

# TWIN RIDGES ELEMENTARY SCHOOL DISTRICT






16661 Old Mill Rd., Nevada City, California

Phone (530) 265-9052 ♦ Fax (530) 265-3049 ♦ www.twinridgeselementary.com

## BOARD OF TRUSTEES REGULAR MEETING AGENDA TUESDAY, September 10, 2024 4:00 PM GRIZZLY HILL SCHOOL-Room 4

	<b>1. CALL TO ORDER 4:05PM</b>	
	<b>2. ROLL CALL</b>	
	Aubrey Puetz Jonathan Farrell Mindi Morton Lorien Whitestone Malik Goodman	President Clerk NCSOS Representative Member Member
		Present Present Present Present Present
	<b>3. ATTENDES:</b> Marisol Estrada, CBO Sunshine Bender, Karina Williams, Kristin Snell, Adam Percy, Peter Ketchand.	
<i>Action</i>	<b>4. APPROVAL OF THE SEPTEMBER 10TH , 2024 REGULAR AGENDA – Aubrey Puetz</b>	
	<p style="color: red;"><b>Aubrey Seeks approval for the the September 10th,2024</b></p> <p style="color: red;">Discussion around consent items being grouped together. Trustee Morton makes a motion, Trustee Goodman seconds- Vote Carries as follows: (0/5/0/0/)</p> <p style="color: red;">Trustee Puetz- YES Trustee Morton-YES Trustee Farrell-YES Trustee Whitestone-YES Trustee Goodman-YES</p>	
	<b>5. PUBLIC COMMENT</b>	
	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)	

**Karina-Spoke update on Cross Country**

Action	6.	<b>CONSENT ITEMS.</b> <i>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.</i>	
Action	A.	Shall the Board approve the August 6,2024 Special Board Meeting Minutes (See RED text backup)	
Action	B.	Shall the Board approve the August 6, 2024 Regular Board Meeting Minutes (See BLUE text backup)	
Action	C.	Shall the Board approve the August 20th, 2024 Special Board Meeting Minutes (See GREEN text backup)	
Action	D.	Shall the Board approve the August warrants (see white backup )	
		<p>Trustee Morton makes a motion to approve Consent items ABCD. Trustee Farrell Seconds. The vote carries as follows: (0/5/0/0)</p> <p>Trustee Puetz- YES Trustee Morton-YES Trustee Farrell-YES Trustee Whitestone-YES Trustee Goodman-YES</p>	
Action	E.	Shall the Board approve the Interdistrict transfers (OUT)- <i>handout</i>	
Action	F.	Shall the Board approve the Interdistrict transfers (IN)- <i>handout</i>	
	G.	<p>Shall the Board approve the Personnel Change Report-</p> <ul style="list-style-type: none"> <li>• Emily Materri- 1/2 Teacher</li> <li>• Tammy Smith- Mentor Teacher</li>   <li>• Cross Country coaching Stipend-Karina Williams</li> <li>• Basketball Coaching Stipend- Marisol Estrada, Judy Stead</li> <li>• Track and Field Coach- Kristin Snell</li>   <li>• PBIS- Shelline Martines,Sam Hinrichs, Sierra Clemens</li> <li>• SEL- Marisol Estrada, Cori Hobbs, Kacy Todirita, Shelline Martines, Erik Crawford</li> </ul> <p><i>(see light blue back-up)</i></p>	
		<p>Aubrey Requests a motion to approve items EFG, Trustee Morton makes a motion, Trustee Goodman seconds the motion.</p>	

Trustee Puetz- YES  
 Trustee Morton-YES  
 Trustee Farrell-YES  
 Trustee Whitestone-YES  
 Trustee Goodman-YES

**7. REPORTS**

Report

**A.** Owens Financial Quarterly Report-*Peter Ketchand*  
 (see clipped backup)



Peter Ketchand- November is the usual time to take funds out. We have approximately 600k. Money is still invested. Will take the remainder of what is needed and roll over to the next year.

Goes over Portfolio review. Investments are doing well. Interest rates came down which is reflected in the current report in regards to where we stand. Lower interest rates could have an impact on our holdings.

Trustee Farrells asks if our increase could be due to the interest rate increase. Peter clarifies where the increase is coming from.

Sunshine notifies Peter of the double interest payments we have received. Sunshine and Peter will reconvene to discuss further.

Peter asks if there is anything else the Board wants to address... The Board is clear on his report and requests nothing further.

