

# Burnt Ranch Elementary School District

## Board of Trustees Regular Meeting

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

*\*Meeting will be available remotely via ZOOM. Please call (530) 629-2543 before 4:00pm on 11/08/22 for information regarding remote access.*

**Tuesday, November 8, 2022**  
**5:00pm Regular Meeting**

### 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 – October 11, 2022
- 4.2 Warrants – October 12, 2022 to November 2, 2022

#### 5.0 Correspondence

## **6.0 Reports**

- 6.1 Building Projects
- 6.2 Superintendent
- 6.3 Business
- 6.4 Principal
- 6.5 Enrollment and attendance
- 6.6 Staff

## **7.0 General Business**

- 7.1 Interview and/or Consider Board Vacancy Candidates
- 7.2 Select Board Member by Majority Vote
- 7.3 Approve Appointment of Board Candidates
- 7.4 Review/Approve Williams Quarterly

## **8.0 Future Business**

Next board meeting:

Set date, time and location for Annual Organizational Meeting

Regular Board Meeting-Tuesday, December 13, 2022 at 5:00pm

Annual Organizational Meeting – Wednesday, December 14, 2022 5:00pm

Confirm date, time and location

## **9.0 Adjourn**

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

*This meeting is being held in person, teleconference, and Zoom and meets the requirements of the Brown Act as allowed by the California Governor's Executive Order AB 361 Teleconference protocols will be provided at the opening of the meeting including how to address the Board with public comments. To join this meeting using a technology device, please contact (530)629-2543 before 3:30 on October 11, for a ZOOM Link.*

**Tuesday, October 11, 2022**  
**4:00pm Regular Meeting**

**Minutes**

**1.0 Formal Opening**

- 1.1 Call to Order –*Josh McKnight called the meeting to order at 4:01pm.*
- 1.2 Roll Call – *Board members present were Josh McKnight, Sarah Brown, James King, Cyn Van Fleet and Michael Harding. Also present were Superintendent Amanda Platt, Principal Krysty Holland-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.

**3.0 Accept Open Session Agenda**

Motion by Cyn Van Fleet Second by Michael Harding Vote 5-0

**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.

- 3.1 Minutes – September 13, 2022
- 3.2 Warrants - September 14, 2022 to October 5, 2022

*Approved by Consent*

**5.0 Correspondence**

*No Correspondence*

## 6.0 Reports

### 6.1 Superintendent

- Staff changes and hires: The Food Service Manager resigned and was sent off with appreciation for her service, the position was advertised, and interviews are set for 10/7/22. Monique Ambrosini was hired as ASES staff.
- Speech and Language Services: TCOE support services are provided one day per week through a Speech and Language Assistant (SLPA /in-training), Jill Bridle will resume her Special Education Aide position on a hourly basis, focusing on supplemental speech practice in consultation with the SLPA.
- Mental Health Technician/Wellness Liaison – TCOE has hired Tony Walendy to work on our campus. We will be collaborating on exact duties for this position to support all aspects of wellness for our students.
- Teacher Evaluation Process: I have been meeting with Certificated staff regarding school and individual goals as well as planning for formal observations. This process is collaborative in nature and an opportunity for coaching and employing a continuous improvement cycle.
- Nurse Services: Outstanding support from the TCOE nurse, Melissa Avila.
- Science of Reading: Please see the article included and a trailer for an upcoming documentary.
- PAC Meeting: November 16, time yet to be determined.

