



# Regular Meeting of the Board of Trustees Minutes

7:00 P.M.

November 13, 2018

North Fork School

33087 Rd. 228, North Fork, CA 93643

**1. CALL TO ORDER**

The meeting was called to order by Claudia Box, Board Vice President at 7:00 PM.

**2. PLEDGE OF ALLEGIANCE, ROLL CALL AND ESTABLISHMENT OF QUORUM**

After the Pledge of Allegiance it was determined a quorum was established.

Members present: Claudia Box, Vice President; Seth Waltner, Clerk; Jim McDougald and Jessie Hutchens, members. Absent: Barbara Bigelow, President.

Others Present: Darren Sylvia, Superintendent; Joannie Lumbra, Business Manager; Melanie Burton, Administrative Assistant; Kelli Bryant, Jared Pierce, Patrick Wilson, Jessica Fairbanks, Lana Jackson, Elizabeth Whitcomb, Filiberto Camacho, Jose Camacho, Rhonda Corippo, Daniel Ching and Michelle Dungan.

**3. ADOPTION OF AGENDA** *(If the Board and/or Administration determine they wish to add to or delete from the agenda, this would be the appropriate time.)*

A motion was made by Jim McDougald to adopt the agenda. The motion was seconded by Seth Waltner. Motion passed unanimously.

Ayes: C. Box; S. Walter; J. McDougald; J. Hutchens

Noes: None

Abstentions: None

Absent: B. Bigelow

**4. PUBLIC HEARING, COMMENTS, PRESENTATIONS, COMMUNICATIONS AND REPORTS**

A. Showcase of Schools: North Fork School, Michelle Dungan, Principal  
Principal Michelle Dungan showcased North Fork School. They are working on the three R's: Rigor, Relevance and Relationships. The staff is focusing on PBIS, positive interventions and supports. One new thing that has been implemented is a structured recess. One of the goals the school is trying to establish is to connect with the community, parents and the staff. Lots of activities are happening at the school: Cougar of the Month Breakfast, Native American Days, Red Ribbon Week, School Garden, Music Program and Academic Awards.

B. Public Hearing: Informational item for Provisional Internship Permit (PIP) for Cynthia Elm, Teacher at Chawanakee Academy Charter: K-12 grades.

The Public Hearing was opened at 7:12 PM.

The Provisional Internship Permit provides a pathway for Cynthia Elm to complete the 2018-2019 school year for Chawanakee Unified School District and complete the Internship Program while still teaching at Chawanakee Academy Charter.

Public Hearing Closed at 7:12 PM.

C. Public Hearing: Local Indicators Priorities for California School Dashboard for Chawanakee Unified School District, Minarets Charter High School and Chawanakee Academy Charter

Public Hearing was opened at 7:14 PM.

Local educational agencies annually measure their progress in the extent to which students have access to, and are enrolled in, a broad course of study that includes the adopted courses of study specified in the California Education Code for Grades 1-6 and Grades 7-12, as applicable, including the programs and services developed and provided to unduplicated students and individuals with exceptional needs. The Dashboard is a reflective tool that measures how we are doing.

Public Hearing Closed at 7:30 PM.

D. Single Plan for Student Achievement: Jessica Fairbanks, Principal

- North Fork School
- Spring Valley School
- Mountain Oaks/Manzanita
- Chawanakee Academy Charter

The Single Plan for Student Achievement is a plan of action to be taken to raise academic performance of students and improve the school's educational program. The goals are based on the distance from Level 3. We are moving in the right direction with our goals and results.

E. Developer Fees Report: Joannie Lumbra, Business Manager

Joannie Lumbra reported that this is an annual requirement pertaining to the reporting and expenditures of the District's Developer Fee Account.

F. Quarterly Report of Investments: Joannie Lumbra, Business Manager

Joannie Lumbra reported that this is the most recent investment report from the Madera County Treasurer's Office. All Chawanakee Unified School District funds are deposited in the Madera County Treasury.

G. Bus Lease Resolution No. 9-2018/2019: Darren Sylvia, Superintendent

The staff is requesting CUSD Board of Trustee's approval of Resolution No. 9 authorizing Transportation Services C. and its assignee BMO Harris Investment Company pursuant to the Master Equipment Lease-Purchase Agreement dated as of October 28, 2018. Part of Board Goal #5 was to replace 3 buses to the fleet. This should significantly reduce overall fuel spent.

H. High School Administrative Assistant Job Description: Darren Sylvia, Superintendent

CUSD staff is recommending to approve a new job description for a High School Administrative Assistant. The recommendation would be to adjust the responsibilities and make them more focused on high school administrative tasks that are related to a counseling department, athletic department, special agricultural program as well as transfer needs for student transcripts and records. These duties allow us to broaden a secondary focus on the comprehensive high school sites office needs.