Report

**B.** Family Resource Center Report -*Diana Pasquini*

Not in attendance

Report

**C.** TRTA -*Adam Pearcy*

Speaking on behalf of all teachers,

Excited about PBIS and the growth that is being seen by students while attending assemblies. Staff has seen much more inclusivity and kindness amongst students.

I-Ready- Teachers feeling more confident this year. Able to use the reports and different parts of the program more so than last year.

PBIS is working on standards for students and rolling out the program to the entire school.

The Teachers Union will begin holding regular meetings. Teachers like the new electives/intervention schedule.

Concerns around prep time, Contract just states prep time does not clarify how much time should be allotted. He will work with Kelly during renegotiations to put a clear time in place.

Concerned with no counselor, also no title 1 resource teacher. A lot has been put on teachers with adjunct duties. Feels the district is working towards these items but still some room to go. Students have concerns about why they are not able to choose their electives. Maybe Use the term enrichment. The students want a choice.

Report **D.** School Site Council Report -*Renee Renoir*

Updates on Site council, Back to School night will hold an election for the parent member. Sam Hinrichs for school.

Report **E.** Little Acorns- *Alicia Lauder- not in attendance*

Report **F.** Current Enrollment - Grizzly Hill School

Grade	TK/K	1/2	3/4	5/6	7/8	Total
<b>Students</b>	3/10	15/11	9/14	17/10	14/7	110
<b>Teacher</b>	Clemens	Matteri	Hobbs	Pearcy	Hinrichs	

Report **G.** Little Acorns Preschool

Age Groups	Age 2	Age 3	Age 4	Age 5	Total
<b>Students</b>	3	6	2	0	11

Report **H.** Superintendent/Principal Report -*Dr. Erik Crawford*

Updates on Clubs-Goblin Forge, D&D club has had great attendance. Magic the Gathering club is also going on. Cross country started, Our students came home with some medals. I-ready Diagnostic 1 just completed. Working on refining the intervention schedule. Music and Art with some PE time on Wednesdays. Working with Mr. Pearcy for level setting students and getting good preparation for intervention planning. Collective Bargaining position for .66 counselor position. Will go through the process to bargain for the position, post, and interview. The position will be for 3 days per week. Would potentially follow the Teacher salary schedule. The job description would also be brought to the board for approval. Sunshine gives reasons for why going this route rather than a vendor. Trustee Goodman wants clear expectations for a new counselor. Discussion around when the board will be able to have input on the job description of the counselor position.

Bear Store update- Slowly weaning off the sugary and food treats. Not a lot of push back from students.  
 New RFQ will be posted tomorrow via Sunshine.  
 Sunshine shares TWIN RIDGE's potential logo.

Report

**I.** Community Schools Report -*Kristin Snell*

Kristin Snell- Community Schools Report- Excited to be in this phase of community schools seeing some of the plans coming to fruition. The Advisory Council had some student attendees which was great. A much wider range of representation. Athletic Code of conduct-32 attendees. Talked about sportsmanship, and conduct around sports. Took notes from the meeting as well as other schools. Came up with a code of conduct form that all student athletes will need to sign. Shelline and Kristin to go to the Community Schools launch event. Able to network with peers from around the County. Ridge connections deadline Monday the 16th. Hosting star party on September 20th, in connection with the PTC. Forest service will be here to present. Coffee with the principal event. Low attendance, hoping it grows over time. Hosting Circle time with TK/K class, once per week, maybe moving to twice. Fall break EIOP, first come first serve. Gold crush climbing gym and Synergia ropes course are the field trips planned for the camp. Fun activities planned for students attending. Student clubs are going strong.

Report

**J.** Parent Teacher Club Report -*Aubrey Puetz*

Updates on Back to School night. Important event for parents and caregivers to attend. Good time to connect with teachers and see student classrooms. Thank's her members. Shares information on Autumn Shindig. Details of Grizzly Hill and Little Acorns involvement by having an activity booth.

Report

**K.** Board Report -*Trustees*

Jonathan reporting- Shares some of the subjects that may or may not be appropriate for an agendized items, such as:  
 -Food insecurity- Sunshine shares some things already in place. Food pantry and clothes closet through community schools.  
 - Liked to see the Newsletter from Dr. Crawford. Appreciated the note about cell phones.  
 -Garden Program- speaks about the grant that is available through NCRCD, we can apply for both Oaktree and Grizzly Hill Garden program. The \$5000 is here and is being held for that project. Discussion around who will fill out the second form for Grizzly Hill. Sunshine gives clarification on how the process needs to work to hire labor for building a fence using those funds. Needs to be board approved since the money has already been received and is now considered part of the school funds/public funds. Dr. Crawford shared some grants available with a staff member that may be able to work on more funding efforts.  
 Jonathan brings up that it is time to plant certain plants.

