

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

DATE: August 10, 2022

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

MEMBERS PRESENT: Brenda Donnahoe, Jacki Fields, Andrea Perkins, Clark Stowe, Jake Wilson

MEMBERS ABSENT: None

GUESTS: Marc Tillotson

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 7:01 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 Brenda Donnahoe and seconded by to Clark Stowe to approve the Agenda, as presented. The motion passed.

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

MOTION # 1

- B. Approval of the Minutes of the Special Board Meeting held on June 21, 2022.

A motion was made by Clark Stowe and seconded by Brenda Donnahoe to approve the Minutes of the Special Board Meeting held on June 21, 2022. The motion passed.

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

MOTION # 2

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.

V. COMMUNICATIONS:

A. Principal/Superintendent Report

1. New Hires-Reyna Rosas - Clerk/Health Aide/Bilingual Parent Liaison, Tina Waterbury-Custodian (bus driver once cleared), Jessica Benson-Instructional Aide
2. Positions to be Filled- Instructional Aide, Custodian, Music teacher
3. Facilities/Construction Update- New bus has arrived and has been certified by CHP. Summer Cleaning is still going on. 3 more classrooms to be cleaned, 6 classroom carpets still be cleaned as well as science room floor. Room 1 (new office) has been cleaned out and is ready for walls to be repaired, and new carpet. Furniture should be here in mid-September. Bleacher parts were delivered with repairs scheduled for Monday. Had several pallets of e-waste picked up. New TK playground will be installed end of August. Struggled to find a fence contractor for fencing around TK and HVAC units. Well test hole has been completed. Now we wait for the results.
4. Curriculum and Instruction- Several staff including teachers and instructional aides attended the Professional Learning Communities Conference in Sac last month, Professional Development Days (8/24, 8/26), Universal Design for Learning (UDL), MAP Reports, Suite360 Social Emotional Learning, PBIS, Strengths Finder, Professional Learning Communities. Summer school is going well currently have 20 students. Mrs. Rice and Mrs. Bowling are working with students in two sessions. 8 students are staying for ASP.
5. Upcoming Events- 8/29 - School Starts, 8/31 - BMX Forward Assembly, 8/31 - Middle School Back to School Night, 9/1 - K-5 Back to School Night

VI. PUBLIC HEARING

- A. Open Public Hearing to receive comment on:
 - 1. Resolution 22/23.1, Notification of compliance with Education Code 60119 and 60422 for funds under the pupil textbook and instructional materials incentive program.
- B. Adjourn Public Hearing.

VII. OLD BUSINESS:

No Old Business.

VIII. NEW BUSINESS:

- A. Quarterly report on Williams Uniform Complaints.

DISCUSSION

- B. 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 classrooms (6th-8th) and (3rd-5th) at Manzanita Elementary School.

A motion was made by Brenda Donnahoe and seconded by Clark Stowe to approve 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 classrooms (6th-8th) and (3rd-5th) at Manzanita Elementary School. The motion passed.

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

MOTION # 3

- C. Consider the approval of the Manzanita Elementary School ELO-P as part of the Butte County Office of Education Expanded Learning Collaborative.

A motion was made by Clark Stowe and seconded by Jacki Fields to approve the Manzanita Elementary School ELO-P as part of the Butte County Office of Education Expanded Learning Collaborative. The motion passed.

Ayes: Donnahoe, Oakley, Perkins, Stowe, Wilson

Noes: None
Abstained: None
Absent: None

MOTION # 4

- D. Consider approval of Resolution 22/23.1, "Resolution Regarding Sufficiency or Insufficiency of Instructional Materials", notification of compliance with Education Code 60119 and 60422 for funds under the pupil textbook and instructional materials program.

A motion was made by Clark Stowe and seconded by Brenda Donnahoe to approve Resolution 22/23.1, "Resolution Regarding Sufficiency or Insufficiency of Instructional Materials", notification of compliance with Education Code 60119 and 60422 for funds under the pupil textbook and instructional materials program. The motion passed.

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

RESOLUTION # 1

- E. Manzanita Elementary School District 45 Day Estimated Budget Revisions Due to Signed State Budget.

