco; Students will attend an A's game, Fisherman's Wharf, Alcatraz, Academy of Sciences, Golden Gate Park, China Town, then will go to Vallejo and Six Flags.  
Approved in a motion by James King; Second Cyn Van Fleet; Unanimous
- 7.9 Review/Approve 4<sup>th</sup> Grade Trip Itinerary**  
The 4<sup>th</sup> Grade trip will be May 8<sup>th</sup> and 9<sup>th</sup> to Sacramento  
Approved in a motion by Cyn Van Fleet; Second James King; Unanimous
- 7.10 Review/Approve Williams Quarterly Report**  
Approved in a motion by Cyn Van Fleet; Second James King; Unanimous
- 7.11 Discussion Regarding 2017/18 School Calendar**  
Tabled until May meeting
- 7.12 Review/Approve The Request for Allowance of After School Education and Enrichment Program Attendance Because of Emergency Conditions on March 15, 2017**  
Approved in a motion by Sarah Brown; Second James King; Unanimous
- 7.13 Request for Allowance of After School Education and Enrichment Program Attendance Because of Emergency Conditions March 27, 28, 29, 30, 31 and April 3, 4, 5, 6, 7, 2017**  
Approved in a motion by James King; Second Sarah Brown; Unanimous

## **8.0 Future Business**

- 8.2 May Board Meeting – Thursday, May 4, 2017 – 4:00pm  
8.3 Brown Act Board Training – Monday, May 15, 2017 – 4:30pm @ TCOE

## **9.0 Adourn to Closed Session**

- 9.1 Government Code 54956.9(d) \*  
Conference with and/or receive advice from legal counsel on existing or anticipated litigation

## **10.0 Reconvene to Open Session**

## **11.0 Adourn at 3:00pm**

# Burnt Ranch Elementary School District

## Board of Trustees Regular Meeting

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

Thursday, August 10<sup>th</sup>, 2017  
9:00am Regular Meeting

### AGENDA

#### 1.0 Formal Opening

- 1.1 Katherine Bauer-Helwig called the meeting to order at 9:00am
- 1.2 There were no additions or changes made to the 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 5 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** \_\_\_\_\_ James King \_\_\_\_\_ **Second** \_\_\_\_\_ Cyn Van Fleet \_\_\_\_\_ **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 - July 17<sup>th</sup>, 2017**  
Passed by Consent
- 4.2 **Warrants - July 12<sup>th</sup>, 2017 - August 2<sup>nd</sup>, 2017**  
Passed by Consent

#### 5.0 Reports

- 5.1 **Business**  
Jeff Caldwell reported that at the September 7<sup>th</sup> board meeting we will need to approve the unaudited actuals.
- 5.2 **Construction and Modernization Project Update**  
Jeff reported that we are now starting spending on construction and rehabilitation on the project. We had to pay PBK to work on the portables, which is required through DSA. Williams Scotsman adjusted some of their costs down based on what we had to pay for plumbing, gutters and electrical problems.

### **5.3 Superintendent**

Kathleen reported that we would find out tomorrow if we made the August agenda for the State Allocation Board agenda. We will then be making phone calls and possibly making a trip to Sacramento.

### **5.4 Staff**

We interviewed two candidates for the ASES and Cafeteria assistant and the board hired Lisa Asselin, who is Gloria Reynold's (the Food Service Director) daughter.

## **6.0 General Business**

### **6.1 Interview, Consider and/or Approve Provisional Appointment of Board Member**

Approved in a motion by Cyn Van Fleet; Second Sarah Brown; Unanimous

#### **6.1a Administer Oath of Office**

Katherine Bauer-Helwig administered the oath of office to Dena Magdaleno

### **6.2 Review/ Approve Purchasing Hoopa Modular**

Kathleen requested a cap amount for purchasing an additional modular building to be used as kitchen storage and additional office space. Jeff suggested that we put out an RFP and collect bids.

Approved putting an RFP out for an up to \$35000 auxiliary building(s) by Cyn Van Fleet; Second James King; Unanimous

### **6.3 Review/Approve List of Surplus Materials to Discard**

### **6.4 Discuss Architectural Plans with PBK**

## **7.0 Future Business**

The next board meeting will be Thursday, September 7<sup>th</sup> at 4:00pm

## **8.0 Adjourn**

**Burnt Ranch Elementary School District  
Board of Trustees Regular Meeting**

**Thursday, December 7<sup>th</sup>, 2017  
4:00pm Regular Meeting**

**Minutes**

**1.0 Formal Opening**

- 1.1 Called to order by James at 4:08pm.
- 1.2 Roll Call- Board Members James King, Dena Magdaleno, Cyn Van Fleet, and Katherine Bauer-Helwig via telephone also present, Kathleen Graham, Jeff Caldwell, Kevin Nolen, Robin Dummer
- 1.3 Additions or Changes to Agenda – Moving General Business order items 8.2 and 8.6 prior to 8.1

**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 5 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. – *No public in attendance*

**3.0 Correspondence**

- 3.1 Amerigas Donation – As part of their School Days Program they made a donation of \$231 that will be added to our future playground fund.