### 6.2 Principal

- 8/30-9/13 District Assessments--Shelly helped us get these completed on time.
- Sept/Oct Volleyball Season--we have one team of 6-8th graders; coached by Casey
- 9/13 Sheriff Deputy Halsley visited our campus; met with Amanda
- 9/23 Native American Day--3rd/4th-grade class field trip to Hayfork
- 9/28 County Nurse Melissa Avila led a seizure training for the staff
- 9/30 7th/8th Class Field Trip to the Ropes Course in Weaverville--a wonderful bonding experience for the class.
- 10/4 Back-to-School Night and 8th-grade dinner--very well attended! A survey was created and sent to staff to elicit feedback to improve next year's event.
- 10/7 Lead Food Service Interviews were held 10/7; I will report more at Tuesday's meeting.
- 10/10-10/14--Mid-Trimester Progress Reports will go home this week
- 10/24-10/29--Red Ribbon Week hosted by Club Live with fun Dress up days
- 10/28--Harvest Festival: Trunk-or-Treat, games, 8th-grade dinner fundraiser, cake walk, fortune teller, book give-away, and possibly live music, PTO-sponsored event
- 10/31 Minimum Day--Halloween; no costumes
- 11/7 HSU Versa-style Dance Show--1st-8th Grade Field Trip
- 11/9-End of the first trimester
- 11/10-County-Wide Professional Development Day--No School for students
- 11/11--No School; Veteran's Day
- 11/16-11/19--Min Days for Parent-Teacher Conferences
- 11/17--Kilgore Class Family Feast
- 11/21-11/25--Thanksgiving Break

6.3 Business – Robin reported that the CARES reports are submitted. Audit week will be the last week in October. The building audit documents are in the portal. The cafeteria was just approved for Provision 2. It's also the time we submit CalPads and CBEDS data.

6.4 Enrollment and attendance – 92 students with 94.8% attendance

6.5 Building Projects – Kathleen Graham sent the following report:

**Facility Projects Report – 10.6.2022**

**Shade structure-** The structure is being fabricated at the plant in Michigan. The contractor will keep us updated about the timing for installation. We have a DSA inspector from Humboldt County lined up to do the onsite inspections during installation.

**Solar-** Sunbolt Solar's plans are at DSA and they are in the "queue" with a scheduled review start date of October 16<sup>th</sup>. We will know more about timing (when DSA will be done and when Sunbolt Solar can start) after that date. We will use the same Humboldt County onsite DSA inspector during installation. RCEA continues to be very helpful.

**Building Project audit-** The requested list of documents from the auditors has been submitted to them and we are awaiting their next requests and/or steps.

6.6 Staff –No staff report

**7.0 General Business**

7.1 Review/Approve Board Policy/ Administrative Regulation 6158 – Independent Study – Michael Harding motioned to approve Board Policy/ Administrative Regulation 6158 – Independent Study; James King seconded the motion. Vote 5-0

7.2 Discussion – ESSER Funds  
An ESSER 3 Expenditure plan was developed and approved last year, is it still relevant? Please see email with this plan.  
There is a deadline of 9/30/2024 to spend approximately \$400,000  
This is a preliminary discussion, that will continue based on feedback from educational partners, including staff, administration and parents.