INFORMATION

IX. 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 2022-2023 school year:

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

Student # 1001631	Grade 2	Returning
Student # 1001567	Grade 2	New
Student # 1001708	Grade TK	New
Student # 1001192	Grade 8	Returning
Student # 1001603	Grade 1	Returning

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

Student # 1001719	Grade 2	New
Student # 1001680	Grade K	New
Student # 1001181	Grade 8	Returning
Student # 1001453	Grade 4	Returning
Student # 1001452	Grade 4	Returning
Student # 1001651	Grade 7	Returning
Student # 1001650	Grade 5	Returning
Student # 1001249	Grade 7	Returning
Student # 1001215	Grade 8	Returning
Student # 1001252	Grade 7	Returning
Student # 1001335	Grade 6	Returning
Student # 1001473	Grade 3	Returning
Student # 1001551	Grade 2	Returning
Student # 1001334	Grade 6	Returning
Student # 1001444	Grade 3	Returning
Student # 1001558	Grade 2	Returning
Student # 1001559	Grade 2	Returning
Student # 1001255	Grade 7	Returning
Student # 1001562	Grade 1	Returning
Student # 1001563	Grade 1	Returning
Student # 1001607	Grade 1	Returning
Student # 1001714	Grade K	New
Student # 1001624	Grade 1	Returning
Student # 1001593	Grade 1	Returning
Student # 1001283	Grade 6	Returning
Student # 1001322	Grade 5	Returning
Student # 1001464	Grade 4	Returning
Student # 1001197	Grade 8	Returning
Student # 1001325	Grade 6	Returning
Student # 1001517	Grade 3	Returning
Student # 1001717	Grade 2	New

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

Student # 1001688	Grade K	New
Student # 1001524	Grade 3	Returning
Student # 1001414	Grade 4	Returning
Student # 1001195	Grade 8	Returning
Student # 1001185	Grade 8	Returning
Student # 1001704	Grade K	New
Student # 1001268	Grade 7	Returning

A motion was made by Clark Stowe and seconded by Brenda Donnahoe to approve the all Inter-District Attendance Agreement requests listed in Items IX.A.1-IX.A.3. The motion passed.

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

MOTION # 5

B. Consider the approval of the following Vendor Warrants:

1. June 2022 Vendor Warrants
2. July 2022 Vendor Warrants

A motion was made by Brenda Donnahoe and seconded by Clark Stowe to approve the June 2022 and July 2022 Vendor Warrants. The motion passed.

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

MOTION # 6

X. PERSONNEL ACTION:

A. Consider accepting the resignation of Miguel Arellano, custodian/maintenance, effective August 12, 2022.

A motion was made by Clark Stowe and seconded by Jacki Fields to approve accepting the resignation of Miguel Arellano, custodian/maintenance, effective August 12, 2022. The motion passed.

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

MOTION # 7

B. Consider hiring Tina Waterbury, custodian/maintenance, effective August 1, 2022.

A motion was made by Brenda Donnahoe and seconded by Clark Stowe to approve hiring Tina Waterbury, custodian/maintenance, effective August 1, 2022. The motion passed.

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

MOTION # 8

- C. Consider the approval of creating Clerk/Health Aide/Bilingual Family Support Specialist Position and Salary Schedule.

A motion was made by Clark Stowe and seconded by Jackie Fields to approve creating Clerk/Health Aide/Bilingual Family Support Specialist Position and Salary Schedule. The motion passed.

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

MOTION # 9

- D. Consider hiring Reyna Rosas, Clerk/Health Aide/Bilingual Family Support Specialist, effective August 15, 2022.

A motion was made by Brenda Donnahoe and seconded by Clark Stowe to approve hiring Reyna Rosas, Clerk/Health Aide/Bilingual Family Support Specialist, effective August 15, 2022. The motion passed.

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

MOTION # 10

- E. Consider hiring Jessica Benson, Instructional Aide, effective August 26, 2022.

A motion was made by Clark Stowe and seconded by Brenda Donnahoe to approve hiring Jessica Benson, Instructional Aide, effective August 26, 2022. The motion passed.

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

MOTION # 11

- F. Consider hiring Koral McLean, cafeteria aide, effective August 26, 2022.

A motion was made by Jacki Fields and seconded by Clark Stowe to approve hiring Koral McLean, cafeteria aide, effective August 26, 2022. The motion passed.

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

MOTION # 12

- G. Consider hiring Satinder Gosal, yard duty, effective August 29, 2022.

A motion was made by Brenda Donnahoe and seconded by Jacki Fields to approve hiring Satinder Gosal, yard duty, effective August 29, 2022. The motion passed.

