

TWIN RIDGES ELEMENTARY SCHOOL DISTRICT

16661 Old Mill Rd., Nevada City, California

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BOARD OF TRUSTEES REGULAR MEETING MINUTES

Tuesday, September 17, 2020

4:00 PM

**Grizzly Hill School Cafeteria
16661 Old Mill Rd. Nevada City, CA**

The TRESB Board of Trustees will participate via Zoom Teleconference. The public also has access through Zoom in order to observe and address the meeting. Please contact the District Office at (530) 265-9052 for access information. This meeting is being held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All board members may attend the meeting by teleconference. Members of the public may also attend via Zoom in order to observe and address the meeting.

1. CALL TO ORDER

Meeting called to order at 4:03 PM

2. ROLL CALL

PRESENT

Mindi Morton
Rachel Kozloski
Lorien Whitestone
Hilary Hulteen
Malik Goodman

ABSENT

Melissa Madigan, Sunshine Bender, Kelly Moreno, Diana Pasquini, Darlene Waddle (via Zoom)

3. APPROVAL OF September 17, 2020 REGULAR BOARD MEETING AGENDA (This meeting was rescheduled from 9/8/2020)

Malik Goodman moved to approve the September 17, 2020 agenda as presented, Lorien Whitestone seconded, motion approved unanimously.

Morton	Aye
Kozloski	Aye
Whitestone	Aye
Hulteen	Aye
Goodman	Aye

4. PUBLIC COMMENT

The Board of Trustees welcomes comments and suggestions from the public. While no action may be taken by the Board concerning items not on the agenda, comments are important for District information and for possible future action. Due to time considerations, the chair may request that comments by an individual be limited to two minutes. Suggestions and comments from the public regarding items listed on this agenda should be raised during the comment period for the specific agenda item. (Education Code 35145.5; Bylaw 9322, Government Code 54954.3)

No public comment.

5. CONSENT ITEMS. *These items are expected to be routine and non-controversial. The Board will act upon them at one time without discussion. Any Board member, staff member or interested party may request that an item be removed from the consent agenda for discussion.*

Malik Goodman moved to approve consent items 5A-D as presented, Lorien Whitestone seconded, motion approved unanimously.

Morton Aye
Kozloski Aye
Whitestone Aye
Hulteen Aye
Goodman Aye

- A. Approval of July 21, 2020 Regular Board Meeting Minutes
- B. Approval of August 11, 2020 Regular Board Meeting Minutes
- C. Approval of August 27, 2020 Emergency Board Meeting Minutes
- D. Approval of Warrants for August 2020



6. REPORTS

A. Family Resource Center

Diana Pasquini was not present at the time this agenda item was presented. No FRC report was presented.

B. Washington School Report

Rachel Kozloski presented on behalf of Julie Montobbio.

Washington School is open for distance learning from 9 AM to 3 PM, Monday through Friday serving Washington School students and any other children and teens in the community who need wifi to complete their schoolwork. Breakfast and lunch, from Grizzly Hill, is provided to every child who wants it.

There are currently six (6) Washington students and seven (7) students from schools in other districts throughout Nevada County utilizing the facility for Zoom class meetings and to complete school assignments. The use of the Washington School facility has enabled many families in Washington to have access to the services needed for a successful distance learning experience.

B. Board Report

i. Extra-Curricular Activities

Hilary Hulteen expressed concern over the lack of extra-curricular activities and exercise necessary for the overall health and wellbeing of students during this time of isolation brought about by COVID-19 requirements; and asked that we consider available options that take social distancing into consideration.

Melissa Madigan will check with Schools Insurance Group (SIG) for liability issues.

ii. Hygiene Checklist

Hilary Hulteen shared that she was made aware of the lack of vigilance regarding sanitizing spaces/objects that are exposed to anyone who visit our campus (members of the public as well as staff); specifically, cleaning handles, taking temperatures, and ensuring that masks are worn by all parties at all times. Is there a way to verify that this is, in fact, happening?

Mindi Morton suggested a handwashing station, outside, for public use.

7. DISCUSSION/ACTION ITEMS

A. 2019-2020 Unaudited Actuals

Darlene Waddle, from the Nevada County Superintendent of Schools, reported that the 2019-2020 Unaudited Actuals closed the year very close to what was projected.

