

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 REGULAR MEETING MINUTES

Tuesday August 5th, 2025

4:00 PM

GRIZZLY HILL SCHOOL-Room 4

	1.	CALL TO ORDER: 4:06			
	2.	ROLL CALL			
		Aubrey Puetz Jonathan Farrell Lorien Whitestone Malik Goodman Jennifer Jensen	President Clerk Member Member Member	Present Present Present Present Present	
	3.	ATTENDEES: Cindy Browning, Sunshine Bender, Erik Crawford, Marisol Estrada, Charity Jackson, Sandi Amell, Pam Rasada, Jordan Kohler			
Action	4.	APPROVAL OF THE August 5th , 2025 REGULAR AGENDA – Aubrey Puetz			
		Aubrey seeks a motion to approve the August 5th 2025 Regular agenda with the change of removing Peter Ketchand from the agenda as he will not be in attendance, additionally, the Community Schools report will be combined as part of the superintendent report. Trustee Whitestone makes a motion to approve, Trustee Goodman seconds the motion. The Vote Carries as follows: (5/0/0/0) Trustee Puetz-YES Trustee Farrell- YES Trustee Jensen-YES Trustee Whitestone-YES Trustee Goodman-YES			
	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)	
		No public Comment	
Action	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>	
Action	A.	Shall the Board approve July Warrants? <i>(white backup)</i>	
Action	B.	Shall the Board approve the June 10th, 2025 Regular Meeting Minutes? <i>(see red text backup)</i>	
		Discussion/Action Item A-Minutes should reflect the board's request to seek at least 3 competitive bids outside of the Cuppca Process. Marisol will make the correction and post the corrected version for public view.	
Action	C.	Shall the Board approve June 13th, 2025 Regular Meeting Minutes? <i>(see blue text backup)</i>	
Action	D.	Shall the Board approve the June 25th Special Meeting Minutes? <i>(See purple text backup)</i>	
Action	E.	Shall the Board approve the Personnel Change Report for TRES D ● Karina Williams-Community Liaison ● EIOP Employees ○ Rachel Umpress ○ Raya Searls ○ Zoey Stepp ● STIPENDS ○ Cori Hobbs-Mentor Teacher for Induction Program:\$1800 ○ Cori Hobbs- Mentor teacher for Intern Program:\$1500 <i>(see goldenrod backup)</i>	
		Aubrey Seeks a motion to approve Items A-D with changes to consent item B, the June 10th regular meeting minutes. Trustee Jensen makes a motion to approve, Trustee Farrell seconds the motion. The vote carries as follows: (5/0/0/0) Trustee Puetz-YES Trustee Farrell- YES Trustee Jensen-YES Trustee Whitestone-YES Trustee Goodman-YES	

		Aubrey seeks a motion to approve consent agenda Item E, with a separate vote. Trustee Jensen makes a motion to approve, Trustee Goodman seconds the motion. The vote carries as follows: (5/0/0/0) Trustee Puetz-YES Trustee Farrell- YES Trustee Jensen-YES Trustee Whitestone-YES Trustee Goodman-YES	
	7. REPORTS		
Report	A.	Little Acorns- <i>Alicia Lauder</i>	
		Alicia speaks about Current enrollment and her excitement to start the new year. Updates the Board on start of year events, including the Community Center back to school night, as well as a parent orientation Thursday August 7th.	
Report	B.	Superintendent/Principal Report - <i>Dr. Erik Crawford</i>	
		<u>Dr. Crawford gives updates on the following:</u> • ELOP- attendance, activities, and field trips • Facilities updates, flooring, painting, etc. • Professional Development days and agenda for said days • Updates on the various District Campuses, events/ongoing projects • Maintenance update for all campuses <u>Community Schools Update:</u> • New Position Community Liaison at the FRC • New after school clubs, including Drama, Garden club, and Crafts • First Advisory Council meeting in September • Family Forums and Circles of support will continue holding sessions this year. Topics will be based on input from various sources. <u>Cindy Browning Update on Student Services</u> • Staffing update- There was a Reduction in paraprofessionals by one, RBT is in place this year again to support students in classrooms, Jennie Mason returning as school nurse, Counselor Lisa Hoffman will return, New SLP (speech and language pathologist) , as well as a new Psych that will complete assessments. Contracts have not yet been completed for the SLP or the Psych but are in the works to be prepared to start at the beginning of the year. • Case load- 22 students currently with an IEP's • 14 on Cindy's personal caseload. • Update on IEP assessments and 3 year reviews. 6 assessments which have to happen by fall break. It will be a busy start to the year. • Sipps (Resource for English language Arts intervention support), intervention has been extremely helpful in the assessment process	