**4.0 Accept Open Session Agenda**

Motion by - Cyn      Second by - Dena      Vote - unanimous

**5.0 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.

- 5.1 Minutes – November 2, 2017
  - 5.2 Warrants - November 1, 2017 – November 29, 2017
- Motion to approve 5.1 and 5.2 by Dena      Second James      Unanimous

**6.0 Reports**

6.1 Business – *Jeff presented the expenditure report. Projecting \$113, 262 more in the budget. Money is flowing for the building project. \$400,000 has been earmarked for the kitchen. Jeff will cover more in 8.1.*

6.2 Construction and Modernization Project Update – *Kevin N. reported DSA approval on the kitchen and schedule is on track. On the 19<sup>th</sup> the second phase will be submitted to DSA.*

6.3 Superintendent – Kathleen reported the Veteran’s Day presentation by Mr. Turney and class was a success. Other activities included, 8<sup>th</sup> grade went to HSU for College/Career Day, Site Council Meeting, Parent Conferences for 1<sup>st</sup> Trimester, a no power day, Kindergarten & 5<sup>th</sup>/6<sup>th</sup> Thanksgiving Feasts, 5<sup>th</sup>/6<sup>th</sup> grade to Fortuna for Ice Skating, 5<sup>th</sup>-8<sup>th</sup> grade Boys Basketball practice begins with Coach Rob Kilgore, 1<sup>st</sup> Trimester Awards Assembly and Cheerleader/Band performance and Santa’s Workshop by the ASES program. Upcoming events include a Winter Performance, minimum day and winter break.

6.4 Staff – No staff

6.5 LCAP- Kathleen reported she is still taking input on evaluating and changing the goals, actions and outcomes of the plan. Dena inquired if finalization was still in June, which Kathleen confirmed. There was discussion about the Dash Board being problematic.

6.6 Enrollment – 85 and Attendance- 96% for the first Trimester. Jeff reported budget assumption had previously been 90 and was reduced to 88 for the first intern and that the free/reduced % was also decreased.

## **7.0 Public Hearing**

1<sup>st</sup> Interim Report - Open: 4:25 pm Close: 4:49 pm

Jeff presented the First Interim Report. Due to declining enrollment, property tax increase and a decreased Free and Reduced percentage Jeff made adjustments to the budget. As an additional requirement there will be a 2% adjustment for regular maintenance that will come from unrestricted and it may accumulate. There is an addition to Title 1 funds that will increase from \$10,000 - \$14,000, possibly for Instructional Aides. Construction cost projection is 11 million over a two-year period. Jeff illustrated a T-table diagram to explain the shifting of funds to account for the kitchen construction project. Jeff applied for an equipment grant for the cafeteria and is hoping to hear in January.

## **8.0 General Business**

8.1 Review/Approve 1<sup>st</sup> Interim Report - **Jeff will present**

8.2 Annual Organizational Meeting – Dena moved to suggest the following:

- Elect President - Cyn Van Fleet
- Elect Vice President – Sarah Brown
- Elect Clerk – James King
- Establish Board meeting date and time – Meetings scheduled for the second Thursday of each month at 4:00 pm. Motion by Cyn Second by Katherine Unanimous

8.3 Appoint and Administer Oath of Office to Board members Sarah Brown, James King, Dena Magdaleno, and Cyn Van Fleet. Sarah not present; Katherine congratulated everyone; Motion by Dena Second by Cyn Unanimous

8.4 Review/Approve Resolution 201718-04 Fixing Time, Date, and Location of Regular Meetings – Established meeting Second Thursday

8.5 Review/Approve Resolution 201718-03 Declaring Withdrawal of Membership in the Schools Excess Liability Fund JPA- Cyn verified that this was something that other Trinity County Schools were doing. Motion by Cyn 2<sup>nd</sup> by Katherine Unanimous

8.6 Review/Approve Contract for Professional Services Construction Manager Multiple Prime Agreement –Kevin Nolen/CRM Group. Motion by Dena Second by Cyn Unanimous

8.7 Accept Employee Layoff Notice – We were no longer able to offer our current custodian 7-hours a day, a layoff was offered and agreed upon. More discussion in closed session. Motion by Dena Second by James Unanimous

8.8 Discuss/Approve Reassignment of Classified Employee – *Kathleen reported that Katie has moved to Iowa and taken a full-time job there. Robin has stepped in to fill all her jobs, she should be moved from the Secretary/Admin. Assistant-Class K, Step 4 to Admin Assistant/Accounts- Class L, Step 4 effective this pay period.*

Motioned by James King Second by Dena Unanimous

8.9 Review/Approve Resolution 201718-05 Resolution to Establish Authorized Signatures for the Purpose of Approving Orders Drawn on the Funds of the School District- Remove Katie Niday as a signer and add Robin Dummer.

Motion by James Second by Dena Unanimous

8.10 Review/Approve Coast Central Credit Union Account Signers- Remove Katie Niday as a signer and add Robin Dummer. Moved by James K Second by Dena M - Unanimous

8.11 Review/Approve Laborer Position to Burnt Ranch ESD Classified Salary Schedule- Position is requested for on-call/occasional workers for the building project. No benefits and non-prevailing wages. Discussion by Cyn and Katherine to clarify salary determination.