TRES D is \$2k under the Basic Aid threshold. Darlene will research the impact this will



present for the District.

Mindi Morton asked for direction regarding \$600k in a money market fund held by the district. It was Darlene's recommendation to move it into an investment account. She further recommended inquiry regarding the liquidity restrictions and funds availability for the account of deposit. Mindi will move forward to make this happen.

Rachel Kozloski moved to approve the 2019-2020 Unaudited Actuals as presented, Lorien Whitestone seconded, motion approved unanimously.	Morton	Aye
	Kozloski	Aye
	Whitestone	Aye
	Hulteen	Aye
	Goodman	Aye

B. Resolution #21-01 - Resolution to Adopt the Gann Limit

Darlene Waddle, from the Nevada County Superintendent of Schools, explained that the Gann Limit is a tool set in place to ensure that public agencies don't grow faster than the rate of State and Federal economic growth. TRES D is within the Gann Limit for the current year.

Malik Goodman moved to approve Resolution 21-01 to Adopt the Gann Limit for 20/21, Rachel Kozloski seconded, motion approved unanimously.	Morton	Aye
	Kozloski	Aye
	Whitestone	Aye
	Hulteen	Aye
	Goodman	Aye

C. Public Hearing: Sufficiency of Textbooks and Instructional Materials Twin Ridges Elementary School District (2020-2)

This item was carried over from the previously scheduled Public Hearing at the September 8, 2020 board meeting. The notice of public hearing was posted and no public input was received by the stated 1:00 PM deadline. The agenda item appears only as a formality to restate, for the record, that the District received no public feedback on this matter.

D. Resolution #21-02 – Resolution to Approve Sufficiency of Textbooks and Instructional Materials

In consideration of the absence of feedback from the public by the September 8, 2020 at 1:00 PM deadline as stated on the Public Notice, Rachel Kozloski moved to approve Resolution 21-02 as presented, Hilary seconded, motion approved by the following 5/0/0/0 vote.	Morton	Aye
	Kozloski	Aye
	Whitestone	Aye
	Hulteen	Aye
	Goodman	Aye

E. Public Hearing: Twin Ridges Elementary School District's Learning Continuity Plan (2020-21)

This item was carried over from the previously scheduled Public Hearing at the September 8, 2020 board meeting. The notice of public hearing was posted and no public input was received by the stated 1:00 PM deadline. The agenda item appears only as a formality to restate, for the record, that the District received no public feedback on this matter.

F. Approve Learning Continuity Plan (2020-21)

Melissa Madigan explained that the Learning Continuity Plan (LCP) is an abbreviated version of the LCAP (Learning Continuity **Attendance** Plan). Due to the restructuring required during this time of COVID-19 there is no **Attendance** to report which shortened the title. The LCP states what the District has put in place, what we've done, and where we're heading. It is a summary plan. It can change. Nothing in it is set in stone. The plan/report requires Board approval and is then sent to the County Office.

In consideration of the absence of feedback from the public by the September 8, 2020 at 1:00 PM deadline as	Morton	Aye
	Kozloski	Aye
		Aye

stated on the Public Notice, Lorien Whitestone moved to approve the Learning Continuity Plan (2020-21), Malik Goodman seconded, motion approved by the following 5/0/0/0 vote:

Whitestone	Aye
Hulteen	Aye
Goodman	

Darlene Waddle noted that we are required to hold the Public Hearing and the Board vote on these items at separate meetings. Melissa Madigan responded noting that we had the public hearing scheduled the previous week with no public comment received. This applies to item D on this agenda as well.

G. New TRES D Logo

Kelly Moreno asked the Board to approve designing three new logos; one for the District, and one each for Washington and Grizzly Hill Schools. The TRES D logo will be used for brand recognition on our website, letterhead, on our vehicles, etc.; while the school logos will be used for t-shirts, hats, calendars etc.

Malik Goodman suggested we have students provide input/design ideas for the school logos.

The design process allows for our input/suggestion during the pre-design phase, the graphic designer will then produce two logo designs (for each of the three logos) from which we can choose our final selection. The quoted cost for this project is \$700. Kelly will work with Lorien in the pre-design and selection phase.

