

**Burnt Ranch Elementary School District**  
**Board of Trustees Regular Meeting**  
**Thursday, August 12, 2021**  
**4:00pm**  
**Minutes**

Join Zoom Meeting

<https://us04web.zoom.us/j/72348706456?pwd=bnFnZ3VOYTd4LzVaeEFqZE9HNjI4dz09>

Meeting ID: 723 4870 6456

Passcode: BRSGBM

**1.0 Formal Opening**

1.1 Call to Order

*Cyn VanFleet called the meeting to order at 4:10 PM.*

1.2 Roll Call

**Board Members:** All Present; Cyn VanFleet, Josh McKnight, James King, Mike Harding, Sarah Brown

**Others in Attendance:** Dr. Bryan Caples, Kristi Holland-Kilgore, Casey Geyer

**Absent:** Robin Dummer

1.3 Additions or Changes to Agenda

*No changes or additions to the agenda.*

- 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.  
*No public comment.*

**3.0 Accept Open Session Agenda**

*James King moved to accept the open session agenda, seconded by Sarah Brown.*

- 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 – June 10, 2021 and June 15, 2021

4.2 Warrants – June 9, 2021 to August 4, 2021

*Mike Harding moved to table the Minutes and the Warrants until the next regular board meeting, seconded by Sarah Brown. Motion carried; unanimous.*

**5.0 Correspondence**

*No correspondence.*

**6.0 Reports**

6.1 Building Projects

*Discussion: Thank you Cyn VanFleet for having the project go through a first pass filter. This will be very helpful when the project goes through audit.*

6.2 Superintendent

*Dr. Bryan Caples stated that we will apply for a state waiver (J-13) for the days school was not able to be in session due to the Monument Fire natural disaster crisis. Staff will receive their normal pay during the delay in starting school. If the waiver is approved, the instructional year will end at the normal time and no additional days would need to be added to the end of the school year. Discussion on the Hardship Waiver that we are applying for that will exempt our district from the new Independent Study requirements set forth by the state.*

6.3 Business

*Business halted--the school and Burnt Ranch area is currently under a mandatory evacuation order due to the Monument Fire.*

6.4 Principal

*Kristi Kilgore reported on the current fire status as she knew it and that some firefighters were using the gym to sleep at night. She reported Robin Dummer was working with the Forest Service on a contract for using the gym. Kristi Holland also said that she was in agreement with Dr. Bryan Caples about applying for the J-13 waiver for the missed days of school.*

6.5 Staff

*No staff reports.*

**7.0 General Business**

7.1 Review Quarterly Report on Williams Uniform Complaints

*Sarah Brown moved to Review Quarterly Report on the Williams Uniform Complaints, seconded by James King. Motion Carries: unanimous.*

7.2 Review/Approve 2021-22 Consolidated Application and Reporting System

*James King moved to approve the 2021-22 Consolidated Application and Reporting System, seconded by Josh McKnight. Motion carries; unanimous.*

7.3 Review/Approve Resolution 2021/22-02 To Establish Authorized Signatures for the Purpose of Approving Orders Drawn on the Funds of the Burnt Ranch Elementary School District

*James King moved to approve Resolution 2021/2022 to Establish Authorized Signatures for the Purpose of Approving Orders Drawn on the Funds of the Burnt Ranch Elementary School District, seconded by Sarah Brown. Motion carries; unanimous.*

*Discussion: Remove Kathleen Graham and add Dr. Bryan Caples to the list of authorized signatures; all others would remain the same.*

7.4 Review/Approve Construction Administrator Contract

*Josh McKnight moved to approve the Construction Administrator Contract, seconded by James King. Discussion ensued. There were date errors in Section 8 of the contract, questions about the number of hours and the cost per hour to the district.*

*Josh McKnight removed his motion from the table following the discussion. The contract will return to the board after it is revised to meet the needs of the district.*

7.5 Discussion Current Evacuation Advisory for Burnt Ranch

*Dr. Bryan Caples recommended with the support of Kristi Holland-Kilgore to delay the opening of school for the 2021-22 by two weeks. New tentative start date for teachers is Sept. 1st, , staff Sept. 2nd, and students September 7th. Staff and Burnt Ranch Families will be notified every 72 hours on Facebook, the school's website, and the auto dialer messaging system--Bright Arrow.*

7.6 Discussion 2021-22 School Calendar

*Students will tentatively return to school on September 7th, 2021. We will closely monitor the current situation and keep everyone updated on a regular basis.*

**8.0 Future Business**

*Next Meeting--Special Board Meeting August 19, 2021 at 4:00 PM via Zoom. Regular Board Meeting September 9, 2021 at 4:00 PM.*

**9.0 Adjourn to Close Session**

9.1 Pursuant to Government Code 54957 Personnel or 54956.9 Litigation

*No Closed Session business.*

**10.0 Reconvene to Open Session**

**11.00 Adjourn**

*Meeting adjourned at 5:52 PM*

# CALL AND NOTICE OF SPECIAL MEETING OF THE BOARD OF TRUSTEES, BURNT RANCH SCHOOL DISTRICT

## EMERGENCY BOARD MEETING Minutes

Join Zoom Meeting

<https://us04web.zoom.us/j/72348706456?pwd=bnFnZ3VOYTd4LzVaeEFqZE9HNjI4dz09>

Meeting ID: 723 4870 6456

Passcode: BRSGBM

At the direction of the President of the Board of Trustees of Burnt Ranch School District, an emergency meeting of the Board is hereby called:

DATE: Tuesday, August 19, 2021

TIME: 4:00 – *Cyn Van Fleet called the meeting to order at 4:00pm*

*Board members present Cyn VanFleet,, Josh McKnight, Sarah Brown and Michael Harding. James King was absent. Others present were Superintendent Dr. Bryan Caples, Principal Kristi Holland-Kilgore, Robin Dummer and Casey Geyer.*

LOCATION: Virtual Meeting via Zoom

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirements for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meeting during an emergency meeting. (Government Code 54956.5)

### 1.0 Action Items

1.1 Review/Approve Construction Administrator Contract – ***Josh McKnight motioned to approve the Construction Administrator Contract with modification to the current date and language. Discussion ensued. Dr. Caples stated he will be working with Kathleen on the current projects. Sarah Brown seconded the motion. Vote 4-0; King absent***

1.2 Discussion of Current Evacuation Order for Burnt Ranch – ***Discussion ensued regarding the current state of the Monument Fire. The Burnt Ranch area is under a mandatory evacuation order. This affects many staff, students and board members. The start date for school was moved to September 7, 2021. Dr. Caples recommends that the school be inspected and cleaned by a professional company that deals with fire, ash, and smoke damage before students return to school. Board member Mike Harding suggested that the inspection/cleaning may be covered under our insurance. Dr. Caples will make the necessary contacts to secure a professional company that will inspect, test for ash, and clean the school. All air filtration filters should be replaced before school regardless of when they were last changed. Board Member Sarah Brown suggested other models to look at if we have to delay school even farther such as working with students off campus, providing packets, and or online-based curriculum. Discussion ensued with the pros and cons being discussed. There will be another board meeting on August 31, 2021 to reassess the status of the Monument Fire.***

**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 5 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.

***Board member Sarah Brown requested continued support and compassion for the safety and stress of staff and students during this time.***

**3.0 Adjourn to Close Session - *No need for closed session***

3.1 Pursuant to Government Code 54957 Personnel or 54956.9 Litigation

**4.0 Reconvene to Open Session**

**5.0 Adjourned - Cyn Van Fleet adjourned the meeting at 5:20pm.**

# CALL AND NOTICE OF SPECIAL MEETING OF THE BOARD OF TRUSTEES, BURNT RANCH SCHOOL DISTRICT

## EMERGENCY BOARD MEETING Minutes

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Meeting ID: 723 4870 6456

Passcode: BRSGBM

At the direction of the President of the Board of Trustees of Burnt Ranch School District, an emergency meeting of the Board is hereby called:

DATE: Tuesday, August 31, 2021

TIME: 4:00 – *Cyn Van Fleet called the meeting to order at 4:04pm*

*Board members present Cyn Van Fleet, James King, Josh McKnight, Sarah Brown and Michael Harding. Others present were Superintendent Dr. Bryan Caples, Principal Kristi Holland-Kilgore, Robin Dummer and Sarah Suphan.*

LOCATION: Virtual Meeting via Zoom

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirements for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meeting during an emergency meeting.

(Government Code 54956.5)

### 1.0 Action Items

**1.1** Discussion of Current Evacuation Order for Burnt Ranch – *Cyn Van Fleet opened the discussion with news of the Burnt Ranch area being released from an Evacuation Warning due to the Monument Fire. She also raised concerns about the new fire in Willow Creek, the Knob Fire. Many students and staff live in the Willow Creek area and this would have an impact on Burnt Ranch School. Dr. Caples stated that he felt the school board should consider opening on September 13<sup>th</sup>. This would allow more time for staff and students who were evacuated to return to their homes and be better prepared for school to start. He stated that the school would submit a J-13 waiver for the days missed. Principal Holland-Kilgore confirmed that a September 13<sup>th</sup> opening date would benefit students and staff. All board members were in agreement. On September 26<sup>th</sup>, the school was inspected by West Coast Fire & Water for ash, smoke, and fire damage. The cleaners would be at the school this Thursday or Friday. Cyn Van Fleet directed Dr. Caples and Principal Kilgore-Holland to inform students and staff of a new start date of September 13, 2021.*

**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 5 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.

***Board member Mike Harding requested information on the status of the school internet. Principal Kilgore explained that we have a hotspot from Verizon that currently is providing internet for staff and that the student network is down. Principal Holland-Kilgore was unsure if Verizon would bring another trailer. Board member Sarah Brown stated she would like a contingency plan if school continues to be delayed. She also would like to see the campus utilized for a clean air facility or evacuation center. Dr. Caples explained that if there was to be a delay students would receive work either in either a paper packet form or in a digital format, depending on what is easier for families.***

**3.0 Adjourn to Close Session - No need for closed session**

3.1 Pursuant to Government Code 54957 Personnel or 54956.9 Litigation

**4.0 Reconvene to Open Session**

**5.0 Adjourned - Cyn Van Fleet adjourned the meeting at 4:37 PM**