Motion by James K Second by Dena M Unanimous

- 8.12 Review/Approve Declaring Equipment Surplus - We have a buyer (Lewiston ESD) for the Promethean Board and some interest in the office modular.  
Moved by James Second by Katherine - Unanimous  
a) Promethean Interactive Board SB 660 Purchased 2010; Promethean Projector Purchased 2016; Promethean Clickers Purchased 2010  
b) Modtech 2003 Modular Building
- 8.13 Review/Approve J 13 Waiver – Power Outage –This is for the all-day Power Outage on November 15<sup>th</sup>. Moved by Dena Second by James – Unanimous

**9.0 Future Business** – Next board meeting January 18, 2018 at 4:00 pm.

**10.0 Adjourn to Closed Session**

- 10.1 Pursuant to Government Code §54957 To Consider the Appointment or Employment of a Public Employee. - To discuss the Custodian position.

**11.0 Return to Open Session** – Open - 5:40 pm Closed 6:03 pm

**12.0** Adjourn by Cyn at 6:04 pm



# BURNT RANCH SCHOOL DISTRICT

## Governing Board of Trustees

Burnt Ranch Elementary School.....Thursday, February 2<sup>nd</sup>, 2017  
251 Burnt Ranch School Rd.....Regular Meeting - 4:00pm  
Burnt Ranch, California

### MINUTES

**ATTENDANCE:** Katherine Bauer-Helwig, Cyn Van Fleet, Doug Ritterbush, Sarah Brown, Kathleen Graham, Katie Niday

#### 1.0 Formal Opening

- 1.1 Katherine Bauer-Helwig called the meeting to order at 4:00pm.
- 1.2 Item 6.5 was added to the agenda resolution 2017-05

**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 5 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\_\_Cyn Van Fleet\_\_\_\_\_Second\_\_Cyn Van Fleet\_\_\_\_\_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 - January 9<sup>th</sup>, 2017**  
Passed by consent
- 4.2 **Warrants - January 5<sup>th</sup>, 2017 - January 26<sup>th</sup>, 2017**  
Passed by consent

#### 5.0 Correspondence

Bettina Blackwell at Trinity County Office of Education

**6.0 Reports**

**6.1 Facilities Master Plan Update**

The committee is moving ahead, there are more steps than anticipated and the school is looking for additional funding.

**6.2 Developers Fees Update**

The school has received money from developers

**6.3 LCAP**

**6.4 Superintendent**

There is a TCOE spelling bee coming up the school will attend dependent on the slide. Boy's basketball team has had to cancel all games except for the tournament due to the slide. The team is now in the North Coast Athletic League so they will have several more games. There was a violin performance at Center Arts and the students loved it. Midyear assessments start next week. The ski trip is happening February 17<sup>th</sup> and then there is a week off for President's Week. History Day will happen when the students return from break.

**6.5 Business**

Jeff came and worked all day on Friday meeting with a construction manager

**6.6 Enrollment and Attendance**

92 students and ADA is 95.12%

**6.7 Staff**

Kristen Peckham is at a science workshop at TCOE for a few days this week. Ariel is hoping to go to a STEAM workshop in Redding if possible. Everyone has been pitching in for people that aren't able to work because of the slide

**7.0 General Business**

**7.1 Review/Approve Participation in the California Health Kids Survey**

Approved in a motion by Doug Ritterbush; Second Sarah Brown; Unanimous

**7.2 Distribution of Form 700**

The Form 700s were distributed

**7.3 Review/Approve Resolution #2017-04 Support of Applications for Eligibility Determination and Funding Authorization to Sign Applications and Associated Documents**

Approved in a motion by Cyn Van Fleet; Second Doug Ritterbush; Unanimous

**7.4 Review/Approve Board Policies:**

*AR 5111.1.....District Residency*

*BP/AR 5141.21.....Administering Medication and Monitoring Health Conditions*

*BP 6154.....Homework/Makeup Work*

***BP/AR 6164.6.....Identification and Education Under Section 504***

***BB 9240.....Board Training***

***BB 9323.....Meeting Conduct***

Approved in a motion by Doug Ritterbush; Second Sarah Brown; Unanimous

**7.5 Review/Approve Resolution 2017-05 Changing Lincoln Day from the Friday or Monday of the Week of February 12th to the week of President's Day.**

Approved in a motion by Sarah Brown; Second Doug Ritterbush; Unanimous

**8.0 Future Business**

The next board meeting will be Thursday March 2<sup>nd</sup> at 4pm. There is a board training on conflict of interest on the evening of March 13<sup>th</sup> if people would like to attend.

**9.0 Katherine Bauer-Helwig adjourned the meeting at 4:50pm**



# Burnt Ranch Elementary School District

## Board of Trustees Regular Meeting

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

**Monday, July 17<sup>th</sup>, 2017**  
**1:00 pm Regular Meeting**

### MINUTES

**Attendance: Katherine Bauer-Helwig, James King, Sarah Brown, Cyn Van Fleet, Kathleen Graham, Jeff Caldwell, Ed Turney, Katie Niday**

#### **1.0 Formal Opening**

- 1.1 Call to Order at 1:03pm
- 1.2 There were no 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 5 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.