Compost program-food waste on campus,the educational components. Sorting the food, use what we can in the garden, Jonathan will take the rest. Wants to start a soldier fly program. Using soldier flies is an FDA approved food source

for Chickens and pigs. Can be a full circle program. Aubrey asks what the next step needs to be...

Explore sorting the compost, older students possibly buddy with younger students to teach them the importance of composting. Wants to see more of this as part of the curriculum. Aubrey wants to see some type of committee to move forward and have some sense of accountability and forward movement.

Discussion around how the system should be put in place and who would facilitate the separation of the food items. Trustee Farrell asks Mr. Percy if he is interested in participating. Adam suggests an exploratory committee to really make sure the program has some structure before launching. The program needs to be sustainable and manageable. The board agrees a committee should be formed and then report back to the board for any ideas that come up for big projects.

The board needs to be active in making the committee and follow through with getting people involved.

Trustee Goodman would like to see an actual protocol put in place for any item they would like to see move forward. Trustee Farrell wants to make sure there is buy-in on the part of the administration to put out to school staff. In terms of the compost initiative trustee Farrell will act as the Chairperson and Aubrey will be the second member. Adam will potentially join.

Brings up the idea of recess before eating. What is the feasibility of making the change? Dr. Crawford says it would greatly impact the new intervention schedule. Mr. Percy clarifies that students are not released just because they are done eating. They are in the cafeteria for a mandatory amount of time before being able to go to recess.

Students not eating- Suggests students giving suggestions on menu items, staff eating with students,  
Trustee Goodman asks what we can do to make the lunch time process more of a family experience rather than institutionalized.

Jonathan wants to make sure to clarify that the propane smell at Washington School is being addressed. Sunshine answers that she is following through and taking the proper steps to get it checked.

Additional items- Little town of Washington and our Funding. Wants to follow up with Darlene... Do we get funding from delinquent taxes?  
First Tuesday of each month is the town of Washington Board meeting.

Community Input- To use the facility for a community center and possibly a food bank or a warming center. They are not currently ADA compliant. That is the current obstruction. This is the time to talk about it to see if we should consider Bond money to help get the building compliant. Concerns around the outside items. Would like to see that on the maintenance list for repair. Sunshine will make sure it is addressed.

Board would like to see the Washington School Site as a standing Discussion/Action item.

**8. DISCUSSION/ACTION ITEMS**

*Discussion/Action*

**A.**

Shall the Board approve the contract addendum for former Superintendent Scott Mikal Heine?-*Dr. Erik Crawford (see salmon backup)*



Aubrey reminds the Board to reference an email sent. She makes sure each Board member has time to read the letter. Gives the board time to reference the attachment as well as the letter he sent. There is discussion from the Board around the timing of the information given and the addendum submission. The Board feels they need to represent the community and the staff. Trustee Farrell wants to add that if we agreed to do it we need to pay it. But if we didn't then we need to give reasons on why it was not approved. The Board and Dr. Crawford will continue the discussion in closed session.

Item dies for lack of a motion

Discussion/Action

**B.**

Shall the Board approve the student chromebook quote? - *Sunshine Bender*  
(see gold backup)



Board call for a 5 minute recess at 6:15PM- Board reconvenes at 6:20PM

Sunshine gives background on why we need more student chromebooks, due to repairs, bad batteries, etc. Students will also begin being assigned a chromebook that will be theirs throughout their school years at Grizzly Hill. Sunshine give background on insurance programs and processes for future repairs. Working with county partners on how we can make our technology more sustainable. Sun clarifies where funding is coming from supplemental concentration to pay for new devices. Self insurance program- able to pull from this to pay for repairs when a f is unable to personally pay. Sunshine will be developing a new parent Chromebook handbook to reflect these changes.

Aubrey seeks a motion for approval

Trustee Whitestone makes a motion, Trustee Goodman seconds the motion

Vote carries as follows.:

(0/5/0/0)

Trustee Puetz- YES

Trustee Morton-YES

Trustee Farrell-YES

Trustee Whitestone-YES

Trustee Goodman-YES

Discussion/Action

**C.**




Shall the Board approve the quote for smartboards? - *Sunshine Bender*  
(see yellow back up)





Sunshine- Shares some information about what a smart board is and the functions that they have.



