

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 12/13/22 for information regarding remote access.*

Tuesday, December 13, 2022
5:00pm Regular Meeting

AGENDA

1.0 Formal Opening

- 1.1 Call to Order
- 1.2 Roll Call
- 1.3 Oath of Office
- 1.4 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 – November 8, 2022
- 4.2 Warrants – November 3, 2022 to December 7, 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 Annual Organizational Meeting
 - Elect President
 - Elect Vice President
 - Elect Clerk
 - Establish Board Meeting date and time
- 7.2 Review/Approve Resolution 2022/23-05 Fixing Time, Date, and Location of Regular Meetings
- 7.3 Approval and Certification 2022-23 First Interim Financial Report
- 7.4 Review/Accept Annual Certification Regarding Workers' Compensation with Shasta-Trinity Schools Insurance Group

8.0 Future Business

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**

**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 – *Josh McKnight called the meeting to order at 5:04pm.*
- 1.2 Roll Call – *Board members present were Josh McKnight, Cyn Van Fleet, James King, Sarah Brown, and Michael Harding. Others present were Superintendent Amanda Platt, Principal Krysty Holland-Kilgore, Casey Geyer 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.

No public

3.0 Accept Open Session Agenda

Motion by Sarah Brown Second by Michael Harding Vote 5-0 Motion carries

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

Approved by consent

5.0 Correspondence

No correspondence

6.0 Reports

6.1 Building Projects

*Kathleen Graham submitted the following:
Facility Projects Report – 11.8.2022*

Shade structure- No new updates: The structure is still being fabricated at the plant in Michigan. The contractor will keep us updated about the timing for installation. Solar- Sunbolt Solar's plans are in the review stage at DSA, but they (DSA) have not given them (SS) a date of when they will be done with the review. Once Sunbolt Solar gets more information they will work on an updated schedule. Building Project audit- Robin and I are working with the auditors on their continued requests for more information. We all hope to be done soon!

6.2 Superintendent

*Certificated Evaluations – This process has begun. My procedure is to meet with each teacher individually to discuss style, goals, and areas for improvement. The next step is to conduct two formal observations, combined with pre-and post-meetings. The result is a narrative summary and a met/not met/ needs improvement ranking for each standard for the teaching profession. Rarely a case may arise when an improvement plan is implemented.

*Compassionate Systems Framework- I attended a weeklong training in Eureka. There were 100 educational leaders in the room and 40 virtual attendees from around the world. I am inspired by this work and will be implementing tools and techniques immediately. There are more sessions, and I encourage board members and interested staff to participate. I would like to continue with this leadership program.

*Intervention Teacher /TK & K Teacher/ Relief Teacher for Principal– This position was created last winter/spring. Many things have changed since that time and an update is necessary. Increased student enrollment in both the TK/K and ½ classes, release time for the Principal and ELOP implications have impacted the original plan. This position will no longer have intervention as part of their duties, the administrative team will work together on a plan for intervention and will update the board next month.

*Parent/Educational Partner Input on Covid Relief Funds – See attached PDF. There were 34 responses, all staff were sent the survey, as well as all parents, and board members. The overwhelming majority would like funds spent for support hiring and retaining qualified and effective educators. I recommend a discussion on what that means to the board.

* PAC meeting – The first meeting of the year is scheduled for November 16th.

* Family Engagement Events – Dell'Arte Winter Performance will be December 7th at 5:30pm, an invitation will go out to families and advertisements for the community will be posted, there will be hot cocoa and treats available -possibly for purchase. TCOE will support a STEAM (math and science) Night on November 30th at 5pm, we will provide a light dinner.

*Professional Development Days – November 10th is a certificated PD Day (classified optional), originally the plan was to attend a county led day in Hayfork, but this has devolved, BR staff will participate in a locally designed day. There are several other dates staff has identified for in-house PD. I am working on creating a menu and options based on input. The emphasis will be on educator wellbeing, social emotional learning, and interventions.

6.3 Business

In preparation for the First Interim, I attended a Business Manager's meeting at TCOE. There is a lot of turn over at TCOE as well as throughout the county especially in the business department. There will be lots of new information will be available at First Interim. The CHP inspection went better than expected, there were only a few glitches. Also, completed this month were the CBEDS report, ASES Quarterly report, and the J-90 Salary and Benefits. This week was "Audit" week. The audit seems like it is back to 'pre-covid' status being very thorough. Additionally, this year we were audited on the immunizations of five of our students. I believe all five of those students five met the requirements. Kudos to Angela and Megan from TCOE helping to maintain those records. Casey also needs recognition for being the most consistent at completing the proper paper for expenditures. This makes the audit run much smoother. Auditors also requested plans to compare those to expenditures. Seems like a reasonable use of the plans. Next month will be filled with regular business task such as payroll, accounts payable and First Interim preparation.