- Ed Turney the 3<sup>rd</sup> and 4<sup>th</sup> grade applicant introduced himself to the board.
- Bettina Blackwell invited the board member to an event in Weaverville on September 14<sup>th</sup>.
- Dena Magdaleno submitted a letter and resume to be considered for board appointment

#### **3.0 Accept Open Session Agenda**

**Motion**\_\_ Cyn Van Fleet\_\_ **Second**\_\_ Sarah Brown\_\_ **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 – June 1<sup>st</sup>, 2017**  
Passed by Consent
- 4.2 Minutes – June 5<sup>th</sup>, 2017**  
Passed by Consent
- 4.3 Warrants - June 1<sup>st</sup>, 2017 – July 12<sup>th</sup>, 2017**

Passed by Consent

## 5.0 Reports

### 5.1 **Business**

Jeff supplied an expenditure report to the board and he explained the review process for invoices related to construction and modernization.

### 5.2 **Construction and Modernization Project Update**

The current gym is roughly 3,000 sq/ft and the new gym will be 5,000 sq/ft, which is a state requirement. The necessary sprinkler system in the new gym and water containment for the system will be \$1,000,000±. During a meeting with DSA in Sacramento, Kathleen informed them of the unique conditions and needs for our rural school district. The decision was made to do the construction and modernization in three phases. Phase 1 is fixing the gym (mold abatement, gutting the interior and exterior etc.). Phase 2 is the classroom building and administrative building. Phase 3 will be increasing the size of the gym (pop-outs) and the fire suppression systems.

### 5.3 **Superintendent**

The year ended well, there was a lovely school potluck and performance. 8<sup>th</sup> grade trip to San Francisco worked out really well, they had a great time. Spring fun day was great. The nutrition Olympics went really well, kindergarten promotion and awards assembly. Great compliments about doing 8<sup>th</sup> grade graduation outside.

### 5.4 **Staff**

There is hope to hire a 3<sup>rd</sup>/4<sup>th</sup> grade teacher and assistant cook in August.

## 6.0 General Business

### 6.1 **Review/Approve Purchasing Hoopa Modular**

*TABLED*

Cyn Van Fleet expressed that she would only feel comfortable purchasing a modular for storage and adult use only. Cyn Van Fleet also expressed that she would like to see more than one price quote. Sarah Brown expressed that she would like to see a shed built up to code rather than a modular.

### 6.2 **Review/Approve 2017/18 CRM Contract**

Approved in a motion by Cyn Van Fleet, Second James King; Unanimous

### 6.3 **Review/ Approve 2017/18 PBK Contract**

Approved in a motion by James King; Second Sarah Brown; Unanimous

### 6.4 **Review Approve English-Language Arts curriculum:**

***Houghton Mifflin Harcourt: CA Journeys Kinder-6<sup>th</sup> Grade Premium Package 8 year***

***Houghton Mifflin Harcourt: CA Collections 7<sup>th</sup> – 8<sup>th</sup> Grades Premium Package 8 year***

Approved in a motion by Cyn Van Fleet; Second Sarah Brown; Unanimous

### 6.5 **Review/Approve LACO & Associates Geotech Exploration Services Agreement**

Approved in a motion by Cyn Van Fleet; Second James King; Unanimous

## **7.0 Future Business**

There will be a board meeting on August 10<sup>th</sup>, at 9am.

The architects will be at the August 10<sup>th</sup> meeting.

The September meeting will be September 7<sup>th</sup>, 2017 at 4pm.

## **8.0 Adjourn to Closed Session at 2:50**

8.1 Public Employment pursuant to Government Code §54957: Discuss/Hire Certificated Staff Member

8.2 Pursuant to Government Code §54957: Discuss Superintendent Contract

## **9.0 Reconvene to Open Session**

9.1 Review/Approve 2017/18 Superintendent Contract

## **10.0 Adjourn**

Item 4.1

# Burnt Ranch Elementary School District Board of Trustees Regular Meeting

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

Thursday, June 1<sup>st</sup>, 2017  
1:00 pm Regular Session

## MINUTES

**Attendance:** Katherine Bauer-Helwig, James King, Sarah Brown, Jeff Caldwell, Kathleen Graham, Katie Niday

### 1.0 Formal Opening

- 1.1 Katherine Bauer-Helwig called the meeting to order at 4:03pm
- 1.2 Item 7.11 was added to the agenda Resolution Ordering Governing Board Election

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 5 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\_\_\_James King\_\_\_\_\_Second\_Sarah Brown\_\_\_\_\_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 4<sup>th</sup>, 2017**  
Passed by Consent
- 4.2 **Warrants – April 27<sup>th</sup>, 2017 – May 31<sup>st</sup>, 2017**  
Passed by Consent

### 5.0 Correspondence

**PUBLIC HEARING ON LCAP**



Open\_\_\_\_1:08\_\_\_\_\_Close\_\_\_\_\_1:18\_\_\_\_\_

## **PUBLIC HEARING ON BUDGET**

Open\_\_\_\_1:18\_\_\_\_\_Close\_\_\_\_\_1:30\_\_\_\_\_

*The 2017-18 Excess Reserve Worksheet was discussed*

### **6.0 Reports**

#### **6.1 Business**

Jeff Caldwell explained in detail the 2017-18 Budget

#### **6.2 Construction and Modernization Project Update**

#### **6.3 Superintendent**

Nutrition Education went well. Six students attended State History day in Sacramento. Indian Education fieldtrip to Hoopa Museum and they enjoyed it very much. The Mother's Day Tea hosted by the Kindergarten Class was wonderful as always. The Kindergarteners attended the Douglas City School Annual Kindergarten Track Meet and had a great time. The school potluck and Performance will be taking place June 1<sup>st</sup>. The last day of school is June 14<sup>th</sup> and 8<sup>th</sup> grade graduation will be that evening.

