

# 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 11/12/21 for information regarding remote access.*

**Wednesday, November 10, 2021  
5:00pm Regular Meeting**

## Minutes

### 1.0 Formal Opening

- 1.1 Call to Order – *By Board President Cyn Van Fleet at 5:02pm.*
- 1.2 Roll Call – *Board members present were Cyn Van Fleet, Joshua McKnight, James King, Michael Harding, and Sarah Brown. Others present were Principal Kristi Holland, Robin Dummer and Casey Geyer; Superintendent Bryan Caples was absent.*
- 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.

*No public comment*

### 3.0 Accept Open Session Agenda

Motion *by James King* Second *by Josh McKnight* Vote *5-0; unanimous*

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 – October 14, 2021
- 4.2 Warrants – October 6, 2021 to November 4, 2021

**Approved by consent**

### 5.0 Correspondence

- 5.1 Letter from Trinity County Superintendent of Schools, Sarah Supahan  
Re: 21-22 Budget Approval Letter and Report

### 6.0 Public Hearing

#### **2021 Educator Effectiveness Block Grant Plan**

**Open: by Cyn Van Fleet at 5:07pm**      **Close: by Cyn Van Fleet at 5:08pm**

*Board members review the 2021 Educator Effectiveness Block Grant Plan emailed by Kathleen Graham. Cyn Van Fleet commented that most expenditures will occur in the out years.*

### 7.0 Reports

- 7.1 Building Projects – *Kathleen Graham reported the following:*

#### **WELL / WATER SYSTEM**

*We are working on the agreement with PACE to get a plan and cost estimate to DSA and then OPSC. We hope to put the new drinking water tank in front of the large fire suppression tank but need to do more measuring and checking for underground pipes and electrical lines.*

#### **SHADE STRUCTURE**

*The engineered plans should be ready to send to the architect in Sacramento very soon.*

#### **OES Grant: GENERATOR & Solar Panel System**

*We are still planning on the generator being delivered in mid-to-late December for December/January installation. The RFQ (Request for Qualifications) was put out to solar installers, and after a one-week*

extension, we still only received one – from McKeever Solar in Arcata. Jeff and I met with him and we went over plans and timelines. Installing on the roof won't be possible due to DSA (Division of State Architect)'s long time lines to approve those kinds of projects. McKeever has quite a bit of experience with public school projects and can come up with a plan to install solar panel covered parking and/or shade structures for the front area of the school. They gave us a proposal for an initial "Discovery Phase" to come up with options and ideas. This will run \$5,000 and we will have to pay for it out of our general fund as that part will not qualify under the OES grant. This proposal is on the agenda (8.5).

I've been in contact with OES and requested an extension past March 31, 2022, but they have not been able to offer that yet. They will continue to consider it, though.

The first Progress and Financial Report is due to OES by November 30, 2021.

### **PREVIOUS PROJECT AUDIT**

We are working on the required End-of-Project report to OPSC which is due November 15<sup>th</sup>. After that is done we will continue preparing for the Final Audit.

7.2 **Superintendent** - Interim Superintendent Kathleen Graham reported:

On October 25, the school was placed in Modified Quarantine due to one school member testing positive for COVID-19. As the exposure was on Friday, October 22, the quarantine lasted through Monday, Nov 1. The week before we had made arrangements for Robin Dummer to be our School Staff Covid tester (to save TCOE from having to drive through the road work once a week). That turned out to be very fortunate timing as we were able to work with School Nurse Sheree Beans, Trinity County Public Health and Humboldt County Public Health to get student and staff tests so Robin could test all school members. All test results (those done off and on campus) were negative so we were able to safely exit the Modified Quarantine status on November 2<sup>nd</sup>. It was a huge learning curve, but the staff (especially Robin), parents and community really pulled together to enable us to get through the experience safely and with minimal loss of learning time.

7.3 **Business** – Robin Dummer reported FEMA was on site Monday, to help recover some fire expenses. She attended the First Interim meeting and continued work on the budget that will be coming back to the board at the December meeting. Bringing to the board in December.

