

# Burnt Ranch Elementary School District

## Board of Trustees Regular Meeting

Burnt Ranch Elementary School  
251 Burnt Ranch School Road  
Burnt Ranch, California

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\*Meeting will be available remotely via ZOOM. Please call (530) 629-2543 before 4:00pm on 2/10/22 for information regarding remote access.

**Thursday, February 10, 2022**

**5:30pm Regular Meeting**

### Minutes

#### 1.0 Formal Opening

- 1.1 Call to Order – *President Josh McKnight called the meeting to order at 5:33pm.*
- 1.2 Roll Call – *Board members present were Josh McKnight, James King, Cyn Van Fleet, Sarah Brown and Michael Harding. Also present was Superintendent Kathleen Graham, Principal Kristi Holland-Kilgore, Robin Dummer and Tamera West. Casey Geyer joined the meeting at 5:50pm.*
- 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. *Tamera West took a moment to share about Kristi Holland-Kilgore. She wanted the board to know how much she appreciated her hard work and thanked her. Kristi thanked her and said it was a team effort.*

*Sarah Brown requested that the award that Kristi received be publicly acknowledged in the newsletter.*

#### 3.0 Accept Open Session Agenda

Motion *by Cyn Van Fleet* \_\_\_\_\_ Second *by Sarah Brown* \_\_\_\_\_ Vote 5-0 \_\_\_\_\_

- 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 - January 13, 2022

4.2 Warrants – January 5, 2022 to February 2, 2022

*Cyn Van Fleet motioned to approve the minutes and warrants. James King seconded the motion. Vote 5-0*

#### 5.0 Correspondence

5.1 Eide Bailly, LLP

RE: 2020-2021 Audit Report

#### 6.0 Reports

6.1 Building Projects – *Kathleen Graham reported:*

*Well/water system- Julie and Kathleen met with Bill Anderson to clarify how the well-to-tank-to-school system is set up, including the chlorination process. After consulting with the Water and Engineer experts we are recommending the purchase of a 5,000-gallon shop-built galvanized metal epoxy lined tank. It will be equipped with anchor bolts based on our seismic requirements. The biggest problem we are having is trying to get the two tank companies we have found, and talked with many times, to*

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*actual send the quote and information. We have received quotes are now waiting on the engineer to look at them.*

*Shade structure- Plans are done and now we are waiting on the Architect to send us the agreement so he can get them approved. If the Architect doesn't approve the plans soon we may have to explore other options.*

*Generator - it's at the school and should be operational by the end of the month. They are waiting on a connection part for the propane.*

*Solar- Jeff and Kathleen met with a representative from Redwood Coast Energy Authority and he is very eager to help. I will share those ideas and updates at the meeting, along with our status with McKeever.*

*Building Project audit- The soft audit is still underway at OPSC. Kathleen asked the board for permission to move forward with exploring solar, and everyone was in agreement.*

## **6.2 Superintendent -**

- *The LCAP Mid-Year Report and the Supplement to the Annual Update for 2021-22 LCAP were a new experience for both Robin and Kathleen. Time consuming, but now done. They were also a good warm-up to the rest of the year budget and LCAP requirements.*
- *Two new programs are also being started up this year: **Universal Pre-Kindergarten (UPK)**, which means Transitional Kindergarten for all 4 years olds by 2025 but phased in over the next 3-4 years, and the **Expanded Learning Opportunities Program (ELOP)**, which has a summer component and about which there are many questions that still need to be answered. Kathleen will bring information about both to the meeting.*
- *The Federal Indian Education Grant spring reporting requirements are coming up in March and April. The program works in conjunction with our State Indian Education Grant to provide services and opportunities to our native youth and to help bring more native culture awareness to all of our students.*
- *There will be a Parent Advisory Committee meeting on Tuesday, February 15 at 3:30pm to discuss all of the above, plus other school programs, activities, and plans.*
- *This month's Zoom board training offered by TCOE is Tuesday, Feb. 8, 5:30-7:30pm*

## **6.3 Principal**

### **Principal Report**

- *1/10-12 Campus closed due to lack of staff - Robin is filing the J-13 for the missed days.*
- *1/24-1-28 Kindness Week--Club Live hosted fun activities and dress-up days*
- *1/24-2/4 2nd iReady Diagnostic (Math) -District Assessments*
- *1/28-29 Douglas City Basketball Tournament--went great considering the rough start due to COVID isolations and/or quarantines. The three games were the first the boys played.*
- *2/10 Spelling Bee Grades 4-8 (winners will go on to the County Spelling Bee in Hayfork)*

### **ASES Report**

- *Boys are excited to have a basketball season; they are playing well and having fun. We received positive feedback from another school in regards to the last home game!*
- *New ASES staff! We now have Casey and another staff member working every day in ASES until 5pm!*
- *Futsal is slowly being organized into the ASES program; we have a parent volunteer helping.*
- *Yearbook Club is up and going; Mary Jane is taking the lead.*