#### **6.4 Enrollment and Attendance**

Enrollment 93 an ADA over 95%

#### **6.5 Staff**

### **7.0 General Business**

#### **7.1 Review/Approve 2017/18 Annual Statement of Need**

Approved in a motion by James King; Second Sarah Brown; Unanimous

#### **7.2 Review/Approve 2017/18 Declaration of Need for Fully Qualified Educators**

Approved in a motion by Sarah Brown; Second James King; Unanimous

#### **7.3 Review/Approve Resolution 2017-14 Establish School Facilities Fund 35**

Approved in a motion by Sarah Brown; Second James King; Unanimous

#### **7.4 Review/Approve Resolution 2017-15 Resolution Changing Lincoln's Birthday**

Approved in a motion by James King; Second Sarah Brown; Unanimous

#### **7.5 Review/Approve Resolution 2017-16 Interfund Borrowing**

Approved in a motion by Sarah Brown; Second James King; Unanimous

#### **7.6 Review/Approve Submittal Exchange costs for cloud-based Project Management tool requested by CRM Group**

*Contingent on the receipt of state funding* Approved in a motion James King; Second Sarah Brown; Unanimous

#### **7.6 Review/Approve 2017/18 Application for Federal Funding (ConApp)**

Approved in a motion by James King; Second Sarah Brown; Unanimous

#### **7.7 Review/Approve 2017/18 Bell Schedule**

Approved in a motion by Sarah Brown; Second James King; Unanimous

#### **7.8 Review/Approve Burnt Ranch School Safety Plan**

Approved in a motion by James King; Second Sarah Brown; Unanimous

**7.9 Accept Board Member Letter of Resignation**

The board accepted the resignation of Doug Ritterbush

**7.10 Review/Approve Board Policies:**

*BP 0460 Local Control and Accountability Plan*

*BP/AR 5141.52 Suicide Prevention*

Approved in a motion by James King; Second Sarah Brown; Unanimous

**8.0 Future Business**

8.1 Special Board Meeting Monday, June 5<sup>th</sup>, 2017

**9.0 Adjourn to Closed Session at 1:59pm**

9.1 Pursuant to Government Code §54957: Conduct Superintendent Evaluation and Discuss Contract

9.2 Public Employment pursuant to Government Code §54957: Discuss/Hire Certificated Staff Member

**10.0 Reconvene to Open Session at 3:00pm**

**10.1 Review/Approve Superintendent 2017/2018 Superintendent Contract**

Approved in a motion by Sarah Brown; Second James King; Unanimous

**11.0 Adjourn at 3:05pm**

Item 4.2

# Burnt Ranch Elementary School District Board of Trustees Regular Meeting

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

Monday June 5<sup>th</sup>, 2017  
4:00 pm Special Meeting

## AGENDA

### 1.0 Formal Opening

- 1.1 Call to Order
- 1.2 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 5 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\_\_\_James King\_\_\_Second\_\_\_Sarah Brown\_\_\_\_\_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.

### 5.0 General Business

- 5.1 **Review/Approve 2016/17 Inter-fund Transfers**  
Approved in a motion by James King; Second Sarah Brown; Unanimous
- 5.2 **Review/Approve 2017/18 LCAP**  
Approved in a motion by Sarah Brown; Second James King; Unanimous
- 5.3 **Review/Approve 2017/18 Budget**  
Approved in a motion by James King; Second Sarah Brown: Unanimous

### 6.0 Future Business

### 7.0 Adjourn

# Burnt Ranch Elementary School District

## Board of Trustees Regular Meeting

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

**Thursday, March 2<sup>nd</sup>, 2017**  
**4:00 pm Regular Session** immediately followed by  
**Closed Session**

### MINUTES

**Attendance: Katherine Bauer-Helwig, Cyn Van Fleet, Doug Ritterbush, Sarah Brown, Kathleen Graham, Jeff Caldwell, Katie Niday**

#### **1.0 Formal Opening**

- 1.1 Katherine Bauer-Helwig called the meeting to order at 4:00pm
- 1.2 There were no additions or changes to the meeting

**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 5 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\_\_\_\_Cyn Van Fleet\_\_\_\_Second\_Doug Ritterbush\_\_\_\_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 – February 2<sup>nd</sup>, 2017**  
Passed by Consent
- 4.2 Warrants – January 27<sup>th</sup>, 2017 – February 22<sup>nd</sup>, 2017**  
Passed by Consent

## 5.0 Correspondence

## 6.0 Reports

### 6.1 Business

Jeff will wait u

### 6.2 Facilities Master Plan Update

We are still working on the Facilities Master Plan and will be working with a construction management plan, which will be discussed later in the meeting..

### 6.3 Superintendent

Nutrition education was great. Midyear assessment was given, intervention program is being tweaked and things are going well with excellent growth. There was no power on February 7<sup>th</sup> and 8<sup>th</sup>. Spelling bee in Weaverville was fine and the kids had fun. The boys basketball team has played a lot of games on the coast. History Day was successful and Tim Nordstrom from TCOE came and was very informative. The ski trip is tomorrow. There will be 11 students going to Trinity County History Day next week. The whole school will be attending a jazz contest on March 31<sup>st</sup>.