The Board agreed to move forward, as indicated, with the design of new logos for TRES D, Washington and Grizzly Hill Schools.

H. EL Curriculum Purchase

Melissa Madigan reported that Teacher on Special Assignment (TOSA), Gretchen Eisenhut, has worked tirelessly in researching a curriculum solution that best fits our approach to teaching and learning for our student demographic. Her selection is contained in the provided Proposal for Partnership with Open-Up Resources totaling \$12,985.07. Gretchen has attended training and reports that it's open source and user friendly.

We are currently piloting the free version of this Expeditionary Learning and it is overwhelmingly popular with all students from kindergarten through eighth grade. The curriculum builds from one grade to another and is more accessible than any curriculum we've had.

Lorien Whitestone moved to approve the purchase of curriculum as presented in the Proposal for Partnership with Open-Up Resources in the amount of \$12,985.07, Malik Goodman seconded, motion approved unanimously.

Morton	Aye
Kozloski	Aye
Whitestone	Aye
Hulteen	Aye
Goodman	Aye

I. Consolidated Application

Melissa Madigan shared that the TRES D Consolidated Application for 2020-21 has been completed and certified by the California Department of Education (CDE). The Board's vote will indicate its approval of funds applied for as indicated within the application.

Rachel Kozloski moved to approved the TRES D 2020-21 Consolidated application as presented, Lorien Whitestone seconded, motion approved unanimously.

Morton	Aye
Kozloski	Aye
Whitestone	Aye
Hulteen	Aye
Goodman	Aye

J. Special Education Consultant

Melissa Madigan presented a job description and salary comparison for a Special Education Consultant and asked for Board approval to move forward to fill this position. The proposal is to sign a Memorandum of Understanding (MOU) with Clear Creek and Chicago Park School District(s) to share the position as follows:

Clear Creek - .2 FTE, Chicago Park - .2 FTE and Twin Ridges - .4 FTE.

TRES D will oversee, implement, and make sure we're compliant. Our need is significantly greater than the other two districts. Melissa committed to monthly reports providing information on every student receiving services. CalPads provides built-in checks and balances which will provide notification if anything is overlooked or untimely.

The board expressed their concerns and their passion about the importance of this position and the outcomes required. Malik Goodman recommended that we commit to one year only and re-evaluate this approach. Lorien Whitestone asked that we ensure parent feedback.

Lorien Whitestone moved to approve the hiring of a Special Education Consultant via MOU with Clear Creek and Chicago Park, at the annual salary of \$85k to be split as indicated by each District's need/use of the position, Hilary Hulteen seconded, motion approved unanimously.	Morton	Aye
	Kozloski	Aye
	Whitestone	Aye
	Hulteen	Aye
	Goodman	Aye

K. Bus Contract

Durham School Services requires contracting for a minimum of 170 days of transportation services whether or not they are used. Based on TRES D parent surveys, most families are not interested in their students utilizing bus services. By opting out of the contract with Durham for the 2020-21 school year, we will realize a cost savings of \$78k.

The Board expressed their agreement with this decision.

L. Communication Practices

Lorien Whitestone shared her concern about the real or perceived lack of communication between administration, staff and parents and asked for feedback about what is currently in place to rectify this perception.

Melissa Madigan responded that this was, admittedly, an issue at the beginning of the school year. Since then, anxiety has lessened for all parties involved, staff, teachers, parents, and students. We are all settling into our new roles slowly but surely. Initially, she faced a dilemma; where was the line between overwhelm and support in regard to the amount of communication that came from administration. Because families and students were receiving so much information from teachers and district office staff, she made the decision to keep it to one communication weekly. This, combined with possible exposure to COVID-19 which required a self-imposed quarantine until a negative test result was received, contributed to the understandable conclusion that there was a lack of communication.

Since then, she's back on campus five days a week, regularly communicating with parents via Remind messages, All Call messages, social media posts, updates on our website, and weekly teacher/staff meetings. Teachers are required to make contact with every student, every day, to the best of their ability. We have received an abundance of positive feedback, some of which is coming from parents with students at other school districts sharing their appreciation and preference for how we are staying in communication.

