

**MANZANITA ELEMENTARY SCHOOL DISTRICT
REGULAR BOARD MEETING MINUTES**

DATE: January 10, 2024

TIME & PLACE: 6:00 p.m., Manzanita Elementary School, Room 2

MEMBERS PRESENT: Brenda Donnahoe, Clark Stowe, Matthew Thompson, Jake Wilson

MEMBERS ABSENT: Jacki Fields

GUESTS: Lora Askea

DISTRICT PERSONNEL: Gary Rogers, Shelly Cahoon

I. CALL TO ORDER:

- A. Open Session
 - 1. Roll Call, Flag Salute

The meeting was called to order at 6:00 p.m. by Board President, Jake Wilson.

II. APPROVAL OF AGENDA, AGENDA ORDER, AND MINUTES:

- A. Approval of the Agenda and permission for the Board President to change the sequence of the Agenda as he deems appropriate.

A motion was made by Brenda Donnahoe and seconded by Clark Stowe to approve the Agenda, as presented. The motion passed.

Ayes: Donnahoe, Stowe, Thompson, Wilson
Noes: None
Abstained: None
Absent: Fields

MOTION # 61

- B. Approval of the Minutes of the Regular Board Meeting held on December 13, 2023.

A motion was made by Matt Thompson and seconded by Clark Stowe to approve the Minutes of the Regular Board Meeting held on December 13, 2023. The motion passed.

Ayes: Stowe, Thompson, Wilson
Noes: None
Abstained: Donnahoe
Absent: Fields

MOTION # 62

III. COMMENTS FROM BOARD MEMBERS

Jake Wilson thanked the staff for the time and effort put into the Christmas Program.

IV. HEARING SESSION / PUBLIC FORUM:

Anyone wishing to address the Board on items on or off the agenda may do so at this time. No action may be taken on items that are not listed as Action Items. Comments are limited to 3 minutes and 20 minutes each subject matter.

V. COMMUNICATIONS:

- A. Student Council Report
 - 1. Hosting a dodgeball tournament next week and middle school dance Feb. 2.
- B. Sports Report
 - 1. Boys Basketball teams have their first games next Tuesday. 7th and 8th grade will have 10 games (5 home/5 away).
 - 2. New uniforms have been purchased for the boys with plans on getting new uniforms for the girls for next season.
- C. Booster Report
 - 1. The fundraiser dinner is next month.
 - 2. Possible Family dance in February.
 - 3. Possible drive thru dinner in the spring.
- D. Principal/Superintendent Report
 - 1. The Christmas program last month was well attended.
 - 2. Expanded Learning Opportunities Program: About 40 students attended both the Railroad Museum trip as well as the MOSAC trip. Looking at having 1 more ELOP day during Spring Break and the remaining 9 days will be used for June Summer School.
 - 3. Working on reducing the initial quote to upgrade the sound system in the gym using Prop 28 Art/Music grant as well as ELOP.
 - 4. Well Update: Have a meeting with Ecorp on Friday to discuss the federal report we need to have completed. Rough draft of TMF (Technical, Managerial, Financial) assessment is being completed and will be sent to the state water board soon.

5. LCAP: We will be sending out several surveys that will help us gather information for our LCAP this year. We will combine our March site council meeting with our LCAP meeting this year. The LCAP is due in June.
6. Curriculum and Instruction: We will continue our work with essential standards this month focusing on completing Math, ELA standards review (vertical alignment, curriculum, evaluating which ones are truly essential). Winter MAP assessment in February.
7. Maintenance/Custodial/Transportation: The team placed security film on middle school windows. Had concrete poured behind the gym for a storage container that will be used to store ELOP equipment. Using ELOP funds. UBC came out to look at a couple of roof leaks on Bldg A. Determined two were caused by HVAC. UBC is going to recommend an architect for a new track and field.
8. Upcoming Events: 1/12 – SOTM Walk of Fame, 1/15 - No School – MLK, 1/18 – Pizza with the Principal, 1/18 – School Site Council Meeting, 2/7 – Booster Meeting @ 6 PM, 2/9 – SOTM Walk of Fame, 2/14 – MESD Board Meeting @ 6 PM

VI. OLD BUSINESS:

- A. Conduct the first reading of the revised Manzanita Elementary School District Policies.

DISCUSSION

VII. NEW BUSINESS:

- A. Quarterly report on Williams Uniform Complaints.

DISCUSSION

- B. Consider approval of year 1 of 3-year contract (year ending June 30, 2026) with Stephen Roatch Accounting Corporation to provide audit services to Manzanita Elementary School District.

A motion was made by Clark Stowe and seconded by Brenda Donnahoe to approve year 1 of 3-year contract (year ending June 30, 2026) with Stephen Roatch Accounting Corporation to provide audit services to Manzanita Elementary School District. The motion passed.

Ayes:	Donnahoe, Stowe, Thompson, Wilson
Noes:	None
Abstained:	None
Absent:	Fields

MOTION # 63

VIII. CONSENT AGENDA:

All matters listed under the Consent Agenda are routine and will be acted upon by one motion and vote. If an item needs further clarification and/or discussion, it may be removed from the Consent portion of the agenda and then be acted upon as a separate item.

- A. Consider the approval of the December 2023 Vendor Warrants.

A motion was made by Matt Thompson and seconded by Clark Stowe to approve the December 2023 Vendor Warrants. The motion passed.

Ayes:	Donnahoe, Stowe, Thompson, Wilson
Noes:	None
Abstained:	None
Absent:	Fields

MOTION # 64

IX. PERSONNEL ACTION:

No Personnel Action.

X. CLOSED SESSION

(If the Board recesses to Closed Session, the purpose of the session will be announced; any action taken in Closed Session will be announced in Open Session prior to the adjournment of the Public Meeting).

- A. Public Employment Appointment of Personnel as listed under “Personnel Action” below; Pursuant to Government Code Section 54957
- B. Classified, Certificated, Classified Confidential, and Management Personnel Discipline, Dismissal and/or Release; Pursuant to Government Code Section 54957
- C. Public Employee Performance Evaluation of Classified, Certificated, Classified Confidential, Management and Superintendent; Pursuant to Government Code Section 54957
- D. Litigation; Pursuant to Government Code Section 54956.9
- E. Instructions to Board Negotiators, Superintendent and Board Member; Pursuant to Government Code Section 54957.6(a)
- F. Security Matters Pursuant to Government Code 54957

The board recessed to closed session at 6:23 p.m.

XI. RECONVENE TO TAKE PUBLIC ACTION ON CLOSED SESSION ITEMS:

The board reconvened at 7:35 p.m.

XIII. ADJOURNMENT:

A motion was made by Brenda Donnahoe and seconded by Clark Stowe to adjourn the meeting. The meeting was adjourned at 7:36 p.m.

Respectfully submitted,

Gary Rogers, Secretary to the Board

Approved:

Jake Wilson, Board President

Jacki Fields, Board Clerk

Brenda Donnahoe, Board Member

Clark Stowe, Board Member

Matthew Thompson, Board Member

Motions to Date: 64
Resolutions to Date: 3