6.4 Principal

- 10/12--Tk/K-2 Pumpkin Patch field trip
- 10/14--BRS took FIRST PLACE in the Weaverville Volleyball Tournament! Great Job Coach Geyer
- 10/24-10/28--Red Ribbon Week hosted by Club Live with fun Dress up days
- 10/25--New Website went live; Kristi is still learning the new interface and is the process of updating

- 10/26--Animal Club field trip in ASES; Lacy Duncan took the 1-2 class to Summer Brown's farm up Friday Ridge; Lacy did an amazing job.
- 10/28--Harvest Festival: PTO did a tremendous job--was a lot of fun
 - 8th graders made over \$600 on their dinner; 4th grade raised over \$400 on the Cake Walk
 - Trunk-or-Treat was so amazing--some cool cars :)10/29--Ms. Holland's class fall auction
- 10/30--Girls Basketball started; Coach Walendy; first game is 11/9 in Hayfork
- 10/31--Minimum Day for Halloween--Ms. Holland's class auction
- 11/2-3--Step Up to Writing professional development; 12 instructional staff members attended this training held in the evening from 4-7; They received a stipend for attending the workshop coordinated by Tim Nordstrom from TCOE. Krysty hosted the event from BRS and prepared the dinner for the staff in attendance.
- 11/8--Picture Day--Casey Geyer used our new camera to take pictures!

Upcoming:

- 11/9--End of the first trimester!
- 11/10--PD day at Burnt Ranch; no school for kids
- 11/11--No School; Veterans Day
- 11/5-11/18--Min Days for Parent-Teacher Conferences
- 11/16--Ms. Holland's Family Feast 11:30-12:30
- 11/21-25-- Thanksgiving Break
- 11/21--Elop Day and Potential PD--Amanda is leading this
- 12/8--Holiday Bizarre--8th-grade Fundraiser; so far they have 14 or so vendors signed up to sell their handmade goods; Indian Tacos sold for lunch; come down and get some holiday shopping done!
- 12/20--Winter Musical Presentation--6:00pm-7:00pm
- 12/21--Ms. Holland's Winter Auction
- 12/21 - Minimum day; 2:00 bus only
- 12/21-26--Winter Break

6.5 Enrollment and attendance – 93 students with 94% attendance

6.6 Staff –No staff report

7.0 General Business

- 7.1 Interview and/or Consider Board Vacancy Candidates – Sarah Brown submitted a letter of interest in the open board position.
- 7.2 Select Board Member by Majority Vote – Sarah answered a few questions. Cyn Van Fleet motioned to select Sarah Brown as a board member; James King seconded the motion. Vote 4-0; motion carries.
- 7.3 Approve Appointment of Board Candidates - James King motioned to appoint Sarah Brown as a board member; Michael Harding seconded the motion. Vote 4-0; motion carries.
- 7.4 Review Williams Quarterly - reviewed

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

Organizational and Regular board meeting set for Tuesday, December 13, 2022 at 5:00pm.

9.0 Adjourn – Josh McKnight adjourned the meeting at 6:19pm.

Checks Dated 11/09/2022 through 12/07/2022			Board Meeting Date December 13, 2022		
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5237942	11/09/2022	Dummer, Robin J	01-4300		160.68
5237943	11/09/2022	Kilgore, Kristi F	13-4700		353.73
5237944	11/09/2022	California Safety Company	01-5800		40.00
5237945	11/09/2022	Coast Central Credit Union	01-4300		33.48
5237946	11/09/2022	Harper Motors	01-5800		1,101.11
5237947	11/09/2022	Sunboldt Solar	01-6200		2,137.50
5237948	11/09/2022	Whitson Inc.	01-6200		25,540.01
5237949	11/09/2022	Willow Creek Ace Hardware	13-4300		217.23
5237950	11/09/2022	Willow Creek Farms	13-4700		246.00
5238081	11/16/2022	Arwood, Michelle C	01-5800		63.80
5238082	11/16/2022	CA Dept of Tax & Fee Admin	01-4300		3.32
5238083	11/16/2022	Custom Ink	01-4300		331.30
5238084	11/16/2022	Frontier	01-5920		391.14
5238085	11/16/2022	Hess Ranch	13-4700		57.00
5238086	11/16/2022	North Coast Laboratories Inc	01-5800		125.00
5238087	11/16/2022	Osprey Cafe	01-4300		124.00
5238088	11/16/2022	Pacific Gas & Electric	01-5510		3,060.94
5238089	11/16/2022	Shasta Tr Schools Ins Dental	01-9580		1,041.43
5238090	11/16/2022	Shasta Tr Schools Ins Medical	01-9580		9,740.00
5238091	11/16/2022	Shasta Tr Schools Ins Vision	01-9580		257.40
5238092	11/16/2022	Tom's Trash	01-5550		425.62
5238093	11/16/2022	Valley Pacific Petroleum Servi ces, Inc	01-4300		2,088.75
5238094	11/16/2022	Wilgus Fire	01-5800		694.94
5238325	11/30/2022	McCurdy, Julie	01-4300		69.93
5238326	11/30/2022	Ambrosini, Monique A	01-4300	83.66	
			13-4700	248.18	331.84
5238327	11/30/2022	Blick Art Materials	01-4300		81.77
5238328	11/30/2022	California Dept of Education	13-4700		79.80
5238329	11/30/2022	California Safety Company	01-5800		1,095.00
5238330	11/30/2022	Weaverville Auto Parts	01-4300		215.50
5238331	11/30/2022	Hess Ranch	01-4300		57.00
5238332	11/30/2022	Hilburn Construction	01-6200		16,802.00
5238333	11/30/2022	Mac's Refrigeration Service	01-5800		498.53
5238334	11/30/2022	Osprey Cafe	01-4300		57.00
5238335	11/30/2022	Silver Rose Sattler Bodywork	01-5800		200.00
5238336	11/30/2022	Studies Weekly	01-4100		69.50
5238337	11/30/2022	TCEH	13-5800		280.00
5238338	11/30/2022	Whitson Inc.	01-5800	4,900.00	
			01-6200	19,820.00	24,720.00
5238465	12/07/2022	Ambrosini, Monique A	13-4700		611.31
5238466	12/07/2022	California Safety Company	01-5800		40.00
5238467	12/07/2022	CSM, Inc.	01-5800		750.00
5238468	12/07/2022	Dell' Arte	01-5800		350.00
5238469	12/07/2022	Humboldt Center Arts	01-5800		528.00
5238470	12/07/2022	Mendes Supply Company	13-4300		302.52
5238471	12/07/2022	Producers Dairy	13-4700		1,007.11

