

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

**DATE:** May 10, 2023

**TIME & PLACE:** 7:00 p.m., Manzanita Elementary School, Room 2/Google Meet

**MEMBERS PRESENT:** Brenda Donnahoe, Jacki Fields, Clark Stowe

**MEMBERS ABSENT:** Jake Wilson

**GUESTS:** Katie Thompson, Candace Sowden, Matt Thompson, Lora Askea, Michelle Cable, EmmaLee Bowling

**DISTRICT PERSONNEL:** Gary Rogers, Shelly Cahoon, Brittany Lobo

**I. CALL TO ORDER:**

A. Open Session

1. Roll Call, Flag Salute

The meeting was called to order at 7:00 p.m. by Board President, Clark Stowe.

**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 Jacki Fields to approve the Agenda, as presented. The motion passed.

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

**MOTION # 113**

B. Approval of the Minutes of the Regular Board Meeting held on April 5, 2023.

A motion was made by Jacki Fields and seconded by Brenda Donnahoe to approve the Minutes of the Regular Board Meeting held on April 5, 2023. The motion passed.

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

**MOTION # 114**

**III. COMMENTS FROM BOARD MEMBERS**

No comments.

**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.

Katie Thompson, Candace Sowden and EmmaLee Bowling spoke on their concerns about the large class size in our current 4<sup>th</sup> grade.

**V. COMMUNICATIONS:**

- A. Booster Report-EmmaLee Bowling reported.
  - 1. The Color Run was a big success and they hope to do it again in the fall.
  - 2. They will not be doing the drive-thru dinner this year.
  - 3. They have begun talking about new events for next year.
- B. Athletics Report
  - 1. Track has begun. Jake Wilson and John Coopridner are coaching.
- C. Student Council Report
  - 1. Student council elections and speeches will be May 26<sup>th</sup> in place of the Walk of Fame.
- D. Principal/Superintendent Report
  - 1. This week is Teacher Appreciation Week. Booster Club and ELAC parents are showing the staff love.
  - 2. Open house took place last week and was well attended.
  - 3. Color run was a huge success the kids had a blast.
  - 4. We have purchased a few pieces PE/recess equipment including Gaga Ball and soccer goals.
  - 5. Spanish classes are going well each Friday with about 22 people attending. Huge thank you to Reyna.
  - 6. We will be hiring a ¼ combo teacher to reduce class sizes in 4th and 5th grade moving forward.
  - 7. Curriculum and Instruction- CAASPP testing started this week for grades 3-8 (ELA, Math, Science (5/8)). Summer School will be two 3 week sessions (July

10-28 and July 31 - Aug 18. Specials Friday - opportunity to provide more collaboration for teachers and instructional aides. Workforce Grant \$193K to hire a part time person to teach career exploration, purchase equipment.

8. Maintenance/Custodial/Transportation- Shout out to our amazing custodial staff for keeping our campus beautiful. Order has been placed for a new electronic sign that will be able to display more information for parents and the community. Conduit for electricity has already been ran so we will need electrician to complete installation. Working with Seti Long to paint a mural in the office to capture our school history.
9. Upcoming Events: 5/11 – Pizza with the Principal, 5/11 – Middle School Rally, 5/18 – TK to Kirshner Wildlife, 5/18 – TK/Kindergarten Orientation
10. 5/18 – 2/3 to Lake Oroville Visitor Center, 5/18 – Site Council/ELAC meeting @ 6 PM, 5/26 – K/1 Music performance, 5/30 – 6/1 – 6th Grade to Shady Creek, 7th grade to Lava Beds, 8th grade to Manchester.

## **VI. OLD BUSINESS:**

No Old Business.

## **VII. NEW BUSINESS:**

- A. Interview and appointment of new board member.

Interviews were conducted for board member candidate, Matt Thompson. A motion was made by Brenda Donnahoe to appoint Matt Thompson and seconded by Jacki Fields to approve the appointment of Matt Thompson to the board. The motion passed.

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

**MOTION # 115**

- B. Consider approval of our annual Declaration of Need for Fully Qualified Educators.

A motion was made by Brenda Donnahoe and seconded by Jacki Fields to approve our annual Declaration of Need for Fully Qualified Educators. The motion passed.

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

**MOTION # 116**

- C. Consider approval of our Annual Statement of Need for 30-Day Substitute Teaching Permits and Designated Subjects Vocational Education 30-Day Substitute Teaching Permits.

A motion was made by Jacki Fields and seconded by Brenda Donnahoe to approve our Annual Statement of Need for 30-Day Substitute Teaching Permits and Designated Subjects Vocational Education 30-Day Substitute Teaching Permits. The motion passed.

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

**MOTION # 117**

- D. Consider approval of the Agreement between Manzanita Elementary School District (MESD) and Butte County Office of Education (BCOE) in which MESD agrees to host a BCOE Special Education Program for two FOCUS classroom (6<sup>th</sup>-8<sup>th</sup>) and (3<sup>rd</sup>-5<sup>th</sup>) at Manzanita Elementary School effective through June 30, 2024.

A motion was made by Brenda Donnahoe and seconded by Jacki Fields to approve Butte County Office of Education (BCOE) in which MESD agrees to host a BCOE Special Education Program for two FOCUS classroom (6<sup>th</sup>-8<sup>th</sup>) and (3<sup>rd</sup>-5<sup>th</sup>) at Manzanita Elementary School effective through June 30, 2024. The motion passed.

