

Burnt Ranch Elementary School District

Board of Trustees Regular Meeting

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

**Meeting will be available remotely via ZOOM. Please call (530) 629-2543 before 3:00pm on 10/14/21 for information regarding remote access.*

Thursday, October 14, 2021
4:00pm Regular Meeting

Minutes

1.0 Formal Opening

- 1.1 Call to Order – Cyn Van Fleet called the meeting to order at 4:01pm.
- 1.2 Roll Call – Board members present were Cyn Van Fleet, James King, Sarah Brown, Josh McKnight and Mike Harding
Others present were Principal Krysty Kilgore-Holland, Superintendent of Schools Sarah Supahan (via Zoom,) Deputy Superintendent Fabio Robles, Robin Dummer
Absent: Superintendent Bryan Caples
- 1.3 Additions or Changes to 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. *Ms. Kilgore-Holland spoke on behalf of Tamara West and Casey Geyer. They request that board meeting be held later to accommodate their After-school positions.*

3.0 Accept Open Session Agenda

Motion *by Josh McKnight* Second *by Michael Harding* Vote *5-0, motion carries*

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 – September 9, 2021
- 4.2 Warrants - September 8, 2021 to October 6, 2021

Approved by consent

5.0 Correspondence

PGE Check – Robin Dummer shared a check received from PG&E in the amount of \$1,000. This was generated as a bonus from the PSPS contract Kathleen Graham submitted.

4:08pm Parent Leah May joined the meeting

6.0 Reports

6.1 TCOE County Superintendent & Deputy Superintendent
Superintendent of Trinity County Schools, Sarah Supahan and Deputy Superintendent of Schools, Fabio Robles presented the TCOE Report to the Community. This report summarized services provided to school by TCOE. Also included were their board duties, school and county information and student services. Josh McKnight and Cyn Van Fleet thanked them for their presentation.

6.2 Superintendent – No Report

6.3 Principal – Krysty Kilgore-Holland reported we are still waiting for phone service to be restored.

9/12 Tyler Thompson installed a bike rack for the students and staff to use! Thank you, Tyler!

- 9/13 All rooms had HEPA filter devices to remove smoke and viruses; the main rooms had the big silver air scrubber and the other rooms had portable units.
- 9/21 Trident was restored--Thank you Mike Harding and Robert Jackson and the Northern Rockies Team Two Incident One Command Team for their help with this.
- 9/23 PTO meeting
- 9/24 Indian Day Cancelled
- 9/27 Main classrooms outfitted with Germ Guardian HEPA filters. We turned off the loud silver air scrubber that was in the library.
- 9/30 PTO meeting--new PTO president--Elizabeth Bolton
 - Gathered parent input on how to spend ESSER funds to facilitate student growth and close the learning gap caused by COVID-19 school closures/distance learning
- 10/4 New Reading Intervention Program up and ready for student use; computer-based program with printable options.
- 10/5 Back-to-School Night--not very well attended, but that was expected due to COVID restrictions
 - Picture Order forms, September Newsletter, and CAASPP reports were sent home at BTS Night or the following day with students.
- 10/8 Air scrubbers picked up by West Coast Fire and Water
- 10/12 Picture Day; photos by Lucas Olivera
- 10/12 Parent Advisory Meeting
 - Discussed the ESSER plan and gathered parent input on how to spend ESSER funds to facilitate student growth and close the learning gap caused by COVID-19 school closures/distance learning
- 10/11-10/15--County Nurses will begin the mandated training. The program is not as helpful to our school as we had hoped. I will explain more at the meeting.
- 10/13--Fire Drill
- 10/24-10/29--Red Ribbon Week hosted by Club Live with fun Dress up days
- 10/29--Harvest Festival: 2:00-4:40. Later bus this Friday--4:40. Trunk-or-Treat in the parking lot with contactless treat distribution. PTO sponsored event
- 11/11-11/12--No School; Veteran's Day is Thursday and we took Friday as a local holiday
- 11/15-11/19--PTO Book Fair
- 11/16-11/19--Min Days for Parent-Teacher Conferences
- 11/22-11/26--Thanksgiving Break

Information:

- Enrollment is 63; with one Kindergarten that attended 4 days and has been on Independent Study since
- Staffing:
 - Hailey Black resigned from her position due to conflicts with her work schedule at the Post Office.
 - Angela has been working Mondays in the office to support Robin, and in ASES for Casey
 - ASES is significantly understaffed--at min. 1 academic assistant is needed. Preferably 2
 - We need 2 classroom aides or at least 2 more people willing to do lunch duty
 - We need an intervention teacher/aide
 - Relief time for Kristi to perform administrative duties
- Phone--still using the Verizon Prepaid phone--530-739-5306. Not sure when Frontier will be working.
- Ironside--Work has begun to install the permanent internet tower.
- We did have one positive COVID case in our student population. It was an isolated event, and no other cases have been reported.