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

MOTION # 13

- H. Consider hiring Theresa Ogino, yard duty, effective August 29, 2022.

A motion was made by Clark Stowe and seconded by Jacki Fields to approve hiring Theresa Ogino, yard duty, effective August 29, 2022. The motion passed.

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

MOTION # 14

- I. Consider hiring Jenny Warfield, yard duty, effective August 29, 2022.

A motion was made by Brenda Donnahoe and seconded by Jacki Fields to approve hiring Jenny Warfield, yard duty, effective August 29, 2022. The motion passed.

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

MOTION # 15

- J. Consider the approval of creating the WIN/Intervention coordinator stipend to be compensated at fifteen percent of column 2 step 1 of the certificated salary schedule.

A motion was made by Jacki Fields and seconded by Brenda Donnahoe to approve creating the WIN/Intervention coordinator stipend to be compensated at fifteen percent of column 2 step 1 of the certificated salary schedule. The motion passed.

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

MOTION # 16

- K. Consider approval of the following extra duty assignments for the 2022-2023 school year, as per the certificated contract:

Student Council Advisor: Brook Gallagher
Teacher-In-Charge: Kristin Dell'Imagine
Yearbook Advisor: Becky Carstensen and Lora Askea
CJSF: Linda Rice
ELD Coordinators: Beth Boyer and Linda Rice
WIN/Intervention Coordinator: Lora Askea

A motion was made by Brenda Donnahoe and seconded by Clark Stowe to approve the following extra duty assignments for the 2022-2023 school year, as per the certificated contract:

Student Council Advisor: Brook Gallagher
Teacher-In-Charge: Kristin Dell'Imagine

Yearbook Advisor: Becky Carstensen and Lora Askea
CJSF: Linda Rice
ELD Coordinators: Beth Boyer and Linda Rice
WIN/Intervention Coordinator: Lora Askea

The motion passed.

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

MOTION # 17

- L. Consider approval of the following walk-on coaching assignments for the 2022-2023 school year:

Athletic Director: Laura Sannar

A motion was made by Clark Stowe and seconded by Jacki Fields to approve the following walk-on coaching assignments for the 2022-2023 school year:

Athletic Director: Laura Sannar
The motion passed.

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

MOTION # 18

- M. Consider the approval of the MOU between MESD and Chico Country Day School for Natalie Wren to provide school nursing services for the 2022-2023 school year.

A motion was made by Clark Stowe and seconded by Brenda Donnahoe to approve the MOU between MESD and Chico Country Day School for Natalie Wren to provide school nursing services for the 2022-2023 school year. The motion passed.

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

MOTION # 19

- N. Consider approval of Resolution 22/23.2, "Departmental Classroom Assignment" for Alison Harwood-Jones to teach 6th grade ELA, 7th grade ELA and 8th grade ELA to comply with EC 44256 (b).

A motion was made by Brenda Donnahoe and seconded by Clark Stowe to approve Resolution 22/23.2, "Departmental Classroom Assignment" for Alison Harwood-Jones to teach 6th grade ELA, 7th grade ELA and 8th grade ELA to comply with EC 44256 (b). The motion passed.

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

RESOLUTION # 2

- O. Consider the approval of the revised Instructional Aide/Student Supervision/Cafeteria Clerk/Cafeteria Aide/Health Aide Salary Schedule.

A motion was made by Brenda Donnahoe and seconded by Clark Stowe to approve the revised Instructional Aide/Student Supervision/Cafeteria Clerk/Cafeteria Aide/Health Aide Salary Schedule. The motion passed.

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

MOTION # 20

- P. Consider the approval of the revised Bilingual Aide Salary Schedule.

A motion was made by Jacki Fields and seconded by Brenda Donnahoe to approve the revised Bilingual Aide Salary Schedule. The motion passed.

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

MOTION # 21

XI. 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 7:43 p.m.

XII. RECONVENE TO TAKE OPEN SESSION:

The board reconvened at 8:45 p.m.

XIII. ADJOURNMENT:

A motion was made by Clark Stowe and seconded by Brenda Donnahoe to adjourn the meeting. The meeting was adjourned at 8:46 p.m.

Respectfully submitted,

Gary Rogers, Secretary to the Board

Approved:

Andrea Perkins, Board President

Clark Stowe, Board Clerk

Brenda Donnahoe, Board Member

Jacki Fields, Board Member

Jake Wilson, Board Member

Motions to Date: 21
Resolutions to Date: 2