7.4 Principal Kristi Holland reported

- 10/12 Picture Day; photos by Lucas Olivera
  - Pictures are in and have been distributed; retakes end of the month
- 10/18-12/6--Trinity Together with Anna Carson
  - West--Career Modules, Holland--STEAM activities
- 10/20--K-4 Pumpkin Patch field trip
- 10/24-10/29--Red Ribbon Week hosted by Club Live with fun Dress up days--Great recess challenges
- 10/29--Ms. Holland's class fall auction
- 11/1--Professional Development Day; Teachers Zoomed into Marc Brackett's presentation
  - Due to the extreme staffing shortage and extra responsibilities that our teachers have had to take on, teachers were able to Zoom from home--this was greatly appreciated by the teachers!
- 11/2---Girls Basketball started; Coach Walendy; players must submit to weekly COVID testing
  - 11/16 First Game--Trinity Valley 4:00/5:00
- 11/4--Health Inspection Visit--Kitchen passed with flying colors :}
- 11/5--Harvest Festival: 2:00-4:40. PTO did a tremendous job--was a lot of fun
  - Mrs. Wilde's class won a Cake Party for the K-4 pumpkin spoon relay race
  - Mrs. West's class won a Pizza w/cake party for both pumpkin relay races
- 11/8--PTO handed out a staff survey soliciting feedback on how they can help--volunteers, supplies. etc
- 11/10--End of the first trimester!

### **Upcoming:**

- 11/11-11/12--No School; Veteran's Day is Thursday and we took Friday as a local holiday
- 11/16-11/19--Min Days for Parent-Teacher Conferences
- 11/19--Ms. Holland's Family Feast
- 11/22-26 Thanksgiving Break
- 12/14--Winter Musical Presentation
- 12/17--Ms. Holland's Winter Auction
- 12/17 - minimum day
- 12/20-1/2--Winter Break

**Information:**

- **Staffing:**
    - 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--Tamera has helped on Monday afternoons; Trinity Together with Anna Carson is doing STEM activities and Tamera donates her prep to supervise my class
  - Phone--the school phone is working! We still have the cell phone for the time being.
  - Ironside--Work has begun to install the permanent internet tower
- 7.5 **Enrollment and attendance** – 63 students with 93.86% attendance
- 7.6 **Staff** – Casey Geyer reported that the Girls Basketball season has begun. There will be a home game November 17<sup>th</sup>. The Ski Trip is also planned for February and will be opened up to grades First thru Fourth with their parents.

**8.0 General Business**

- 8.1 Review Williams Quarterly - Michael Harding motioned to approve Williams Quarterly Report; Josh McKnight seconded the motion. Vote 5-0; Unanimous;
- 8.2 Review/Approve Certificated Substitute Salary Schedule – Sarah Brown motioned to approve Certificated Substitute Salary Schedule; James King seconded the motion. Vote 5-0; Unanimous
- 8.3 Review/Approve Grant Funded Salary Schedule – Joshua McKnight motioned to approve Grant Funded Salary Schedule; James King seconded the motion. Vote 5-0; Unanimous
- 8.4 Review/Approve Resolution 21-22-05 to Establish Fund 12 – Michael Harding motioned to approve Resolution 21-22-05 to Establish Fund 12; Josh McKnight seconded the motion. Robin explained that this fund needs to be established to receive funding for the one time Pre-Kindergarten planning and Implementation Grant. This will be to provide profession development for PreKindergarten and Kindergarten teachers. Vote 5-0; Unanimous
- 8.5 Review/Approve Design/Build Prime Contract between BRESO and McKeever Energy & Electric - Michael Harding motioned to approve Design/Build Prime Contract between BRESO and McKeever Energy & Electric for the amount of \$5000.00; Sarah Brown seconded the motion. Vote 5-0; Unanimous
- 8.6 Review/Approve Board Policies:
- BP 0470 COVID-19 Mitigation Plan
  - AR 1312.3 Uniform Complaint Procedures
  - BP 3516.5 Emergency Schedules
  - BP/AR 4112.42/4212.42/4312.42 Drug and Alcohol Testing for School Bus Drivers
  - BP/AR 6158 Independent Study
  - PB 6157 Distance Learning - Delete
- Michael Harding motioned to approve Board Policies; James King seconded the motion. Vote 5-0; Unanimous

**9.0 Future Business**

Next board meeting:

- Regular Board Meeting-Thursday, December 9, 2021 at 4:00pm
- Annual Organizational Meeting – Tuesday, December 14, 2021 4:00pm
- Confirm date, time and location – No changes

**10.0 Adjourn to Closed Session** – Cyn Van Fleet adjourned the meeting to closed session at 6:16pm.

10.1 Pursuant to Government Code 54957 Personnel or 54956.9 Litigation

**11.0 Return to Open Session** Cyn Van Fleet returned the meeting to open session at 7:40pm.

James King moved, seconded by Josh McKnight, to extend the Interim Superintendent contract to Kathleen Graham, until further notice. Ayes 5, Nays 0. Motion carried unanimously

**12.0 Adjourn** – Cyn Van Fleet adjourned at 7:41pm.