### 6.4 Enrollment and Attendance

Enrollment is currently 92 and Attendance is 95%.

### 6.5 Staff

## 7.0 General Business

### 7.1 **Review/Approve Second Interim Budget Report**

Approved in a motion by Cyn Van Fleet; Second Sarah Brown; Unanimous

### 7.2 **Discussion and input regarding 2017-18 LCAP format, development and goals**

The 2017/20 will look very different than the older LCAP but it will hopefully function more efficiently

### 7.3 **Collection of Form 700**

### 7.4 **Discuss/Approve authorizing a Developer Fee Study**

We need to have a developer fee study in order to raise our developer fees to increase revenue.

Sarah Brown motioned to approve a developer fee study and directed the superintendent to select the best bid. Second by Doug Ritterbush; Unanimous

### 7.5 **Review/Approve The Request for Allowance of Attendance Because of Emergency Conditions on February 7<sup>th</sup> and 8<sup>th</sup>.**

Approved in a motion by Cyn Van Fleet; Second Doug Ritterbush; Unanimous

### 7.6 Complete Delegate Assembly Ballot for Subregion 2-A

The board approved the

## 8.0 Future Business

- 8.1 Brown Act Board Training – Monday, March 13, 2017 @ TCOE
- 8.2 April Board Meeting- Thursday, April 6, 2017 - 4:00pm

**9.0 Adjourn to Closed Session**

- 1. Government Code 54956.9(d) \*  
Conference with and/or receive advice from legal counsel on existing or anticipated litigation

\* Standard Closed Session Item

**10.0 Reconvene to Open Session**

**11.0 Adjourn**



**CALL AND NOTICE OF SPECIAL MEETING OF THE BOARD OF TRUSTEES,  
BURNT RANCH SCHOOL DISTRICT**

**EMERGENCY BOARD MEETING  
MINUTES**

DATE: Friday, March 24<sup>th</sup>, 2017

TIME: 3:30pm

LOCATION: Burnt Ranch USFS Station  
Burnt Ranch School Road  
Burnt Ranch, California

**Attendance: Katherine Bauer-Helwig, Cyn Van Fleet, Sarah Brown, Doug Ritterbush, Kathleen Graham, Tamera West, Ariel Steenblock-Smith, Kristi Kilgore, Mike Harding**

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirements for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meeting during an emergency meeting.

(Government Code 54956.5)

**Katherine Bauer-Helwig called the meeting to order at 3:36pm**

**1.0 Action Items**

**1.1 Declare an Emergency at Burnt Ranch Elementary School - Mold Remediation**

**1.1a Review/Approve Resolution 2017-07 For Emergency Work Pursuant to Public Contract Code 20113**

Approved in a motion by Cyn Van Fleet; Second Doug Ritterbush; Unanimous

**1.2 Approval and Ratification of Lease Agreement with Williams Scotsman, Inc.**

Approved in a motion by Doug Ritterbush; Second Cyn Van Fleet; Unanimous

**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 5 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 Adjourn at 4:25pm**



# **CALL AND NOTICE OF SPECIAL MEETING OF THE BOARD OF TRUSTEES, BURNT RANCH SCHOOL DISTRICT**

## **EMERGENCY BOARD MEETING MINUTES**

**At the direction of the President of the Board of Trustees of Burnt Ranch School District, an emergency meeting of the Board is hereby called:**

**DATE: Thursday, Marcy 30<sup>th</sup>, 2017**

**TIME: 1:00pm**

**LOCATION: Indian Association Hall  
Veteran's Hall Road  
Burnt Ranch, California**

**Attendance: Katherine Bauer-Helwig, Cyn Van Fleet; Doug Ritterbush; Kathleen Graham**

**1.0 Katherine Bauer-Helwig Called the meeting to order at 1:00pm**

**2.0 Action Items**

**2.1 Review/Approve Resolution 2017-08 Resolution Authorizing Use of Hardship Funds**

Approved in a motion by Cyn Van Fleet; Second Doug Ritterbush; Unanimous

**3.0 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 5 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.

**4.0 Adjourn at 1:00pm**

# Burnt Ranch Elementary School District

## Board of Trustees Regular Meeting

Burnt Ranch Elementary School  
251 Burnt Ranch School Road  
Burnt Ranch, California 95527

Thursday, November 2<sup>nd</sup>, 2017  
4:00pm Regular Meeting

### MINUTES

**Attendance:** James King, Cyn Van Fleet, Dena Magdaleno, Sarah Brown, Kathleen Graham, Jeff Caldwell, Sarah Supahan, Amy Curry, Kevin Nolen

#### 1.0 Formal Opening

- 1.1 James King called the meeting to order at 4:03pm
- 1.2 Item 7.3 Review/Approve fixing the date, time, and location of the Annual Organizational Meeting was added

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 5 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 Correspondence

- 3.1 State of California

#### 4.0 Accept Open Session Agenda

Motion\_\_ Cyn Van Fleet\_\_\_\_\_ Second\_\_ Sarah Brown\_\_\_\_\_ Vote\_\_ Unanimous\_\_\_\_\_

5.0 **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.