		with data being available from the SIPPS intervention. Having this data available before any assessments helps with overidentification while assessing. Lorien asks for clarification on the services that Alta Regional provides- Cindy offers some information- A national agency, state funded program, regional non-profit- provides service to students with disabilities, usually students that are more highly impacted. Their agency also helps with transitions to independence. • We currently have one student enrolled in the county program. • TRESA's Goal is to be able to serve these students on the Grizzly Hill Campus • We are currently under the challenge of having the appropriate facilities, and space available to bring students back to our campus from the county program. • Cindy has concerns with the current amount of space for her program with the addition of the wellness center in room 6 taking 50% of the original space. There are concerns when there is dysregulation with students and the ability to provide a safe and calming space to de-escalate. • Encourages the board to consider the ability to serve students here if we move forward with the TK/K new builds this will allow us to expand our SPED services to possibly serve students that would otherwise be served at the county. This would be a long term savings to the district. • Gives the board an update on the Audit process she completed in the 24/25 school year. We passed the Audit with no error. • Also completed an Service implementation Audit- this audit is strictly about the percentage of services and the accuracy of minutes provided for each student on her caseload. • PD- She's attended and will be attending in the coming school year. 3 one day only workshops she will be attending this year to continue her professional development. Trustee Goodman asks for clarification on the space reduction for her program, Cindy shares her daily schedule, and what each space was previously dedicated to. The second space was highly dedicated to students that needed a calm quiet space away from other students when they are dysregulated. Trustee Farrell asks what other things would need to be considered in order to serve County students on this campus.- Cindy feels that additional space and proper toileting station, as well as ADA compliance would be what the district needs to accommodate and move forward with bringing county served students back to Grizzly Hill.	
Report	C.	PTC Report- <i>Aubrey Puetz</i>	
		Updates on the website and how the PTC will utilize their page. Monday August 11th will be a PTC work day to prepare for the new year.	
Report	D.	Board Report	
		Lorien- Asks for clarification on the spending of Bond Money on the additional district campuses. Was asked by a community member about guidelines and	

		rules that come with spending Measure “A” designated funding. Aubrey asks if this can move to Facilities for further discussion. Jonathan- was asked by a community member about monetary penalties for parents who are late to pick up their child. Sunshine explains that it is part of the policies that are required for receiving the ASES and ELOP grants. It is not a policy of the district, but a stipulation of receiving those funds.																						
Report	E.	Current Enrollment- Little Acorns Preschool <table><tr><td>Age Groups</td><td>Age 2</td><td>Age 3</td><td>Age 4</td><td>Age 5</td><td>Total</td></tr><tr><td>Students</td><td>3</td><td>4</td><td>5</td><td>0</td><td>12</td></tr></table>	Age Groups	Age 2	Age 3	Age 4	Age 5	Total	Students	3	4	5	0	12										
Age Groups	Age 2	Age 3	Age 4	Age 5	Total																			
Students	3	4	5	0	12																			
Report	F.	Current Enrollment - Grizzly Hill School <table><tr><td>Grade</td><td>TK/K</td><td>1/2</td><td>3/4</td><td>5/6</td><td>7/8</td><td>Total</td></tr><tr><td>Students</td><td>0/2</td><td>7/12</td><td>11/7</td><td>8/16</td><td>11/10</td><td>84</td></tr><tr><td>Teacher</td><td>Hinrichs</td><td>E.Matteri</td><td>Hobbs</td><td>Pearcy</td><td>B.Matteri</td><td></td></tr></table>	Grade	TK/K	1/2	3/4	5/6	7/8	Total	Students	0/2	7/12	11/7	8/16	11/10	84	Teacher	Hinrichs	E.Matteri	Hobbs	Pearcy	B.Matteri		
Grade	TK/K	1/2	3/4	5/6	7/8	Total																		
Students	0/2	7/12	11/7	8/16	11/10	84																		
Teacher	Hinrichs	E.Matteri	Hobbs	Pearcy	B.Matteri																			
	8.	DISCUSSION/ACTION ITEMS																						
Disclosure	A.	Williams Q4 Quarterly Complaint -<i>Dr. Crawford</i> (see salmon backup)																						
		Board Acknowledges, there are zero complaints for quarter 4.																						
Discussion/Action	B.	Shall the Board approve the contract renewal with Summit 17 Solutions for security camera licensing-<i>Dr. Crawford/Sunshine Bender</i> (see light green backup)																						
		Dr. Crawford gives an overview and then turns it over to Sunshine. Sunshine gives an overview of the proposed services and the different options available. We do not need new cameras, only the licensing. There is discussion on the best option for the district. Sunshine is recommending the 3 year as a cost savings. Aubrey seeks a motion to approve the 3 year option. Trustee Goodman makes a motion to approve the contract with Summit 17 solutions. Trustee Jensen seconds the motion. The vote carries as follows: (4/0/1/0) Trustee Puetz-YES																						