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.

Checks Dated 11/09/2022 through 12/07/2022 **Board Meeting Date December 13, 2022**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5238472	12/07/2022	Ray Mac Mechanical Inc.	01-5800		2,015.83
5238473	12/07/2022	Themes & Variations Inc.	01-4300		174.95
5238474	12/07/2022	Tom's Trash	01-5550		425.62
ACH-00002755	11/30/2022	Brittany A. Shuey	Cancelled		1,505.84 *
Cancelled on 12/01/2022					
Total Number of Checks				48	100,503.43

	Count	Amount
Cancel	1	1,505.84
Net Issue		98,997.59

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	38	95,594.71
13	Cafeteria Special Reserve	10	3,402.88
Total Number of Checks		47	98,997.59
Less Unpaid Tax Liability			.00
Net (Check Amount)			98,997.59

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.

Annual Organizational Meeting Information

District: _____

The following individuals were elected at the Organizational Meeting:

President: _____

Vice President: _____

Member _____

Member: _____

Member: _____

Meetings to be held: _____
(1st, 2nd, etc.) (Day of the week) (Time)

Return by December 31, 2022 to Trinity County Office of Education
Attention: Dawn MacLaren
dmaclaren@tcoek12.org

**BURNT RANCH ELEMENTARY SCHOOL DISTRICT
BOARD OF TRUSTEES**

RESOLUTION NO. 2022-23-05

RESOLUTION FIXING DATE, TIME, AND LOCATION OF REGULAR MEETINGS

WHEREAS, Education Code Section 35143 requires that an Annual Organizational Meeting of the Board of Trustees be held to determine the date, time, and location of regular meetings.

BE IT RESOLVED by the Board of Trustees of the Burnt Ranch Elementary School District that regular meetings of said Board shall be held between the 1st day of January 2023 and the last day of December 2023.

Date: _____

Time: _____

Location: Burnt Ranch Elementary School

PASSED AND ADOPTED this 13^h day of December, 2022, by the Board of Trustees of the Burnt Ranch Elementary School District, Trinity County, California.

**BURNT RANCH ELEMENTARY SCHOOL DISTRICT
BOARD OF TRUSTEES**

Ayes _____	_____
Noes _____	_____
Absent _____	_____

Superintendent



SHASTA-TRINITY SCHOOLS
INSURANCE GROUP

Serving Schools Since 1980

MEMORANDUM

DATE: December 2, 2022
TO: WORKERS' COMPENSATION PROGRAM MEMBERS
FROM: Brooks Rice, Executive Director
SUBJECT: ANNUAL CERTIFICATION (EC42141) REGARDING WORKERS' COMPENSATION

Pursuant to EC 42141, each member district shall advise its Governing Board if there is an estimated unfunded liability for Workers' Compensation.

STATEMENT

The Shasta-Trinity Schools Insurance Group JPA does have total assets sufficient to pay the Workers' Compensation self-insured claims and therefore has no unfunded liabilities.

Please advise your Governing Board of compliance with the Education Code by reporting the above statement.

If you have any questions, please do not hesitate to contact the JPA at 530-221-6444.

Thank you,

Brooks Rice
Executive Director