TWIN RIDGES ELEMENTARY SCHOOL DISTRICT

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BOARD OF TRUSTEES
BOARD WORKSHOP MINUTES
WEDNESDAY JULY 23, 2025
9:00 AM
GRIZZLY HILL SCHOOL-Room 4

	1.	**CALL TO ORDER:** **9:00AM**			
	2.	**ROLL CALL**			
		Aubrey Puetz Jonathan Farrell Lorien Whitestone Malik Goodman Jennifer Jensen	President Clerk Member Member Member	Present Present Present Present Present	
	3.	**ATTENDEES:**			
Action	4.	**APPROVAL OF THE July 23 , 2025 Board Workshop Agenda** – Aubrey Puetz			
		Aubrey seeks a motion to approve the July 23,2025 Board workshop agenda. Trustee Goodman makes a motion to approve, Trustee Farrell seconds the motion. The vote carries as follows: (5/0/0/0) Trustee Puetz- YES Trustee Farrell-YES Trustee Whitestone-YES Trustee Goodman-YES Trustee Jensen-YES			
	5.	**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			
	6.	**DISCUSSION/ACTION ITEMS**			

Discussion/Action	A.	Board Protocol on Evaluations/Goal setting	
		Aubrey begins by talking briefly about how she would like to address this topic. She opens the floor to the board members to begin discussing strategies and tools that will help the board effectively conduct self-evaluations, the superintendent evaluation, as well as addressing future goal setting. Aubrey also provides examples of evaluation forms to the board members and Dr. Crawford so they may agree on one format going forward. The group agrees that a pertinent part of evaluations is making sure that clear goals are set at the beginning of the year. Trustee Goodman wants to make sure a process is put in place to conduct evaluations that is agreed on by all parties. Dr. Crawford shares some documents about creating “Smart Goals”. He shares examples, and explains how smart goals work and how they need to be measured. Goals should be (S.M.A.R.T.) specific, measurable, achievable, relevant, time value (the “when” goals will be met). There is continued discussion around district goal setting as well as goal setting for individual board members. The group moves to discussing goals they would like to put into place for the 25/26 school year. Each board member goes through a list of their priorities they would like to see as goals. Trustee Goodman- Consistent Accountability protocol for staff/admin direction, keep the open debate as a board, A way to make sure district procedures don’t take away from the board being effective. See all of the directives throughout the year as goals. Wants to clarify a process for how the process of setting goals and evaluations will work going forward. Trustee Farrell- Hopes this meeting will provide a setting for a collective discussion of what the board hopes to accomplish and what they would like to see for the district. To be a representative of the board it is important to know where every board member stands on goals for the district and what they hope to see the board accomplish for the district. This will help ensure that any message to the community is consistent. Would like an overall consensus of what the board's trajectory is with the future of the district. He would like the board to create a common vision. Trustee Farrell would like to see a more structure and consistent time for board members to get together to talk about their shared vision. Trustee Whitestone- speaks to the current Board self evaluation form and how it does offer a space for board members to state their individual and collective goals and priorities. Trustee Goodman suggests a possible quarterly review. Dr. Crawford speaks briefly to the thought of revising the vision and mission statement as a place to collaborate on a vision for the district. There is some discussion around priorities to the district as far as the school and environment that we want to create. Things such as preserving the rural	

		culture of the community or the importance of test scores, attendance tracking and incentives to come to school. Dr. Crawford offers insight into these topics.	
Discussion/Action	**B.**	Board Communications-including but not limited to: ● Internal communication ● Communication with Admin-accountability for requested projects and or progress of initiatives ● Community updates and transparency	
		Trustee Farrell- Trust is at the top of the list in may aspects of our work. Trustee Whitestone- top goals Transparency, efficiency, and accountability. These all go hand in hand with trust. You are showing and proving yourself to be competent and capable of the job. Transparency- feels the website is good but perhaps putting more construction information and timelines published so the community is aware of timelines and project updates. Efficiency- Shortening the board meetings, more outreach when we are not in a group setting. A lot of what is being discussed can happen in one on one conversation. Also around efficiency keeping answers to the point Board Broadcast Idea- 5 things the board wants to put out that they are working on. This gives a space to discuss accountability. Possibly on the website. This offers transparency to the community as well as a measure for accountability and follow through by the board on agreed upon initiatives. Trustee Whitestone shares a possible way to measure accountability Using the acronym R.O.C.K.S.-Request, Observe, Correct, Sign-off Trustees give feedback and input on this possible means of measurement of progress towards goals. Trustee Goodman feels that each directive the board gives to admin must have a consequence if that directive is not carried out. The board gets to the "correction" portion and no action beyond that is taken. Trustee Farrell- some things tend to get put off due to other things coming up that may be more important. There is some discussion on how Admin is following through with staff when a directive is given and the work is still not getting done.Lorien asks what do we do when a job is not getting done to the board/community expectation- the example of weed wacking at Oaktree is discussed. Dr. Crawford answers that if expectations are not being met a (PIP) performance improvement plan. Dr. Crawford, shares he has created classroom punch list, vehicle punch list, maintenance punch lists, these will be the measure of performance for the maintenance team. Lorien asks if the board is able to use a PIP as a tool, Dr.Crawford says that he is their only employee and they would not have the authority to PIP staff as they are not their employees. Lorien is clear that the board cannot	

