

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

**DATE:** May 11, 2022

**TIME & PLACE:** 7:00 p.m., Manzanita Elementary School, Room 1/Zoom

**MEMBERS PRESENT:** Brenda Donnahoe, Chris Oakley, Andrea Perkins, Clark Stowe

**MEMBERS ABSENT:** Jake Wilson

**GUESTS:** Morgan Brock, Kristin Dell'Imagine, Christy Santillan, Michelle Cable, Chris Woodward, Lora Askea, Linda Rice, Joanna McClellan, Elizabeth Martinez, Arica Souza, Jenelle Waller, EmmaLee Bowling, Libby Tolman, Vanessa, Beth Boyer, Noell Thompson, Catherine Walther

**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 7:03 p.m. by Board President, Andrea Perkins.

**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 she deems appropriate.

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

Ayes: Oakley, Perkins, Stowe  
Noes: None  
Abstained: None  
Absent: Donnahoe, Wilson

**MOTION # 98**

B. Approval of the Minutes of the Regular Board Meeting held on March 9, 2022.

A motion was made by Clark Stowe and seconded by Chris Oakley to approve the Minutes of the Regular Board Meeting held on April 6, 2022. The motion passed.

Ayes: Oakley, Perkins, Stowe  
Noes: None  
Abstained: None  
Absent: Donnahoe, Wilson

## **MOTION # 99**

### **III. COMMENTS FROM BOARD MEMBERS**

Clark thanked all the parents that helped with the Boosters Tri-tip Dinner.

### **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.

Linda Rice, Morgan Brock, EmmaLee Bowling, Michelle Cable, Christy Santillan, Joanna McClellan and Noell Thompson all voiced their opinion on the different calendar options.

### **V. COMMUNICATIONS:**

- A. Booster Report-given by EmmaLee Bowling
  - 1. Voted on board for the 2022-2023 school year. President: Caitlyn Zavala, VP: Mandi McGilvray, Secretary: EmmaLee Bowling, Treasurer: Amanda Hansen, Publicity: Libby Tolman, Ways and Means: Jenelle Waller.
  - 2. Drive Thru dinner went smooth. Only 2 extra meals.
  - 3. Upcoming Events: Ice Cream Social and TK-5 water day while middle school is gone at Manchester/ Shady Creek.
- B. Athletics Report
  - 1. K-4 and 5-8 have had 1 track meet each and each have 2 more before the season ends.
  - 2. Sports awards banquet is June 6 at 6:30 in the cafeteria
- C. Student Council Report-Middle School dance 5/20, ASB Election Assembly 5/27, Rally 6/6.
- D. Student Recognition
- E. Principal/Superintendent Report
  - 1. Curriculum and Instruction- All grades have completed one day of essential standards work. Only two more Friday workdays left so grade levels will share a half to try to complete math essentials. State testing starts next week. TK/K parent meeting 5/19. Planning on having a meeting before school is out

with parents to discuss FFA and also schoolwide STEAM program. Short amount time to work on next year's schedule and planning WIN time. Mrs. Askea will continue to do Intervention Coordinator next year on a stipend. We will need to find someone to teach Gate and music next year.

2. Maintenance-Had to have several trees removed to rot and wind damage. Working on getting quotes for TK/K small playground and fencing. Working on getting input and quotes for utilizing our Kitchen Grant we received. Currently putting together summer list for projects including painting K-5 playground and other beautification projects on campus. Well: Notice to proceed has been issue waiting for start date
3. Upcoming Events- 5/16 – CASSPP Testing starts, 5/19 – Fire Drill – 10:30, 5/19 – Pizza with the Principal, 5/19 - Site Council Meeting, 5/19 – TK/K Orientation, 5/27 – Student Council Election Assembly, 6/6 – 2/3 Trip to Sacramento, 6/7 – 4/5 Trip to Sacramento , 6/8 – K-3 to the park , 6/8 – Graduation @ 6:30, 6/9 – Field Day, 6/9 – 8th Grade to Sunsplash, 6/10 – Staff vs 8th Grade Kickball @ 8:30, 6/10 – Manzanita Movie Festival, 6/10 – Last Day of School/End of the Year BBQ

F. Enrollment-288

## **VI. OLD BUSINESS:**

- A. Consider approval of the 2022-2023 Manzanita School Calendar.