#### 5.1 Minutes – October 5<sup>th</sup>, 2017

Passed by Consent

#### 5.2 Warrants - September 28<sup>th</sup>, 2017 – November 27<sup>th</sup>, 2017

Passed by Consent

#### 6.0 Reports

##### 6.1 County-Wide Education Data Report by TCOE

Sarah Supahan and Amy Curry presented the Trinity County Education Data Report.

##### 6.2 Business

Jeff reported the auditors will be coming soon and the next board meeting we will approve the 1<sup>st</sup> Interim Budget

##### 6.3 Construction and Modernization Project Update

Jeff presented the updated monthly expenditure report. Kevin presented a schedule based on our current building plans.

**6.4 Superintendent**

Kathleen reported that it was awesome that we were able to pull off a volleyball season this year. We will most likely not be doing a girl's basketball team this year due to lack of student interest, but there will be a boy's basketball team and Rob Kilgore will be the coach. Kristi Kilgore did a Google tech night that was very successful and provided essential information about technology. The Harvest Festival was greatly attended; there was a staff development day on November 1<sup>st</sup> and Tamera West presented.

**6.5 Staff**

No report

**6.6 CA Dashboard Local Indicator Report – Parent Student Surveys**

Kathleen presented a PowerPoint slideshow that outlined the results of our Parent Student Surveys

**6.7 LCAP**

Kathleen has been working on the dashboard and continuing to look at our LCAP Goals.

**6.8 Enrollment and Attendance**

Enrollment is down (86), attendance is up.

**7.0 General Business****7.1 Review/Approve Board Policies:**

-All polices reviewed and approved.

**Motion Cyn Van Fleet Second Dena Magdaleno Vote Unanimous**

*BP 040 – Comprehensive Plans*

*BP 0500 – Accountability*

*BP/AR 1113 – District and School Web Sites*

*BP 3280 – Sale or Lease of District-Owned Real Property*

*BP 3513.4 – Drug and Alcohol Free Schools*

*BP 4140/4240/4340 – Bargaining Units*

*AR 5124.2 – Withholding Grades, Diploma or Transcripts*

*AR 6112 – School Day*

*BP 6153 – School-Sponsored Trips*

*BP 6170.1 – Transitional Kindergarten*

**7.2 Review/Approve Deleting Board Policies:**

- Approve and Delete Policy

**Motion Cyn Van Fleet Second Dena Magdaleno Vote Unanimous**

*BP/AR 0520.2 – Title I Program Improvement Schools*

**7.3 Review/Approve fixing the date, time, and location of the Annual Organizational Meeting**

*-December 7, 2017, 4:00 Burnt Ranch School*

**Motion Sarah Brown Second Cyn Van Fleet Vote Unanimous**

**8.0 Future Business**

Next Board Meeting December 7, 2017, 4:00pm, Burnt Ranch School

**9.0 Adjourn**

**James King adjourned meeting at 5:25pm**

5.1

# Burnt Ranch Elementary School District Board of Trustees Regular Meeting

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

Thursday, October 5<sup>th</sup>, 2017  
4:00pm Regular Meeting

## AGENDA

**Attendance:** Katherine Bauer-Helwig, James King, Dena Magdaleno, Sarah Brown, Kathleen Graham, Jeff Caldwell  
**Absent:** Cyn Van Fleet

### 1.0 Formal Opening

- 1.1 Katherine Bauer-Helwig called the meeting to order at 4:05
- 1.2 Roll Call
- 1.3 There were no 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 5 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**\_\_\_Dena Magdaleno\_\_\_**Second**\_Sarah Brown\_\_\_**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 – September 7<sup>th</sup>, 2017**

Passed by Consent – with the addition of “No reportable action from closed session” to Item 10.0

#### 4.2 **Warrants - August 31<sup>st</sup>, 2017 – September 27<sup>th</sup>, 2017**

Passed by Consent

### 5.0 Reports

#### 5.1 **Business**

Jeff reported that he did not have anything to add, everything is going well. The projection for enrollment was very close (off by one student). He will start working on the First Interim in the coming months.

## **5.2 Construction and Modernization Project Update**

Jeff presented the Financial Hardship Expenditure Report in detail; he noted that we have paid CRM Group for the first time since they began working with us in January. We have started including bottle water charges into all of the classrooms. Kathleen reported that our timeline keeps getting messed up. She discussed the timeframe in three parts: making the gym useable, expanding the gym, and building our new classroom. Option Number One is they're starting next week to abate the gym and the kitchen, they will continue to abate until it tests clean, we then move to room seven and remove all the old cabinetry and abate it and then have them put it back temporarily or do a final put back. Kevin Nolan anticipates getting the gym useable by Thanksgiving. All of this is contingent on someone bidding on this work. Kathleen thinks we should get the gym and kitchen (as a staging area) useable first, then getting room 7 up so we can have art and music in it.

## **5.3 Superintendent**

Kathleen reported that girls volleyball is going well, there was an excellent back to school night that made money for the victims of the Helena Fire and the Burnt Ranch PTO. There was a roll over demonstration done by the ADA, there is a trip to the pumpkin patch on Thursday.