micromanage employees , however they would like a process of accountability so that the requests that are being made by the board are getting carried out to the appropriate staff members in a timely manner by administration.

Trustee Jensen- Brings up the topic of communication and what is the communication from the admin going out to staff and is that being made clear.

There is some discussion around giving KUDOS as well, and making sure that the board as well as admin is recognizing when standards and expectations are being met.

Aubrey speaks to the board bylaws that are currently in place and wants to make sure

Trustee Jensen- would like any back documents, packets etc that will help her get up to speed on board protocol. Transparency is also very important to her as a priority. Likes the R.O.C.K.S acronym. Feels the board has made progress since last year. Believes in making the school a place kids, parents and staff want to be. We have to create the environment for that to be a reality. If it comes to disciplinary action then those are the tough conversations that need to be had.

There is discussion around how students give compliments to teachers or we could incentivise engagement with students. Maybe rewards, a thank you box, or more intentional teacher appreciation gifts. Dr. Crawford likes the idea but it needs to be around a lesson they liked, or a project they enjoyed from a teacher.

Trustee Puetz- would like to leave today's meeting with clear goals that can be put into palace.
Aubrey asks if ROCKS needs to be put in some type of publication
Also states that the "board broadcast" needs to be put in place.

Dr. Crawford asks that any directive comes directly from Aubrey. A recap in a sense of the meeting and what directives are made and how they will be carried out.

Trustee Goodman would like to clarify that this process is happening in real time in the meetings themselves. In the way of future agenda items, Aubrey has asked directly what the "take-away" is from specific items.

Dr. Crawford also clarifies that there is a component of time the admin has to address board directives and the capacity everyone on the team has to complete said directives.

There is then further conversation around how to address the issue of disciplinary action from the board to the person that holds the position of superintendent principal. He strongly discourages the board from taking a 'vote of no confidence' or 'just cause' or any type of 'pip' that particular employee will most likely put in their resignation as would impede their ability to be employed in another district.

		Trustee Goodman- wants to make clear this is not directed at Dr. Crawford specifically but rather a system that can be put in place systematically to ensure that the board and future superintendents have a clear path for giving directives, accountability of those directives, and consequential measures if those expectations are being met. Dr. Crawford agrees that a system must be put in place to effectively complete evaluations of both the board and the superintendent. Trustee Puetz-Talks about the board self evaluation that is currently being used. Aubrey states her biggest goal for the board is to consider fiscal stabilization with every other decision we are making. Aubrey asks about staff meetings and how those are being utilized. Having so many young, newer teachers there is an opportunity to make sure they are feeling supported. She would like more updates in regards to staff meetings. She would also like to hear more about safety on campus. Because we are such a small community it is hard to hear about things in the community rather than from the school itself. Feels it's the board president's job to make sure the superintendent is being supported in their learning and training, or mentorship. Dr. Crawford thanks the board for their support in his training and development. Shares the county partners he leans on for support. Dr. Crawford also shares some of the training he has and will be attending as well as his SSDA cohort for new superintendents that will meet throughout the year. Aubrey suggests during agenda planning she checks in with Dr. Crawford on his current training, or updates on his progress as a new superintendent. Aubrey would like to give goals to Dr. Crawford for 25/26 school year. ● Budget- ○ Dr. Crawford recommends a budget workshop to go line by and look for potential cuts to the budget. Dr. Crawfords recommends having a 5 year plan for the district. He wants to work with Darlene on this. Feels December is a reasonable timeframe for the team to come up with a 5 year fiscal stabilization plan to be presented to the board, and then after their approval to take to the county. ○ Trustee Goodman feels it needs to be done sooner. Feels November is a better timeframe to make sure we are prepared. Dr. Crawford needs to work with Darlene before having a good enough plan in place to take to the county. ○ Dr. Crawford suggests also taking a look at programs that are taking from the general fund. We need to trip 350K annually from the general fund. ○ Trustee Farrell reminds the group that the other option is to generate more funding. We want to do the best we can with what we have. ○ Trustee Goodman asks for Dr. Crawford's recommendation for his vision for this district for the next 5 years. We need to have a vision of what we want our district to be in order to know where to make the cuts. There also needs to be structural and systematic changes in order to work within the cuts that need to be made.	