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

**MOTION # 118**

- E. Consider the approval of the Written Fee Contract between Manzanita School District and McDougal Boehmer Foley Lyon Mitchell & Erickson for Teleserv Legal/Consultant Services.

A motion was made by Jacki Fields and seconded by Brenda Donnahoe to approve the the Written Fee Contract between Manzanita School District and McDougal Boehmer Foley Lyon Mitchell & Erickson for Teleserv Legal/Consultant Services. The motion passed.

Ayes: Donnahoe, Fields, Stowe  
Noes: None

Abstained: None  
Absent: Wilson

**MOTION # 119**

**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 approval of the following Inter-District Attendance Agreements for the 2023-2024 school year:

1. From the Biggs Unified School District to the Manzanita Elementary School District:

Student # 1001613	Grade 2	Returning
Student # 1001771	Grade TK	New
Student # 1001707	Grade 1	Returning

2. From the Gridley Unified School District to the Manzanita Elementary School District:

Student # 1001719	Grade 3	Returning
Student # 1001369	Grade 6	Returning
Student # 1001451	Grade 5	Returning
Student # 1001623	Grade 2	Returning
Student # 1001672	Grade 1	Returning
Student # 1001530	Grade 4	Returning
Student # 1001758	Grade K	New
Student # 1001250	Grade 8	Returning
Student # 1001441	Grade 5	Returning
Student # 1001334	Grade 7	Returning
Student # 1001444	Grade 4	Returning
Student # 1001558	Grade 3	Returning
Student # 1001559	Grade 3	Returning
Student # 1001588	Grade 1	Returning
Student # 1001614	Grade 2	Returning
Student # 1001412	Grade 6	Returning
Student # 1001594	Grade 2	Returning
Student # 1001527	Grade 4	Returning
Student # 1001326	Grade 7	Returning
Student # 1001396	Grade 5	Returning

3. From the Live Oak Unified School District to the Manzanita Elementary School District:

Student # 1001399	Grade 5	Returning
Student # 1001241	Grade 8	Returning
Student # 1001764	Grade TK	New
Student # 1001547	Grade 3	Returning
Student # 1001267	Grade 8	Returning

A motion was made by Brenda Donnahoe and seconded by Jacki Fields to approve all Inter-District Attendance Agreement requests listed in Items VIII.A.1.-VIII.A.3. The motion passed.

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

**MOTION # 120**

- B. Consider the approval of the April 2023 Vendor Warrants.

A motion was made by Jacki Fields and seconded by Brenda Donnahoe to approve the April 2023 Vendor Warrants. The motion passed.

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

**MOTION # 121**

## **IX. PERSONNEL ACTION:**

- A. Consider the approval of Jim Schroeder as Manchester Coordinator with a stipend of 1.12% of column 3-Step 1.

A motion was made by Brenda Donnahoe and seconded by Jacki Fields to approve Jim Schroeder as Manchester Coordinator with a stipend of 1.12% of column 3-Step 1. The motion passed.

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

**MOTION # 122**

- B. Consider the approval of Joanna McClellan as Shady Creek Coordinator with a stipend of 1.12% of column 3-Step 1.

A motion was made by Jacki Fields and seconded by Brenda Donnahoe to approve Joanna McClellan as Shady Creek Coordinator with a stipend of 1.12% of column 3-Step 1. The motion passed.

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

**MOTION # 123**

- C. Consider the approval of Alison Harwood-Jones as Lava Beds Coordinator with a stipend of 1.12% of column 3-Step 1.

A motion was made by Brenda Donnahoe and seconded by Jacki Fields to approve Alison Harwood-Jones as Lava Beds Coordinator with a stipend of 1.12% of column 3-Step 1. The motion passed.

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

**MOTION # 124**

- D. Consider the approval of Brook Gallagher as Graduation Coordinator with a stipend of 1.12% of column 3-Step 1.

A motion was made by Jacki Fields and seconded by Brenda Donnahoe to approve Brook Gallagher as Graduation Coordinator with a stipend of 1.12% of column 3-Step 1. The motion passed.

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

**MOTION # 125**

- E. Consider the approval of the resignation of Summer Bradford, elementary teacher, effective August 5, 2023.

A motion was made by Brenda Donnahoe and seconded by Jacki Fields to approve the resignation of Summer Bradford, elementary teacher, effective August 5, 2023. The motion passed.

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

**MOTION # 126**

- F. Consider the approval of hiring Emily Holt, elementary teacher, effective August 25, 2023.

A motion was made by Brenda Donnahoe and seconded by Jacki Fields to approve hiring Emily Holt, elementary teacher, effective August 25, 2023. The motion passed.

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

**MOTION # 127**

**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 8:22 p.m.

**XII. RECONVENE TO TAKE OPEN SESSION:**

The board reconvened at 8:43 p.m.

**XIII. ADJOURNMENT:**

A motion was made by Brenda Donnahoe and seconded by Jacki Fields to adjourn the meeting. The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

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Gary Rogers, Secretary to the Board

Approved:

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Clark Stowe, Board President

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Jake Wilson, Board Clerk

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Brenda Donnahoe, Board Member

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Jacki Fields, Board Member

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Matt Thompson, Board Member

Motions to Date: 127

Resolutions to Date: 3