6.4 Business – Robin Dummer reported the Unaudited Actuals were done by Gretchen at TCOE. Due to the internet issues, she offered to help us with them this period. Census day was October 6, 2021 and attendance was 63 with a 68% free and reduced count. This data will be used throughout the school year. Other business this month included our CHP bus inspection, civil rights training and California Nutrition Program training.

6.5 Enrollment and attendance – 63 Students

6.6 Building Projects – Kathleen Graham sent the following report:

Burnt Ranch ESD: Project Status as of October 12, 2021

WELL / WATER SYSTEM

The Pace engineer, Tom Warnock, Rick Reinhard (Whitson’s), Jeff Morris and I met to discuss the well, filtration system and new tank. The new well pump is working, the water is clear, and there is enough flow so as long as we get a new permanent, larger tank the school should have enough potable water. Tom will write up a plan and cost estimate for replacing the 5,000 gallon temporary fiberglass tank with a 10,000 gallon glass-fused bolted steel tank on a concrete pad. The challenge will be to find a spot to put it. Jeff and I will do a site visit this week to try to find an acceptable location. Then we will meet again with Tom. Once we have a firm plan, we will submit to OPSC from funding.

SHADE STRUCTURE

The contractor is having the plans engineered so when we have a draft design we will submit it to an architect in Sacramento. We are still aiming for installation in December or January.

GENERATOR (including Solar Panel System)

Delivery of the generator has been delayed by the supplier until mid-to-late December. The infrastructure is ready so Whitson’s will either install it right before Christmas or in early January. The RFQ (Request for Qualifications) was put out to solar installers last week to find out who is available and interested. The RFQs are due October 21. We will then solicit bids through the RFP (Requests for Proposals) process. The concern is that we may not get everything installed by the 3/31/22 deadline, mostly due to supply chain and natural element delays. I’ve been in contact with OES and am hopeful they will work with us, if needed, on an extension past March 31, 2022.

PREVIOUS PROJECT AUDIT

TCOE has mostly completed their review of the building project. Robin and I will meet with Gretchen to adjust a few expenditures. I am also in the process of submitting the final yearly report to OPSC (Office of Public School Construction) that’s due within 30 days. On this final one, they require a lot of

documentation about contracts, bids, advertising, change orders, etc., along with financials. Both Robin and Jeff are on board to help out. This process will also help us be prepared for the Final Audit. Robin reported that there was an extension granted for the project audit. Michael Harding requested communication on where the new water tank would go.

6.7 Staff- No staff report

7.0 General Business

7.1 Review/Approve ESSER III Expenditure Plan – Motion by Josh McKnight to approve the ESSER III Expenditure Plan; Sarah Brown seconded the motion; Vote 5-0 – (Unanimous)

7.2 Review/Approve 2020-21 Unaudited Actuals - Motion by James King to approve the 2020-21 Unaudited Actuals; Michael Harding seconded the motion; Vote 5-0 (Unanimous)

7.3 Review/ Approve Resolution 2021/22-03 Gann - Motion by Josh McKnight to approve the Resolution 2021/22-03 Gann; Sarah Brown seconded the motion; Vote 5-0 – (Unanimous)

7.4 Review Agreement Regarding the CDPH Support Grant, Between TCOE and Districts- Motion by Michael Harding to approve the CDPH Support Grant between TCOE and Districts; James King seconded the motion; Vote 5-0 – (Unanimous)

7.5 Review/Approve 2021-22 BRESA Volunteer Policy – Motion by James King to approve the 2021-22 BRESA Volunteer Policy; Josh McKnight seconded the motion; Vote 5-0 (Unanimous)

7.6 Review/Approve Form J-13 Request for Allowance of Attendance Due to Emergency Conditions, August 23 – September 10, 2021 – Motion by Sarah Brown to approve Form J-13 Request for Allowance of Attendance Due to Emergency Conditions, August 23 – September 10, 2021; Josh McKnight seconded the motion; Vote 5-0 (Unanimous)

8.0 Future Business

Next board meeting:

Regular Board Meeting – Holiday -Thursday, November 11, 2021 at 4:00pm – Needs to be rescheduled

Regular Board Meeting moved to Wednesday, November 10, 2021 at 5:00pm.

9.0 Adjourn to Closed Session – Cyn Van Fleet adjourned the meeting to closed session at 5:24pm.

9.1 Pursuant to Government Code 54957 Personnel or 54956.9 Litigation

10.0 Return to Open Session- Cyn Van Fleet returned to open session at 6:00 and reported that the board will solicit assistance from retired administrators.

11.0 Adjourn - Cyn Van Fleet adjourned the meeting at 6:01pm.