A motion was made by Chris Oakley and seconded by Clark Stowe to approve option A as the 2022-2023 Manzanita School Calendar. The motion passed.

Ayes:	Donnahoe, Oakley, Perkins, Stowe
Noes:	None
Abstained:	None
Absent:	Wilson

**MOTION # 100**

## **VII. NEW BUSINESS:**

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

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

Ayes:	Donnahoe, Oakley, Perkins, Stowe
Noes:	None
Abstained:	None
Absent:	Wilson

**MOTION # 101**

- B. 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 Clark Stowe and seconded by Chris Oakley 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, Oakley, Perkins, Stowe  
Noes: None  
Abstained: None  
Absent: Wilson

**MOTION # 102**

- C. Consider approval of the MOU between Butte County Office of Education Curriculum and Instruction Office and the Manzanita Elementary School District for the 2022-2023 school year. This contract is an agreement for BCOE to complete ConApp submission, which allows Manzanita Elementary School District to adhere to State and Federal mandates and timelines.

A motion was made by Brenda Chris Oakley and seconded by Brenda Donnahoe to approve the MOU between Butte County Office of Education Curriculum and Instruction Office and the Manzanita Elementary School District for the 2022-2023 school year. The motion passed.

Ayes: Donnahoe, Oakley, Perkins, Stowe  
Noes: None  
Abstained: None  
Absent: Wilson

**MOTION # 103**

- D. Consider the approval of the quote from American Eagle Enterprises to repair the gym bleachers.

A motion was made by Clark Stowe and seconded by Chris Oakley to approve the quote from American Eagle Enterprises to repair the gym bleachers. The motion passed.

Ayes: Donnahoe, Oakley, Perkins, Stowe  
Noes: None  
Abstained: None  
Absent: Wilson

**MOTION # 104**

- E. Consider the approval of the agreement between the Butte County Office of Education and Manzanita Elementary School District as partners in the Butte Teacher Induction Program as of August 1, 2021.

A motion was made by Brenda Donnahoe and seconded by Clark Stowe to approve the agreement between the Butte County Office of Education and Manzanita Elementary School District as partners in the Butte Teacher Induction Program as of August 1, 2021. The motion passed.

Ayes: Donnahoe, Oakley, Perkins, Stowe  
Noes: None  
Abstained: None  
Absent: Wilson

**MOTION # 105**

- F. Consider approval of the updated 2 of 3-year contract (years ending June 30, 2021, June 30, 2022, and June 30, 2023) with Stephen Roatch Accounting Corporation to provide audit services to Manzanita Elementary School District which was previously approved on February 9, 2022.

A motion was made by Chris Oakley and seconded by Clark Stowe to approve the updated 2 of 3-year contract (years ending June 30, 2021, June 30, 2022, and June 30, 2023) with Stephen Roatch Accounting Corporation to provide audit services to Manzanita Elementary School District which was previously approved on February 9, 2022. The motion passed.

Ayes: Donnahoe, Oakley, Perkins, Stowe  
Noes: None  
Abstained: None  
Absent: Wilson

**MOTION # 106**

- G. Consider the approval of the purchase agreement with A-Z Bus Sales for the purchase of a new school bus based on the Waterford Unified School District piggyback bid award.

A motion was made by Chris Oakley and seconded by Brenda Donnahoe to approve the purchase agreement with A-Z Bus Sales for the purchase of a new school bus based on the Waterford Unified School District piggyback bid award. The motion passed.

Ayes: Donnahoe, Oakley, Perkins, Stowe  
Noes: None  
Abstained: None  
Absent: Wilson

**MOTION # 107**

- H. Consider the approval of Board Policy 3513.3 regarding Tobacco-Free Schools as it relates to Business and Noninstructional Operations.