**8.0 Future Business**

Next board meeting:  
Regular Board Meeting – Tuesday, November 8, 2022, 5:00pm

**9.0 Adjourn – Josh McKnight adjourned the meeting at 5:08pm.**

Checks Dated 10/06/2022 through 11/02/2022

Board Meeting Date Tuesday, November 8, 2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5237331	10/12/2022	Burnt Ranch PTO	01-4300		1,085.00
5237332	10/12/2022	California Safety Company	01-5800		120.60
5237333	10/12/2022	Weaverville Auto Parts	01-4300		382.21
5237334	10/12/2022	Pacific Gas & Electric	01-5510		3,388.79
5237335	10/12/2022	Scholastic Inc.	01-4300		87.18
5237336	10/12/2022	School & College Legal Ser	01-5800		110.00
5237337	10/12/2022	Tom's Trash	01-5550		425.62
5237338	10/12/2022	Valley Pacific Petroleum Servi ces, Inc	01-4300		1,856.75
5237339	10/12/2022	Willow Creek Farms	13-4700		50.00
5237497	10/19/2022	Dummer, Robin J	01-4300		309.39
5237499	10/19/2022	Cisco, Inc	01-4300	2,897.90	
			Unpaid Tax	195.90-	2,702.00
5237500	10/19/2022	Coast Central Credit Union	01-4300		537.41
5237501	10/19/2022	Frontier	01-5920		384.55
5237502	10/19/2022	Literacy Resources, LLC	01-4100	255.30	
			Unpaid Tax	17.26-	238.04
5237503	10/19/2022	Houghton Mifflin Company	01-4100		742.50
5237504	10/19/2022	Producers Dairy	13-4700		942.51
5237505	10/19/2022	Shasta Tr Schools Ins Dental	01-9580		961.32
5237506	10/19/2022	Shasta Tr Schools Ins Medical	01-9580		80.00
5237507	10/19/2022	Shasta Tr Schools Ins Medical	01-9580		8,993.00
5237508	10/19/2022	Shasta Tr Schools Ins Vision	01-9580		237.60
5237616	10/26/2022	Kilgore, Kristi F	01-4300	48.96	
			13-4700	11.86	60.82
5237617	10/26/2022	McCurdy, Julie	01-4300		33.91
5237618	10/26/2022	Ambrosini, Monique A	13-4700		586.36
5237619	10/26/2022	California Dept of Education	01-8660	417.94	
			13-8660	40.58	458.52
5237620	10/26/2022	California Dept of Education	13-4700		52.65
5237621	10/26/2022	Lozano Smith, LLP	01-5850		270.00
5237622	10/26/2022	Producers Dairy	13-4700		163.37
5237623	10/26/2022	Ray Morgan Company	01-5800		535.48
5237624	10/26/2022	Trinity Journal	01-5810		95.92
5237625	10/26/2022	Whitson Inc.	01-5800		864.01
5237626	10/26/2022	Willow Creek Farms	13-4700		187.00
5237792	11/02/2022	Kilgore, Kristi F	01-4300		43.90
5237793	11/02/2022	Wilde, Elizabeth J	01-4300		138.00
5237794	11/02/2022	All Sports Uniforms	01-4300		194.10
5237795	11/02/2022	Bill Anderson	01-5560		745.00
5237796	11/02/2022	Franz Bakery	13-4700		147.67
5237797	11/02/2022	Houghton Mifflin Company	01-4100		32.67
5237798	11/02/2022	JW PEPPER & Son, Inc	01-4300		241.36
5237799	11/02/2022	Lexia Learning Systems LLC	01-5800		1,150.00
5237800	11/02/2022	North Coast Laboratories Inc	01-5800		100.00
5237801	11/02/2022	Positive Promotions	01-4300		222.90
5237802	11/02/2022	SYNCB/AMAZON	01-4300	1,096.63	

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.

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**Checks Dated 10/06/2022 through 11/02/2022** **Board Meeting Date Tuesday, November 8, 2022**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5237802	11/02/2022	SYNCB/AMAZON	13-4300	93.72	1,190.35
5237803	11/02/2022	Willow Creek Ace Hardware	01-4300		184.34
5237804	11/02/2022	Willow Creek Parts Inc.	01-4300		174.39
<b>Total Number of Checks</b>			<b>44</b>		<b>31,507.19</b>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	37	29,444.63
13	Cafeteria Special Reserve	10	2,275.72
Total Number of Checks		<b>44</b>	31,720.35
Less Unpaid Tax Liability			213.16-
<b>Net (Check Amount)</b>			<b>31,507.19</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.

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### Quarterly Report on Williams Uniform Complaints [Education Code § 35186] 2022-2023

District: Burnt Ranch Elementary School District

Person completing this form: Robin Dummer Title: Business Manager

Quarterly Report Submission Date:  August 2022  
(Check one)  November 2022  
 February 2023  
 May 2023

Date for information to be reported publicly at governing board meeting: November 8, 2022

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>		

Amanda Platt

\_\_\_\_\_  
Print Name of District Superintendent

\_\_\_\_\_  
Signature of District Superintendent

\_\_\_\_\_  
Date