



*SMRPD's Mission Statement - "To promote community well being through programs and activities that protect, preserve and enrich the canyons' heritage, open space and unique way of life."*

P.O. Box 8, Silverado California 92676 • [www.smrpd.org](http://www.smrpd.org)

**Silverado Children's Center Oversight Committee  
Meeting  
Tuesday, June 14th, 2022, at 2:00 PM  
Silverado Community Center  
27641 Silverado Canyon Road, Silverado, CA**

**Committee Members**

**Isabell Kerins:** President  
**Julie "Rusty" Morris:** Vice-President  
**Michele Conklin:** Treasurer

**Staff**

**Laurie Briggs:** SCC Director

**MINUTES**

**PUBLIC COMMENTS:** A person wishing to comment on an Agenda item should wait for the President to request comments and then unmute his or her phone, ask to make a comment, and wait for the President to recognize him/her. You have three (3) minutes to complete those comments, unless a longer time is granted. No speaker may allot his or her time to others.

**Comments on Agenda items:** Comments concerning matters on the Agenda will be heard at the time the matter is considered.

**Comments on non-Agenda items:** Comments concerning matters not on the Agenda will be heard during the Public Comment section of the Agenda. A speaker's comments should be within the subject matter jurisdiction of the SMRPD.

Please note that if you are addressing the Board on items not on the Agenda, the Brown Act does not allow Board discussion of such items because they are not on the Agenda and thus were not noticed publicly. Therefore, the Board may only do the following: refer the matter to staff, ask for additional information or request a report back, or give a very limited factual response. Your comments may be placed on the Agenda for future discussion. Non-Agenda comments are limited to 3 minutes each with a total of 15 minutes.

- I. CALL TO ORDER** - Meeting was called to order at 2:19 PM and was held in person at the Silverado Community Center.
- II. ROLL CALL** - Director Kerins, Director Conklin, and Director Morris were present in person at the Silverado Community Center. Staff included Laurie Briggs and Jo Marie Varela.
- III. PROGRAM REPORT UPDATE - Laurie**

**Public Comments:**

Laurie Briggs: Read aloud from program report update for May, noting 56 students on the last day of month, 6 canyon children, with staffing at 44%. Mentioned that there has been issues with hiring the staff needed for the center and without the proper staff in place, SCC is unable to grow until there are more credentialed teachers on staff. She also noted that summer projections have been reduced due to staffing. One staff member, Marta, will be leaving on vacation for one month. As vacation coverage, Laurie will be working in the Pinecone class to help coverage. Advised that while SCC is still enrolling new students, start dates are held until staffing is leveled up. Forward projections are made based on higher capacity with hopes of more staff being onboarded. Also, noted that two students recently left due to the tuition increase, but there is a tour scheduled for next week. She also advised that we are seeing lower signups due to more traditional schools opening and mask mandates being taken down. Noted that there is an interest in TK but space is an issue at the center for introducing a new class level. Requested that job applicants are directed to the website for job description and application. Provided an update on Friends of the Silverado Community Center and advised that they are working on bids for the outdoor deck and that the artificial turf is complete and great for the kids.

**Board Comments:**

Director Kerins: Requested a waitlist of current students that have either not yet been enrolled or are waiting for their start date due to staffing issues.

Director Morris: Inquired if there was a desire for TK.

Director Kerins: Acknowledged Laurie's note regarding the lower interest and also noted that with gas prices, there may be a decreased desirability to attend in the canyon.

Director Kerins: Noted that we should put the SMRPD application online and request resume be submitted online as well.

#### **IV. NEW BUSINESS**

- a. Procedures update - Laurie
- b. Financial and reporting updates – Laurie

##### **Public Comments:**

Laurie Briggs: Advised that she has started a list of the financial procedures she will be documenting and will present to the Board once complete. The anticipated completion date is the beginning of July.

- c. Tardiness and Absentee Policy – Laurie

##### **Public Comments:**

Laurie Briggs: Advised that SCC is not required to provide Covid days at this time. Discussed a current absentee issue with the committee. Noted that she agrees with attorney's and Donna's advice on handling current absentee issues. Advised that she has had to cut the employee's hours to ensure coverage is consistent for the center.

##### **Board Comments:**

Director Conklin: Inquired if we need a procedure on Covid time.

Director Kerins: Requested that Laurie type up the updated absentee policy, add it to the sick time section in the handbook, and present to Board for approval as part of the whole policy.

Director Morris: Requested that Laurie document what is said to the employee regarding the recent absence issues.

- d. Updated Employee Handbook - Laurie

#### **V. OLD BUSINESS**

- a. Committee Meeting Dates – Laurie
  - I. Proposed dates sent for approval
- b. Van – Update - Laurie

##### **Public Comment:**

Laurie Briggs: Advised that she has not driven the van but will do so soon to get the mileage needed to retest for smog.

- c. New sign on Santiago - Laurie

##### **Public Comment:**

Laurie Briggs: Advised that the sign is in.

- d. Waste Management - Update - Laurie

##### **Public Comment:**

Laurie Briggs: Confirmed that she submitted the form to Waste Management.

- e. Construction – Updates - Isabell
  - I. Priority list

##### **Public Comments:**

Laurie Briggs: Advised that the center held a lockdown drill last month and realized that the doors did not lock from the inside. A locksmith came out, conducted an assessment and repair to ensure that all doors are locked and can only be opened from outside with key as well as confirming the doors are firesafe. Noted that we may want to consider adding windows or an eye hole for safety purposes. Noted that the locksmith recommended access gates, suggested a keypad, and recommended increasing the height of the gates to 10 feet around certain parts of school for increased safety.

Laurie Briggs: Advised that rattlesnakes have been more prevalent on the property and the snake fencing needs repair.

Laurie Briggs: Advised that the center is looking into ALICE training, live action training for shooters, and that the Friends of SCC will help support this training.

Laurie Briggs; Requested that the shade structure that was put up last year, be out up again since the shade is needed for the children.

**Board Comments:**

Director Kerins: Advised that there are 4 phases for the construction updates.

- Phase 1 consists of smaller items that will not affect classrooms and can be completed while school is still in session.
- Phase 2 consists of the roof. Noted that two bids came in and Sarsk came in the lowest by \$1600 and may also be able to complete the roof over a weekend. Sarsk warranty was handwritten on the bid, but if job is awarded, SMRPD will request a more formal warranty.
- Phase 3 consists of the construction related items including painting and siding, with an anticipated start date in August during week school is closed. Construction estimated total is \$45k and once paid out will leave about one month of operating costs in the SCC bank account.
- Phase 4 consists of paving which may need to occur next year.

Director Morris: Inquired if there are grants available to assist with securing the school.

Director Kerins: Advised that she will inquire with the OC Sherriff to see if they can offer assistance with securing the school and a threat assessment.

Director Kerins: Advised that to replace the back fence that was burned, the quotes were \$5k-\$11k, so it will be very costly to increase the fence height.

Director Kerins: Noted that the shade structure can only be affixed in a different way than before and that she will request quotes on building a free-standing structure to hold the shade structure.

**Public Comments:**

Laurie Briggs: Advised that a family gave \$300 gift card to the staff for Rose Cantina, so Thursday night the staff will be going to Rose Cantina and she may use debit card as well, if needed. Noted that she also invited Candice the park ranger.

**VI. ADJOURNMENT** – Meeting was adjourned at 2:59 PM.

**The next regular meeting of the SCC Oversight Committee will on Tuesday, July 5th, 2022, at 2 PM at the Silverado Community Center.**