

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 SPECIAL MEETING AGENDA TUESDAY JULY 16th, 2024 10:00 AM

GRIZZLY HILL SCHOOL - LIBRARY

	1.	CALL TO ORDER		
	2.	ROLL CALL		
		Aubrey Puetz Jonathan Farrell Mindi Morton Lorien Whitestone Malik Goodman	President Clerk NCSOS Representative Member Member	
	3.	ATTENDEES:		
<i>Action</i>	4.	APPROVAL OF THE JULY 16th , 2024 REGULAR AGENDA – Aubrey Puetz		
	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)		
	6.	CONSENT ITEMS <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>		
<i>Discussion/Action</i>	A.	Shall the Board approve the resignation of Tiffany Caughey received on July 10th for her position as TK/K Teacher for Twin Ridges Elementary School District, and Grizzly Hill School.		
<i>Discussion/Action</i>	B.	Shall the Board approve Alicia Lauder as Site Supervisor at Little Acorns Preschool permitted with step placement A7.		

	7.	DISCUSSION / ACTION	
<i>Discussion/Action</i>	A.	Library renewal project payment and continued effort	
<i>Discussion/Action</i>	B.	Shall the Board approve the Library Discard Weeding List and process.	
<i>Discussion/Action</i>	C.	Shall the Board approve the Surplus of unused outdated curriculum.	
<i>Discussion/Action</i>	D.	Shall the Board approve the Surplus of unused outdated cameras, manuals, and walkie talkies.	
<i>Discussion</i>	E.	Fiscal Stabilization	
	8.	FUTURE AGENDA ITEMS:	
	9.	UPCOMING MEETINGS: August 6th ,2024	
	10.	PUBLIC COMMENT ON CLOSED SESSION ITEMS	
	11.	CLOSED SESSION	
	A.	Public Employee Appointment/ Employment Title: Superintendent (Government Code § 54957)	
	B.	Public Employee Discipline/Dismissal/Release/Complaint – Government Code section 54957	
	12.	RECESS /RECONVENE - Report Out on Closed Session	
	A.	Reportable Action Taken Regarding Public Employee Appointment/ Employment Title: Superintendent (Government Code § 54957)	
	B.	Reportable Action Taken Regarding Public Employee Discipline/Dismissal/Release (Government Code § 54957(b))	
	13.	ADJOURNMENT:	

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 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)}

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7/2/2024

Aubrey Puetz, Board President

Date

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Grizzly Hill School Library – Renewal Project

Phase 1

- physically go through and evaluate the collection on hand, emptying cupboards, closets and boxes, determining what to keep; **Completed**
- develop a plan for organizing collection into areas accessible to students based on reading and interest level and subject; **Completed**
- identify materials no longer present (such as hundreds of VHS tapes and public library materials) and delete; **Basically completed**
- reduce the quantity of books to fit in the area available; **Completed**
- make weeding decisions based on – **Basically completed**
 - condition
 - duplicate copies or multiple items on same subject
 - appropriateness of materials for the elementary school
 - age of information
 - space available—shelving for non-fiction was reduced by 1/3 and there was much additional that already did not fit on existing shelf space
- Add shelves in the Fiction section to make more room for books; **Completed**
- prepare existing records in the database so they can be inventoried—much of this is being done remotely when possible, outside of on-site time **In process—approx 30%**

Phase 2

- Identify materials present but not cataloged; **In process—checking section by section**
- properly catalog all materials in the collection so that what is in Destiny actually reflects what is there; **In process—as each section checked, items are cataloged**
- perform inventory, section by section, involving scanning any books not previously ‘seen’ by the database; **In process—In process; can only be completed as sections are identified in the books’ records**
- remove from the database items that are no longer there; **Last step of inventory—many books will turn up elsewhere so best to wait to remove them**
- resolve issues of non-returned items from the past so that records are clear **Waiting for decision by admin**

Phase 3

- repair/recover books worth repair; replace barcodes where necessary, add spine labels – **Ongoing**
- evaluate books needing to be replaced or added; **Ongoing**
- provide signage for shelves; **Temporary location signage will be complete by 4/27; Permanent signage is pending decisions or what type to use**
- make recommendations for ordering, recommend sources or do actual ordering; **Ongoing—If desired we will make actual orders and procure books**
- catalog and process new books ordered **Pending receipt of ordered books**

Phase 4

- train staff or others in circulation (checking materials in and out), cataloging and processing added materials; **Pending identification of staff**
- produce instructions for library procedures. **Pending approval of training phase**

Summary of progress as of April 18

We estimate that approximately 98% of Phase 1 is complete and several parts of Phase 2, such as inventorying and cataloging, are in progress. Phase 3 is ongoing. Phase 4 is pending decisions by Admin.