Also shares that the county will be able to provide help with on-site tech training, to lower the cost. We have supplemental concentration funds for student engagement. We have a funding source available now.

Aubrey shares her insight from her conversation with our County IT representative.

		<p>Aubrey seeks a motion for approval Trustee Morton makes a motion to approve, Trustee Goodman seconds the motion</p> <p>Vote carries as follows.: (0/4/1/0)</p> <p>Trustee Puetz- YES Trustee Morton-YES Trustee Farrell-Abstain Trustee Whitestone-YES Trustee Goodman-YES</p>	
Discussion/Action	<b>D.</b>	<p>Shall the Board approve the Syserco Energy Bill?-<i>Sunshine Bender</i> (see light green backup)</p>	
		<p>Clarification this item is not for approval but for acknowledgment... Trustee Goodman asks for more background information regarding the bill that is being presented by Syserco. Sunshine gives background on the initial origin of the work and who it was approved by. Since a contract was signed in 2021 we are obligated by that to settle the bill. Trustee Goodman points out that part of the contract was not fulfilled. Trustee Goodman suggests we confer with a lawyer. Sunshine agrees she will reach out to our lawyer to get more direction on how and, if, to settle the bill. Board agrees no more than \$2000 spend on conferencing with Lawyers.</p>	
Discussion/Action	<b>E.</b>	<p>Shall the Board approve the Education Protection Account (EPA)?-<i>Sunshine Bender</i>(see lavender backup)</p>	
		<p>Sunshine gives background on what the Education Protection Account is. We must as a district acknowledge.</p> <p>Aubrey seeks a motion for approval Trustee Morton makes a motion to approve, Trustee Whitestone seconds the motion.</p> <p>Vote carries as follows.: (0/5/0/0)</p> <p>Trustee Puetz- YES Trustee Morton-YES Trustee Farrell-YES Trustee Whitestone-YES Trustee Goodman-YES</p>	
Discussion/Action	<b>F.</b>	<p>Shall the Board approve Resolution #24-10 Estimated 24-25 Gann Limit?-<i>Sunshine Bender</i> (see dark green backup)</p>	



		<p>Sunshine gives an explanation on what the GANN limit is. Puts measures in place expenditures Trustee Morton makes a motion to approve, Trustee Goodman seconds the motion.</p> <p>Roll call vote: Trustee Puetz- YES Trustee Morton-YES Trustee Farrell-YES Trustee Whitestone-YES Trustee Goodman-YES</p>	
Discussion/Action	<b>G.</b>	<p>Shall the Board approve Resolution #24-11 Sufficiency of Textbooks and Instructional Materials?-<i>Dr. Erik Crawford (see purple backup)</i></p>	
		<p>Move to next meeting, due to needing a public hearing</p>	
Discussion/Action	<b>H.</b>	<p>Shall the Board approve the Biennial review of BB 9270-Conflict of Interest? <i>-Dr. Erik Crawford (</i></p>	
		<p>Aubrey seeks a motion for approval Trustee Goodman makes a motion to approve, Trustee Morton seconds the motion.</p> <p>Vote carries as follows.: (0/4/1/0) Trustee Puetz- YES Trustee Morton-YES Trustee Farrell-Abstain Trustee Whitestone-YES Trustee Goodman-YES</p>	
Discussion/Information	<b>I.</b>	<p>Library Update-<i>Sunshine Bender</i></p>	
		<p>Dr. Crawford would like to forgo business with the previous library helpers. Follett will work directly with us to get the training necessary to continue the Library process. Aubrey asks what it will look like for our library to be open. Dr.Crawford. states we are looking to implement a stronger parent volunteer presence and look to parents to help facilitate the management of the library. Kristin, looks to have a volunteer program specifically for the library. Discussion around workmans comp claims and volunteers on campus. What does it cover, what are we liable for?</p>	