		Trustee Farrell- Abstain Trustee Jensen-Yes Trustee Whitestone-YES Trustee Goodman-YES	
Discussion/Action	C.	Shall the Board approve the quote form “All about Play” for wood fiber playground material for Grizzly Hill School? -<i>Dr. Crawford</i> (see yellow backup)	
		Dr. Crawford gives an overview of this item, the recommendation came from SIG (Schools insurance group) after they completed their safety inspection of the Grizzly Hill school lower playground. Both Sunshine and Erik made multiple inquiries to multiple companies to insure the best price. There is discussion around the material itself, the texture and feel of the material, and what it is made of. Jordan Kohler shares the testing process that the product goes through. Can also be a liability issue if we do not get the product from a certified manufacturer. Trustee Goodman asks what fund this is coming out of -Dr. Crawford shares we can use bond money or general fund. Jordan shares that if we want to use bond money it will need to be added to our Bond Priorities list before we are able to use those funds. If so, we need to move this item to next month. Trustee Jensen would like multiple quotes for the board to review. The Board agrees to bring this item back in the September meeting. The administration team will return with at least 3 competitive bids for selection of wood fiber fill for the playground. Motion dies, will be moved to next month	
Discussion/Action	D.	Shall the Board approve the MOU (Memorandum of Understanding) with CSEA(California School Employees Association) regarding the updated Salary Schedule? -<i>Dr. Crawford</i> (see light blue backup)	
		Dr. Crawford shares the updated information, this document includes a .5% increase as well as the \$500 benefit cap increase. Aubrey seeks a motion to approve, Trustee Farrell makes a motion to approve, Trustee Whitestone seconds the motion. The vote carries as follows: (5/0/0/0) Trustee Puetz-YES Trustee Farrell- YES Trustee Jensen-YES Trustee Whitestone-YES Trustee Goodman-YES	
Discussion/Action	E.	Shall the Board approve the MOU with NCSOS (Nevada County Superintendent of Schools) for school nursing services?-<i>Dr. Crawford</i> (see lavender backup)	

		Dr. Crawford shares information regarding the increase for nursing services. Trustee Farrell asks if this is a competitive price. Dr. Crawford shares this is a specialized position that requires a certificated nursing credential. This allows participation in vision and hearing screenings as well as additional support with IEP's. Dr. Crawford and the staff are confident in her abilities as well as the cost of the services. Aubrey seeks a motion to approve the MOU with NCSOS for nursing services. Trustee Farrell makes a motion, Trustee Goodman seconds the motion. The vote carries as follows: (5/0/0/0) Trustee Puetz-YES Trustee Farrell- YES Trustee Jensen-YES Trustee Whitestone-YES Trustee Goodman-YES	
Discussion/Action	F.	Shall the Board approve the Pre-Construction Agreement with Core? <i>Dr. Crawford (see pink backup)</i>	
		Dr. Crawford shares that this is merely a paperwork followup. The previous document from Core was the proposal, this document is the Agreement of services. Aubrey seeks a motion to approve, Trustee Jensen makes a motion to approve. A first motion is made and then there is further discussion. Trustee Goodman asks- have any of the contracts been looked over by legal. Dr. Crawford says these have not been seen by any legal counsel. Trustee Farrell asks if the Bond oversight committee has seen it. Dr. Crawford states that is not the job of the oversight committee, they are solely in place to monitor the spend of Bond Monies. Jordan offers clarification on the document and explanation of services that are listed in the document. Clarifies this amount is not inclusive of the cost of the actual construction. This cost is outside of the GMP(guaranteed maximum price.) Trustee Farrell asks what the consequence is for not approving it. Jordan clarifies it is already approved; this is merely the paperwork to provide back up for the agreement. Trustee Whitestone seconds the motion. The vote carries as follows:(3/0/2/0) Trustee Puetz-YES Trustee Farrell- Abstain Trustee Jensen-Yes Trustee Whitestone-YES Trustee Goodman-Abstain	
Discussion/Action	G.	Board Policy Updates, first read- <i>Dr. Crawford (hand out)</i>	