## **5.4 Staff**

## **5.5 North State Together**

## **5.6 LCAP**

LCAP is moving along

## **5.7 Enrollment and Attendance**

Enrollment is 89 and our attendance is 97%

## **6.0 General Business**

### **6.1 Approval of the Bid for the Abatement of the Gym, Kitchen, and Classroom #7 (Interior Only) Bid Package 09.20.2017**

Approved in a motion by James King; Second Dena Magdaleno; Unanimous

### **6.2 Review Approve Williams Quarterly Report**

Approved in a motion by James King; Second Dena Magdaleno; Unanimous

### **6.3 Discuss CA Healthy Kids Survey for Trinity County**

The board discussed

### **6.4 Review/Approve Repayment of Interfund Loan from Fund 35 School Facilities to Fund 40 Special Reserve Capital**

Approved in a motion by Sarah Brown; Second James King; Unanimous

### **6.5 Review 2016-2017 CAASPP Scores**

The board discussed that our math scores have increased significantly and we are hopeful that we continue to see them increase with our new internet connectivity

### **6.6 Discuss Fund 25 Developer Fees Expenditure Report**

The board discussed the Fund 25 Developer Fees Expenditure Report

### **6.7 Discuss Prop. 30 Education Protection Account Expenditure Report**

The board discussed the Prop 30 Education Protection Account Expenditure Report

- 6.8 Review/ Approve Tobacco Use and Prevention Education (TUPE) Memorandum of Understanding (MOU)**  
Approved in a motion by James King; Second Dena Magdaleno; Unanimous
- 6.9 Review/Approve Board Policies:**  
*AR 4112.2, 4212.4, 4312.4 – Health Examinations*  
*BP/AR 5113 – Absences and Excuses*  
*BP/AR 5148.2-Before/After School*  
Approved in a motion by James King; Second Sarah Brown; Unanimous

**7.0 Future Business**

**The next meeting will be on November 2<sup>nd</sup>, 2017 at 4pm.**

**8.0 Adjourn to Closed Session 6:04pm**

- 9.1 Pursuant to Government Code §54957 To Consider the Appointment or employment of a Public Employee.

**9.0 Return to Open Session 6:38pm**

The Board reported that there was no action taken

**10.0 Adjourn at 6:40pm**

# Burnt Ranch Elementary School District Board of Trustees Regular Meeting

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

Thursday, September 7<sup>th</sup>, 2017  
1:00pm Regular Meeting

## MINUTES

**ATTENDANCE:** Katherine Bauer-Helwig, James King, Dena Magdaleno, Sarah Brown, Jeff Caldwell, Kathleen Graham, Katie Niday

**1.0 Formal Opening**

- 1.1 Katherine Bauer-Helwig called the meeting to order at 1:00pm
- 1.2 Item 7.6: J-13 or Smoke Day was added to the 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 5 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\_\_James King\_\_\_\_\_Second\_\_Sarah Brown\_\_\_\_\_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 – August 10<sup>th</sup>, 2017**  
Passed by Consent
- 4.2 **Warrants - August 3<sup>rd</sup>, 2017 – August 30<sup>th</sup>, 2017**  
Passed by Consent

**5.0 Reports**

- 5.1 **Business**  
Jeff reported that the unaudited actuals are ready for review later in the meeting.
- 5.2 **Construction and Modernization Project Update**  
Kathleen reported that she and Jeff went to Sacramento on August 23<sup>rd</sup>, and had the meeting in which our funding was approved. Mike McGuire’s office was incredibly

helpful throughout the entire process. We were approved for the design money to start the process with 1.5 million

**5.3 Superintendent**

Kathleen reported that they went to a trauma workshop on the 16<sup>th</sup>, it was so good. Staff day then teacher day then Sacramento. Volleyball practice has started, the day of the fire was very difficult, several staff members were stuck in Weaverville. Back to school night is September 7<sup>th</sup> and there will be a pizza dinner.

**5.4 Staff**

**5.5 LCAP**

Modification have been made to the LCAP and were submitted to Trinity County Office of Education in June.

**6.0 Public Hearing**

**Sufficiency of Instructional Materials**

Open: 1:55pm Close: 2:00pm

**7.0 General Business**

**7.1 Review/Approve 2016-17 Unaudited Actuals**

Approved in a motion by James King; Second Dena Magdaleno: Unanimous

**7.2 Review/ Approve Resolution 2018-01 Gann Limit**

Approved in a motion by Sarah Brown; Second James King; Unanimous

**7.3 Review 2016-2017 CAASPP Scores**

TABLED

**7.4 Review/Approve Resolution 2018-02 Sufficiency of Instructional Materials**

Approved in a motion by James King; Second Sarah Brown; Unanimous

**7.5 Review/Approve Board Policies:**

*BP 1340 – Access to District Records*

*BP/AR 3551 – Food Service Operations/Cafeteria Plan*

*AR 4112.2 – Certification*

*BP/E 6161.1 – Selection and Evaluation of Instructional Materials*

*BP/AR 6174 – Before/After School Programs*

Approved in a motion by James King; Second Dena Magdaleno: Unanimous

**7.6 Review/Approve J-13 for Smoke Day**

Approved in a motion by Dena Magdaleno: Second James King; Unanimous

**8.0 Future Business**

The next board meeting will be October 5<sup>th</sup>, 2017 at 4pm

**9.0 Adjourn to Closed Session**

9.1 Pursuant to Government Code §54957 To Consider the Appointment or employment of a Public Employee.

**10.0 Return to Open Session**

**11.0 Adjourn**