

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

**DATE:** October 11, 2023

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

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

**MEMBERS ABSENT:** None

**GUESTS:** None

**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 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, Thompson, Wilson  
Noes: None  
Abstained: None  
Absent: None

**MOTION # 28**

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

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

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

**MOTION # 29**

**III. COMMENTS FROM BOARD MEMBERS**

None.

**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. Hosted a middle school rally 10/6. Planning a middle school dance for 11/3.
- B. Sports Report
  - 1. Last VB and FB games will be 10/19
  - 2. Starting girls basketball the following week.
- C. Principal/Superintendent Report
  - 1. New Student of the Month skill for October is Growth Mindset.
  - 2. First Site Council Meeting and ELAC meetings coming up this month.
  - 3. Oct. 20th Staff Workday-Analyzing MAP Data and Nurtured Heart.
  - 4. Curriculum and Instruction: Completed MAP testing. 2023 Spring MAP and CAASPP test scores and reports are available in Aeries. Guiding Coalition for Professional Learning Community journey. CUBES Strategy Posters (Math Problem Solving).
  - 5. Maintenance/Custodial/Transportation: New sign has been installed. Next step is to hire an architect to design some type of planter to protect it. Water Update.
  - 6. Upcoming Events: 10/12 – Pizza with the Principal, 10/12 – Sports – 6 VB vs Foothill@ Manzanita, 7/8 VB @ Foothill, FB @ Foothill, 10/13 – ABC Bootcamp Fashion Show, 10/14 – 10/15 – 8 VB @ Yuba Gardens Tournament, 10/15 – 7 VB @ Biggs Tournament, 10/17 – Sports – 6 VB @ Riverside Meadows, 7/8 VB vs Riverside Meadows @ Manzanita, FB vs Riverside Meadows @ Sycamore, 10/19 – TK to Book Family Farm, 10/19 – School Site Council Meeting @ 3:30, 10/19 – Sports – 7/8 VB @ Yuba Gardens, FB @ Yuba Gardens @ Sycamore, 10/20 – Staff Work Day (No

Students), 10/23 – Fall Picture Retakes, 10/23 – 2/3 to Laxson, 10/31 – Halloween Parade @ 2:00

**VI. OLD BUSINESS:**

- A. Second Reading of revised Board Policy 9230 “Meetings and Notices”

A motion was made by Jake Wilson and seconded by Brenda Donnahoe to approve the Second Reading of revised Board Policy 9230 “Meetings and Notices”. The motion passed.

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

**MOTION # 30**

**VII. NEW BUSINESS:**

- A. Quarterly report on Williams Uniform complaints.

**INFORMATION**

- B. Consider approval of the one-year agreement between Manzanita Elementary School District and Document Tracking Services (DTS) effective November 1, 2023.

A motion was made by Matt Thompson and seconded by Jacki Fields to approve the one-year agreement between Manzanita Elementary School District and Document Tracking Services (DTS) effective November 1, 2023. The motion passed.

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

**MOTION # 31**

- C. Consider approval of the 2023-2024 Consolidated Application for Funding Categorical Aid Programs.

A motion was made by Jacki Fields and seconded by Matt Thompson to approve the 2023-2024 Consolidated Application for Funding Categorical Aid Programs. The motion passed.

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

**MOTION # 32**

- D. Consider approval of the revised 2022-2023 Unaudited Actuals Budget Report.

A motion was made by Jake Wilson and seconded by Brenda Donnahoe to approve the revised 2022-2023 Unaudited Actuals Budget Report. The motion passed.

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

**MOTION # 33**

**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 Gridley Unified School District to the Manzanita Elementary School District:

Student # 1001298    Grade 8    Returning

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

Student # 1001448    Grade 5    New  
Student # 1001697    Grade 1    Returning

A motion was made by Matt Thompson 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, Thompson, Wilson  
Noes: None  
Abstained: None  
Absent: None

**MOTION # 34**

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

A motion was made by Jake Wilson and seconded by Jacki Fields to approve the September 2023 Vendor Warrants. The motion passed.

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

**MOTION # 35**

**IX. PERSONNEL ACTION:**

- A. Consider the resignation of Satinder Gosal, yard duty, effective October 6, 2023.

A motion was made by Matt Thompson and seconded by Jacki Fields to approve the resignation of Satinder Gosal, yard duty, effective October 6, 2023. The motion passed.

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

**MOTION # 36**

**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 7:37 p.m.

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

The board reconvened at 8:03 p.m.

**XII. ADJOURNMENT:**

A motion was made by Jake Wilson and seconded by Matt Thompson to adjourn the meeting. The meeting was adjourned at 8:04 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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Matthew Thompson, Board Member

Motions to Date: 36  
Resolutions to Date: 3