- Aubrey asks board members what they would like to see in 5 years for the district.
    - Trustee Goodman would like to see more classrooms at Oaktree, increased test scores, and wants a more robust education with a broad course of study, sciences for example. Would also like to see our current buildings be the best they can be.
    - Trustee Farrell- in 5 years would like to see us be a destination. Wants to second what Trustee Goodman said in the area of using bond funds to preserve the campuses that we currently have. He would also like to see several grades at Oaktree. More in the area of Science in reading. More incorporation of the community as a rule more than the exception. More of a robust grant writing program. For the staffing component it's not about the number of employees, it's the skill set that they can bring. Also creating a place where people want to be and want to work. Kids should feel like this is where they want to be.
    - Trustee Whitestone-Wants to see us focus more on experiential learning with a focus on trades. Life skills such as budgets, taxes, basic things that you need to be an active part of society. Incorporating community based activities like job fairs, in the communities of all of our campuses. Believes this will bring in more support with the community and in turn increase enrollment. Need to expand outside of the basic essential standards that public schools are rooted in but have our coursework reflect the different skill sets that our community members and students are interested in learning about.
    - Trustee Jensen- Wants to keep learning and digging into the budget. Being so new she feels her vision may change with more information.
    - Trustee Puetz- Surprised to hear the Trustee Farrell and Trustee Goodman speak to the idea of more students at Oaktree. Loves this district continually and really wants to protect the Oaktree Campus.

- Board Broadcast- Direction from either Aubrey or Dr. Crawford will be given to Marisol as a direction to know what exactly to put on the website.
- R.O.C.K.S.- Request, Observe, Correct, Kudos, Sign-off

- Teacher/student feedback system

Aubrey asks if these are the goals everybody agrees upon or if we are not in a place to set goals right now.
Trustee Goodman- We need a system for accountability before we can start setting goals.

There is discussion on how to utilize the ROCKS system. Lorien suggests having cards made up for kids to talk about what they like about class and teachers, they are read or shared at PBIS assemblies. PTC is also working on the idea of class caregivers or room parents to encourage community engagement.

		Trustee Whitestone- There should be transparency with the staff of our financial circumstances. To make sure everyone on the staff is aware of their spending, classrooms spending, miles and transportation expenses. The meeting wraps up with the Board discussing next steps.	
Discussion/Action	**C.**	Fiscal Stabilization	
		This item is skipped due to the previous item covering the topic.	
	7.	**Future Agenda Items Discussion: Goals identified:Implementing ROCKS, implementing Board Broadcast, teacher student box, budget**	
	8.	**UPCOMING MEETINGS: August 5th, 2025**	
	9.	**PUBLIC COMMENT ON CLOSED SESSION ITEMS-**	
		No one present for public comment.	
	10.	**CLOSED SESSION:**	
	A.	Public Employee Discipline/Dismissal/Release (Government Code § 54957)	
	B.	Conference with Labor Negotiator (Government Code § 54957.6). Employee Organizations: Twin Ridges Teachers Association, California School Employees Association, SJR Chapter, Non-Represented Classified; Agency Negotiator: Superintendent Dr. Erik Crawford	
	C.	Conference With Legal Counsel – Anticipated/Existing Litigation (Government Code § 54956.9(d)(1) (Government Code § 54956.9(d)(2) or (3).	
	11.	**RECESS /RECONVENE - Report Out on Closed Session** – *Aubrey Puetz*	
	A.	Reportable Action Taken Regarding Public Employee Discipline/Dismissal/Release (Government Code § 54957(b))	
	B.	Reportable Action Taken Regarding Conference with Labor Negotiator (Government Code § 54957.6). Employee Organizations: Non-Represented Classified. Agency Negotiator: Dr. Erik Crawford	
	C.	Reportable Action Taken Regarding Conference With Legal Counsel – Anticipated/Existing Litigation (Government Code § 54956.9(d)(1) (Government Code § 54956.9(d)(2) or (3).	
	12.	**ADJOURNMENT: 1:00pm**	

This agenda was posted at least 24 hours prior to the meeting at 16661 Old Mill Rd. Nevada City, CA 95959 and on the website at TRESD.ORG

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)]

7/23/2025

Aubrey Puetz, Board President   Date

07/23/2025

Dr. Erik Crawford, Superintendent/Principal   Date

[redacted]   [redacted]