### **Upcoming**

- *2/17 Ski Trip--We offered it to all K-8 this year--45 students; K-8<sup>th</sup> are attending. 27 parents; 5 attending from K-1; 10 attending from 2-4, and all but 6 students in grades 5-8*
- *2/18 and 2/21 (Friday and Monday) Presidents Day Weekend*
- *3/2 100<sup>th</sup> Day of School*
- *3/4 End-of-first trimester*

- 3/7 County Spelling Bee in Hayfork
- 3/10 Mr. Brown Presentation and student workshops/PD for staff (Social Emotional Learning)
- 3/16-18 Spring Conferences; 18th is a minimum day
- 3/17 2nd Trimester Assembly

### Information

- Current enrollment: 67; two new 1st graders, one 4th grader, and one 5th grade student; we have another 1st grader who will be attending when caught up with immunizations. That will bring a total of 68 enrolled students.
- Big thank you to Kathleen! She has been extremely helpful to the staff, especially Robin.
- Current COVID-19 Statistics:
  - As of 2/4/22; 7% of students are isolated and/or quarantined
  - 0% of staff isolated or quarantined
- New look to the website--Thank you, Mike, for volunteering! We welcome feedback and suggestions. This is obviously an ongoing process, but Mike has helped get us started.
- Discussion--8th grade trip (7 students; 4 girls, 3 boys, 2 chaperones--Mrs. West and one male)
  - Two nights in Redding Airbnb
  - Turtle Bay, Shasta Caverns, Dam, Waterpark....possible activities
  - Testing before leaving and on arrival back; this way no masks in the van and Airbnb
  - Fundraising--Estimated cost is around \$2000-\$3000

**6.4 Business**-Robin reported that business is continuing and to expect the 2<sup>nd</sup> Interim Budget Report in March.

**6.5 Enrollment** -67(changes frequently) - Attendance 95%

**6.6 Staff** - no report

### 7.0 General Business

- 7.1 Review Williams Quarterly Report- Board reviewed
- 7.2 Review/Approve 2020-21 Audit Certification Financial Report-Sarah Brown moved to approve the 2020-21 Audit Certification Financial Reports; Michael Harding seconded the motion. Vote 5-0
- 7.3 Review/Approve 2020-2021 Audit Findings Certification of Corrective Action- James King moved to approve the 2020-2021 Audit Findings Certification of Corrective Action; Cyn Van Fleet seconded the motion. Vote 5-0
- 7.4 Approve J-13 Closure January 12, 2022 - Cyn Van Fleet motioned to approve the J-13 Closure; Sarah Brown seconded the motion; Vote 5-0
- 7.5 Review/Approve Revised 2021-2022 Calendar – James King motioned to approve the Revised 2021-2022 Calendar; Cyn Van Fleet seconded the motion. Vote 5-0
- 7.6 Review Annual Update to the 2021-22 LCAP and Budget Overview for Parents  
 -LCAP Supplement –These are the funds, and an explanation of how they are being spent and/or allocated , that the district has received in addition to the regular LCAP funding.  
 -Mid-Year Report – This report shows the implementation status of our LCAP’s goals and funds at this point in the school year.

*The board reviewed the 2021-22 LCAP and Budget Overview for Parents. Michael Harding clarified the Aimsweb and CAASPP assessment timeline.*

- 7.7 Review/Approve the following Board Policies:  
 BP/AR 1312.3 Uniform Complaint Procedures  
 AR 3515.6 Criminal Background Checks For Contractors  
 AR 4217.3 Layoff/Rehire

*Sarah Brown motioned to approve BP/AR 1312.3 Uniform Complaint Procedures, AR 3515.6 Criminal Background Checks For Contractors and AR 4217.3 Layoff/Rehire; Cyn Van Fleet seconded the motion. Vote 5-0*

7.8 Discussion 2022-2023 Superintendent and Principal positions

*Discussion ensued regarding the Superintendent and Principal positions. Discussion included combining the positions, when to advertise the position, surveying the staff and potential option that BRS has. Michael Harding offered TCOE to survey the staff, train potential administrators and to provide services in the hiring process.*

**8.0 Future Business**

8.1 Next board meeting -

Thursday, March 10, 2022 5:30pm

Reschedule April meeting due to Spring Break – Rescheduled to April 7<sup>th</sup> at 5:30pm.

**9.0 Adjourn to Closed Session - Josh McKnight adjourned to closed session at 7:51pm.**

9.1 Pursuant to Government Code 4957 Personnel or 54956.9 Litigation

**10.0 Return to Open Session – Josh McKnight returned the meeting to open session at 8:40. The decision was made to proceed with advertising for the Superintendent Position.**

**11.0 Adjourn – Josh McKnight adjourned the meeting at 8:41pm.**