		We go through AIMS for workmans comp. Conversation turns to volunteers- the guidelines, how claims are paid out, and what groups and organizations are possibilities for volunteering on our campus. First step is learning the software system.	
Discussion/Action	J.	E-Waste Surplus- <i>Sunshine Bender</i> <ul style="list-style-type: none"> <li>• 1 Epson Projector</li> <li>• 29 unrepairable Chromebooks</li> <li>• 5 hazardous Chromebooks-battery puffed up.</li> </ul>	
		Sunshine gives background on items up for surplus and why they must be surplused. Expected life of a chromebook is about 3-4 years. Trustee Farrell asks what our school site recycling program is. Sunshine shares what we are doing to make sure are recycling properly. County is in charge of E-waste. County office will take care surplus items for us. Aubrey seeks a motion for approval 1st-malik 2nd-farrell  Vote carries as follows.: Trustee Puetz- YES Trustee Morton-YES Trustee Farrell-YES Trustee Whitestone-YES Trustee Goodman-YES	
Discussion/Information	K.	Elections Update Exhibit A ( <i>see light blue backup</i> )	
		Acknowledged.	
Discussion/Action	L.	Shall the Board approve the 24/25 Unaudited Actuals?- <i>Sunshine Bender</i> ( <i>see white backup</i> )	
		Sunshine gives highlights of her report. starts with expenditures. Shares the amount of investment funds. We were able to save almost \$300k by moving funds strategically to make sure we were able to save. Gives reasoning and explanation around why it made sense to move these funds and what she was able to save. Trustee Morton would like to talk about the preschool moving forward. Some discussion around taxes paid in Washington, how much do we get in tax revenue from Washington Taxes and how much of that is going back to them.  Aubrey seeks a motion for approval Trustee Whitestone makes a motion to approve, Trustee Goodman seconds the motion.	

		<p>Vote carries as follows.:</p> <p>(0/5/0/0)</p> <p>Trustee Puetz- YES</p> <p>Trustee Morton-YES</p> <p>Trustee Farrell-YES</p> <p>Trustee Whitestone-YES</p> <p>Trustee Goodman-YES</p>	
Discussion/Action	M.	Fiscal Stabilization- <i>Sunshine Bender, Dr. Erik Crawford</i>	
		<p>Aubrey asks that Dr. Crawford start the conversation and we go from there. He is working with Darlene to get an overall picture of what we are spending and what we need to cut to get a better understanding of our current state of our budget. Wants to make sure this space is used for topics that may need to be discussed as to how it pertains to our overall budget. Trustee Farrell feels it's important for the board to know exactly what money is coming in and where it is being spent. Brings up tax penalties and fees. Sunshine has clarified we do not get those allotted to us. Trustee Morton suggests going to a tax assessors board meeting to gain knowledge and education .</p> <p>Trustee Farrell brings up how this could be discriminatory based on our population and community base being low income. Mindi will do research on the assessors meeting and bringing more information to the board. Sunshine Reaching out to the county to identify what is the percentage of tax revenue received per 100k.</p> <p>Trustee Goodman is asking for information on each position at the school and what they're daily duties entail. We are a heavily staffed school for the amount of students we have. Dr. Crawford is looking at a position control report. He clarifies that it is important to look at instructional vs. non-instructional staff. Malik would like to see an hour by hour of each position per day. Feels it would give him information on how to respond to the community. Trustee Morton states we don't need to micromanage. Dr. Crawford is trying to find a way to give this information to the board.</p>	
	9.	<p><b>FUTURE AGENDA ITEMS DISCUSSION: Washington as a standing discussion action item. Compost/recycling committee as an ongoing item. Will give us who the committee is. Bus Stop</b></p> <p><b>8:05 PM Closing open session.</b></p>	
	10.	<p><b>UPCOMING MEETINGS: October 8,2024</b></p>	
	11.	<p><b>PUBLIC COMMENT ON CLOSED SESSION ITEMS</b></p>	
		<p><b>no one in attendance for public comment</b></p>	
	12.	<p><b>CLOSED SESSION</b></p>	
	A.	<p>Public Employee Discipline/Dismissal/Release (Government Code § 54957)</p>	

	<b>B.</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	
	<b>C.</b>	Conference With Legal Counsel – Anticipated/Existing Litigation (Government Code § 54956.9(d)(1) (Government Code § 54956.9(d)(2) or (3).	
	<b>13.</b>	<b>RECESS /RECONVENE - Report Out on Closed Session – <i>Aubrey Puetz</i></b>	
	<b>A.</b>	Reportable Action Taken Regarding Public Employee Discipline/Dismissal/Release (Government Code § 54957(b))	
	<b>B.</b>	Reportable Action Taken Regarding Conference with Labor Negotiator (Government Code § 54957.6). Employee Organizations: Non-Represented Classified. Agency Negotiator: Dr. Erik Crawford	
	<b>C.</b>	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).	
	<b>14.</b>	<b>ADJOURNMENT:</b>	

This agenda was posted at least 72 hours prior to the meeting at 16661 Old Mill Rd. Nevada City, CA 95959 and on the website at TRES.D.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)}



09/10/2024

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Aubrey Puetz, Board President

Date

09/10/2024