		Aubrey reminds the board of the process for board policy updates. Aubrey updates the board with her discussion with legal regarding policies.	
Discussion/Action	H.	Transportation Discussion-<i>Dr. Crawford</i> Aubrey reminds the board it was placed on the agenda to discuss alternative transportation if any that may be possible for the district. Dr. Crawford gives an overview of the current transportation model and why it is the most cost effective choice for the district at this time. Aubrey reminds the board that there was a request to look into possible grants that may support these efforts. Trustee Goodman thinks the board may want to consider hiring a grant writer to look into possible opportunities. Aubrey would like to place a future agenda item to discuss possible grants. Asks the board to bring information/research regarding the topic. Dr. Crawford shares some updates that he has from his superintendents council meetings and ideas around a county transportation program. Sunshine offers some information regarding funding, and reimbursement for the state in regards to transportation. Staff recommendation at this time is to continue with Durham services.	
Discussion/Action	I.	Washington School- <i>Dr. Crawford</i>	
Discussion/Action		1. RFP(Request for Proposals) for the Operation and Stewardship of the Historic Washington Schoolhouse (see turquoise backup)	
		Dr. Crawford reminds the board that this would be this first step in the process of potential leasing the space to a government or non-profit Agency. There is discussion around items on the RFP. Jonathan asks if #5 is limiting in any way to potential leasee's since it requires previous experience in running a similar project or program. Also asks if this is in lieu of us making repairs. Jordan clarifies that repairs can be a partnership with the district or done by lessee themselves. There is also discussion around the timeline required to submit proposals. Jordan clarifies that any government agency is required to set an end date for submissions. The intent of the mandatory job walk is for any interested party to come to the site in order to ask questions, view the site, and to show a commitment on any given project. Jordan offers a work around should there be a person or agency that is not able to attend the mandatory job walk. Jonathan asks if this a pre-mature measure considering there is no plan in place for deferred maintenance, feels it would be smarter to postpone this until the board has a clear direction and plan for how they would like to address the deferred maintenance and repairs. When the contract is	

		actually put into place is when the decisions will be made of who is responsible for what . Aubrey suggests changing the date to give more time. There is discussion around the document and what changes need to be made. The following changes are requested: • Move references on #5 to evaluation criteria • Site walk to occur on August 19th and September date if needed, meeting and proposals due by October 3rd • References to reflect personnel references are adequate, strike similar projects Recommendation is for staff to bring the proposals to the board for October's meeting. Marisol will send real time updates to the board throughout the process. Jonathan asks how this plays into the differed maintenance already in questions. Jordan offers some suggestions on how the board may go about partnering with any given entity on deferred maintenance projects. If there is a proposal that is willing to take on those repairs, Core would simply take it off their list and the money would go back in the pot. This will allow more informed decisions in the future. Charity offers feedback that she does not think any entity will be interested in a lease but is looking to buy the building. They do not want to lease the building. Trustee Jensen suggests we move forward and see if there are any proposals and then move forward with next steps from there. Aubrey seeks a motion to approve to publish the RFP with the adjustments agreed upon. Trustee Whitestone makes a motion to approve, Trustee Jensen seconds the motion. The Vote carries as follows: (4/1/0/0) Trustee Puetz-YES Trustee Farrell- NO Trustee Jensen-Yes Trustee Whitestone-YES Trustee Goodman-YES	
Discussion/Action	J.	Facilities Master Plan Ongoing Project Discussions- <i>Dr. Crawford</i>	
		The discussion begins with the topic of space needed on the campus, especially in consideration of SPED services. Jordan is working with supporting data for the Facilities Master Plan- This is to get data in order to compile a facilities master plan that is compliant with the state. Jordan's recommendation is to have this data ready in order to be prepared for when the deadline is to submit for prop 2 funds. This is in order	