A motion was made by Brenda Donnahoe and seconded by Clark Stowe to approve Board Policy 3513.3 regarding Tobacco-Free Schools as it relates to Business and Noninstructional Operations. The motion passed.

Ayes: Donnahoe, Oakley, Perkins, Stowe  
Noes: None  
Abstained: None  
Absent: Wilson

**MOTION # 108**

- I. Consider the approval of Board Policy 5131.62 regarding Tobacco and students.

A motion was made by Brenda Donnahoe and seconded by Clark Stowe to approve Board Policy 5131.62 regarding Tobacco and students. The motion passed.

Ayes: Donnahoe, Oakley, Perkins, Stowe  
Noes: None  
Abstained: None  
Absent: Wilson

**MOTION # 109**

- J. Consider approval of changing the date of the June 1, 2022 board meeting to June 16, 2022 at 7:00 p.m.

A motion was made by Chris Oakley and seconded by Clark Stowe to approve changing the date of the June 1, 2022 board meeting to June 16, 2022 at 7:00 p.m. The motion passed.

Ayes: Donnahoe, Oakley, Perkins, Stowe  
Noes: None  
Abstained: None  
Absent: Wilson

**MOTION # 110**

## **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 2021-2022 school year:

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

Student # 1001664    Grade 7    New

B. Consider approval of the following Inter-District Attendance Agreements for the 2022-2023 school year:

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

Student # 1001346    Grade 6    Returning  
Student # 1001182    Grade 8    Returning  
Student # 1001183    Grade 8    Returning  
Student # 1001700    Grade TK    New  
Student # 1001696    Grade TK    New

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

Student # 1001617    Grade 1    Returning  
Student # 1001616    Grade 1    Returning  
Student # 1001267    Grade 7    Returning  
Student # 1001476    Grade 3    Returning  
Student # 1001193    Grade 8    Returning

3. From the Palermo Union School District to the Manzanita Elementary School District:

Student # 1001190    Grade 8    Returning

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

Ayes:            Donnahoe, Oakley, Perkins, Stowe  
Noes:            None  
Abstained:    None  
Absent:         Wilson

**MOTION # 111**

A. Consider the approval of the April 2022 Vendor Warrants.

A motion was made by Chris Oakley and seconded by Clark Stowe to approve the April 2022 Vendor Warrants. The motion passed.

Ayes: Donnahoe, Oakley, Perkins, Stowe  
Noes: None  
Abstained: None  
Absent: Wilson

**MOTION # 112**

**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 Chris Oakley to approve Jim Schroeder as Manchester Coordinator with a stipend of 1.12% of column 3-Step 1. The motion passed.

Ayes: Donnahoe, Oakley, Perkins, Stowe  
Noes: None  
Abstained: None  
Absent: Wilson

**MOTION # 113**

- 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 Chris Oakley and seconded by Clark Stowe to approve Joanna McClellan as Shady Creek Coordinator with a stipend of 1.12% of column 3-Step 1. The motion passed.

Ayes: Donnahoe, Oakley, Perkins, Stowe  
Noes: None  
Abstained: None  
Absent: Wilson

**MOTION # 114**

- C. 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 Clark Stowe 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, Oakley, Perkins, Stowe  
Noes:           None  
Abstained:   None  
Absent:       Wilson

**MOTION # 115**

**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 8:08 p.m.

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

The board reconvened at 8:50 p.m.

**XII.   ADJOURNMENT:**

A motion was made by Chris Oakley and seconded by Brenda Donnahoe to adjourn the meeting. The meeting was adjourned at 8:52 p.m.

Respectfully submitted,

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Gary Rogers, Secretary to the Board

Approved:

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Andrea Perkins, Board President

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Clark Stowe, Board Clerk

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Brenda Donnahoe, Board Member

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Chris Oakley, Board Member

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Jake Wilson, Board Member

Motions to Date: 115  
Resolutions to Date: 6