M. Facilities Manager

The Board requested we start with a facilities inspection to provide a Facilities, Maintenance and Conditions Report to lay out a prioritized plan which will then be implemented by a Facilities/Maintenance/Operations Manager. A \$20k budget has been approved to complete this project for all three campuses (Grizzly Hill, Oak Tree, and Washington).

N. Organizational Chart

The TRES D organizational chart has been updated to reflect current employees, and current positions.

O. New Cal Card Assignment

Melissa Madigan requested Board approval to issue a Cal Card to Kitchen Manager, Erin Riley.

Lorien Whitestone moved to approve the issuing of a CalCard for Kitchen Manager, Erin Riley, Malik Goodman seconded, motion approved unanimously.	Morton	Aye
	Kozloski	Aye
	Whitestone	Aye
	Hulteen	Aye
	Goodman	Aye

P. Superintendent's Report

- TRES D has a well-rounded social media presence including website, Facebook, and Instagram.
- Our school counselor is available to provide mental health services to students, families and staff members. We want to do everything we can to help and support community engagement.
- All of our students have been assigned Chromebooks and many have received Hotspots. We are committed to providing every student the opportunity to succeed academically.
- We are experiencing I.T. issues during power outages and are exploring options to resolve them.
- Jessica Martines has the Grizzly Hill campus is looking great. Jess Nix is working on getting the Oak Tree campus in shape. She has a big job in front of her, cleaning up years' worth of buildup of pine needles and leaves. Calvin Wallace is at Washington School getting that campus cleaned up and beautified.
- Julie Montobbio, from Washington School, is coming to Grizzly Hill each Wednesday to pick up food for the Washington students and provide courier services between the two campuses.
- We are taking back the Business Official duties (AP and Payroll) from the Nevada County Superintendent of Schools. They were providing these services in the interim while TRES D staff got settled in to their new positions and job responsibilities.

Hilary Hulteen left the meeting at 6:40 PM.

8. PUBLIC COMMENT ON CLOSED SESSION ITEMS

No members of the public were present. No public comment.

9. CLOSED SESSION

Regular session adjourned at 6:43 PM, Closed session called to order at 6:50 PM.

- A.** Public Employee Discipline/Dismissal/Release (Government Code § 54957(b))
- B.** Conference with Labor Negotiator (Government Code § 54957.6)
Board Representative: Mindi Morton
Unrepresented Employee: Superintendent

10. RECESS /RECONVENE - Report out on Closed Session

Closed session took recess at 7:27 PM; Regular session reconvened at 7:28 and reported out as follows:

A. Reportable Action Taken Regarding Public Employee Discipline/Dismissal/Release

No reportable action was taken regarding item 10 A.

B. Oral Recommendation Regarding Salary and/or Fringe Benefits for Superintendent

The board reviewed and approved the new salary schedule and fringe benefits for Superintendent/Principal, Melissa Madigan. The salary schedule is commensurate with the previous Superintendent’s second and third year contract.

C. Ratification of Superintendent’s Employment Agreement

The board voted 4/0/1/0 to ratify the Superintendent/Principal’s contract. The new agreement is effective July 1, 2020 through June 30, 2023 as presented (see attached).

Morton	Aye
Kozloski	Aye
Whitestone	Aye
Hulteen	Absent
Goodman	Aye

11. FUTURE AGENDA ITEMS DISCUSSION

- Training Update
- Independent Study Update
- Front Office Aide (ACTION)
- D&O Insurance
- Teachers Report on Remote Learning

12. UPCOMING MEETINGS: Tuesday, October 13, 2020

13. ADJOURNMENT

Meeting adjourned at 7:29 PM.

This agenda was posted at least 72 hours prior to the meeting at 16661 Old Mill Rd. Nevada City, CA 95959

NOTICE: In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, contact the Twin Ridges Elementary School District office at 530.265-9052 ext. 201 at least 48 hours before the scheduled Board meeting so that we may make every reasonable effort to accommodate your needs. {G.C. §54953.2, §54954.2(a) (1); Americans with Disabilities Act of 1990, §202 (42 U.S.C. §12132)}

Mindi Morton, Board President

10/13/2020
Date