		to get in line for modernization funds. Currently anyone under 2000 students is considered a “Small District” which can help with where we are in the priority list. The board would like clarity from legal on the ability to spend measure A on our campuses and what that hold that puts on the district in being able to sell the property. In regards to moving forward with the classroom build. Trustee Goodman needs clarification on how we can have less students but the campus requires more space. There is further discussion around concerns of the distance of the students from Oaktree to Grizzly Hill, in the case of an emergency or other unprecedented need for emergency response. Dr. Crawford- if we consolidate by moving the pre-school it will help with fiscal stabilization. We can save in multiple areas by simply moving the pre-school. It will serve a long term solution to fiscal stabilization. Trustee Jensen sees value in creating the space for our special needs programs to draw interest to the school. Trustee Farrell agrees that we want what is best for the kids but we should look at what resources we currently have and how to use those effectively.	
Discussion/Action	K.	Fiscal stabilization- <i>Dr. Crawford</i>	
		Trustee Goodman wants to make sure that if it is our intention to provide special education services to keep kids from the county program as a cost savings he would like to see a written plan for the intended use of the building before any construction occurs. The community needs to trust that the district is being responsible and mindful of the choices that are being made regarding spending the Measure A funds. Feels the community passed the bond with the expectation that the funds would go to repair and modernize the existing buildings on all campuses as opposed to building two new structures on the existing Grizzly Hill Campus. Dr. Crawford explains that we need to cut in places that we are not generating ADA (income) from students on the campus. The pre-school does not generate revenue and we did not qualify for funding and there are no students currently on the Washington Campus. Dr. Crawford explains he can take on the director of the pre-school in order to save. Also believes in the long term goal of bringing county students back to the Grizzly Hill Campus.	

		Trustee Farrell- brings up a comparison of other schools who are similar in size and budget but are able to be more fiscally responsible as a district. Trustee Goodman wants alternative paths to fiscal stabilization. Trustee Goodman believes that Special Education costs to the district as well as staffing costs could be alternative areas to look for cost saving measures. Dr. Crawford- Moving the Pre-school here would be approximately \$150k in spending that would be saved. The Board is requesting a step by step written plan for his exact fiscal stabilization plan for this year and next including numbers data, and a plan for execution of consolidation. They would also like to see an entire proposal of all of the plans for cost saving measures for the district. Will be presented during the budget workshop with Darlene Waddle present. Sunshine asks if this can be included in a Budget workshop at the end of the month. Sunshine feels it is extremely important to work with the board collaboratively in order to have complete transparency and the ability make adjustments in real time Requesting to survey parents at little acorns to gauge interest in them attending pre-school at Grizzly Hill School.	
	9.	Future Agenda Items Discussion: Punitive measures policies, updated facilities list including the playground, wood chip quote (again), proposed special meeting with the District's attorney around policy and procedure, approval of March 2025, First read June 2025, transportation, funding opportunities. Measure A Spending Requirements/ Guidelines. Proposed Budget workshop at the end of August, The group agrees that Thursday August 28th at 9am will be the tentative date for the budget workshop. Mariso will reach out to confirm.	
	10.	UPCOMING MEETINGS: September 9th, 2025	
	11.	PUBLIC :COMMENT ON CLOSED SESSION ITEMS	
		No one present for closed session, Open session adjourned open 8:14pm	
	12.	CLOSED SESSION:	
	A.	Public Employee Discipline/Dismissal/Release (Government Code § 54957)	
	B.	Conference with Labor Negotiator (Government Code § 54957.6). Employee Organizations: Twin Ridges Teachers Association, California School Employees Association, SJR Chapter, Non-Represented Classified; Agency Negotiator: Superintendent Dr. Erik Crawford	

		C.	Conference With Legal Counsel – Anticipated/Existing Litigation (Government Code § 54956.9(d)(1) (Government Code § 54956.9(d)(2) or (3).	
	13.	RECESS /RECONVENE - Report Out on Closed Session – <i>Aubrey Puetz</i>		
		A.	Reportable Action Taken Regarding Public Employee Discipline/Dismissal/Release (Government Code § 54957(b))	
		B.	Reportable Action Taken Regarding Conference with Labor Negotiator (Government Code § 54957.6). Employee Organizations: Non-Represented Classified. Agency Negotiator: Dr. Erik Crawford	
		C.	Reportable Action Taken Regarding Conference With Legal Counsel – Anticipated/Existing Litigation (Government Code § 54956.9(d)(1) (Government Code § 54956.9(d)(2) or (3).	
	14.	ADJOURNMENT: 8:45		

This agenda was posted at least 72 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)}

8/5/2025

Aubrey Puetz, Board President

Date

08/05/2025

Dr. Erik Crawford, Superintendent/Principal

Date