I. CTA and CUSD Sunshine Openers 2018-2019: Darren Sylvia, Superintendent

Superintendent Darren Sylvia reported that CTA brought forward their Sunshine Openers for Negotiations:

- Article 22 Health and Welfare Benefits
- Appendix G: Stipends
- Article 19: Hours and Adjunct Duties

The Districts Opener:

- Article 21: Leaves

**5. VISITORS**

*(Members of the audience are welcome to address the Board at this time regarding items not listed on the agenda. The Trustees may ask questions for clarity, but cannot discuss or take action on these matters, if desired, until such matters are appropriately placed on a future agenda. Individuals who require special accommodation (American Sign Language interpreter, accessible seating, documentation in accessible format, etc.) should contact the Superintendent or designee at least two days before the meeting date.)*

Patrick Wilson wanted to thank the Food Service Department and transportation for going above and beyond to help make their Showcase Night a huge success for Minarets High School.

**6. CONSENT AGENDA**

A motion was made by Jessie Hutchens to approve the Consent Agenda. The motion was seconded by Seth Waltner. Motion passed unanimously.

Ayes: C. Box; S. Waltner; J. McDougald; J. Hutchens

Noes: None

Abstentions: None

Absent: B. Bigelow

At this time Superintendent Darren Sylvia introduced Chawanakee Unified School District's new Human Resource Director, Margaret Ameal.

A. Consideration of Minutes:

1. October 9, 2018, Regular Meeting

B. Consideration of Payroll:

1. October 10, 2018, Supplemental Payroll
2. October 31, 2018, Regular Payroll

C. Consideration of Warrants:

1. Register 10/04/2018
2. Register 10/11/2018
3. Register 10/18/2018
4. Register 11/13/2018

D. Consideration of Employment Staffing List:

1. Personnel #04-2018/2019

**7. DISCUSSION AND ACTION ITEMS**

A. Consideration and Approval of Provisional Internship Permit (PIP) for Cynthia Elm for Teacher at Chawanakee Academy Charter: K-12 grades. Teacher Cynthia Elm will be employed on a Provisional Internship Permit.

A motion was made by Jim McDougald to approve Provisional Internship Permit for Cynthia Elm. The motion was seconded by Seth Waltner. Motion passed unanimously.

Ayes: C. Box; S. Waltner; J. McDougald; J. Hutchens

Noes: None

Abstentions: None

Absent: B. Bigelow

B. Consideration and Approval of Local Indicators Priorities for California School Dashboard for Chawanakee Unified School District, Minarets Charter High School and Chawanakee Academy Charter

A motion was made by Jessie Hutchens to approve. The motion was seconded by Jim McDougald. Motion passed unanimously.

Ayes: C. Box; S. Walter; J. McDougald; J. Hutchens

Noes: None

Abstentions: None

Absent: B. Bigelow

C. Consideration and Approval Single Plan for Student Achievement for Chawanakee Unified School District.

- North Fork School
- Spring Valley School
- Mountain Oaks/Manzanita
- Chawanakee Academy

A motion was made by Jim McDougald to approve North Fork School, Spring Valley School, Mountain Oaks/Manzanita and Chawanakee Academy Single Plans for Student Achievement. The motion was seconded by Seth Waltner. The motion passed unanimously

Ayes: C. Box; S. Waltner; J. McDougald; J. Hutchens

Noes: None

Abstentions: None

Absent: B. Bigelow

D. Consideration and Approval of Developer Fees

A motion was made by Jessie Hutchens to approve. The motion was seconded by Jim McDougald. The motion passed unanimously.

Ayes: C. Box; S. Waltner; J. McDougald; J. Hutchens

Noes: None

Abstentions: None

Absent: B. Bigelow

E. Consideration and Approval of Quarterly Report of Investments

A motion was made by Jim McDougald to approve the Quarterly Report of Investments. The motion was seconded by Seth Waltner. The motion passed unanimously.

Ayes: C. Box; S. Waltner; J. McDougald; J. Hutchens

Noes: None

Abstentions: None

Absent: B. Bigelow

F. Consideration and Approval of Bus Lease Resolution No. 9-2018/2019

A motion was made by Jim McDougald to approve Resolution No. 9-2018/2019. The motion was seconded by Seth Waltner. The motion passed unanimously.

Ayes: C. Box; S. Waltner; J. McDougald; J. Hutchens

Noes: None

Abstentions: None

Absent: B. Bigelow

G. Consideration and Approval of High School Administrative Assistant Job Description

A motion was made by Jessie Hutchens to approve the Job Description for High School Administrative Assistant. The motion was seconded by Seth Waltner. The motion passed unanimously.

Ayes: C. Box; S. Waltner; J. McDougald; J. Hutchens

Noes: None

Abstentions: None

Absent: B. Bigelow

H. Consideration and Approval of CTA and CUSD Sunshine Openers:

- Article 22: Health and Welfare Benefits (Insurance, \$11,500)
- Appendix G: Stipends
- Article 19: Hours and Adjunct Duties
- Article 21: Leaves

No motion was made, the Board accepted the information.

I. Consideration and Approval of Board Member to California School Boards Association Delegate Assembly

A motion was made by Jim McDougald to nominate Barbara Bigelow for Delegate Assembly to the California School Boards Association. The motion was seconded by Seth Waltner. The motion passed unanimously.

Ayes: C. Box; S. Waltner; J. McDougald; J. Hutchens

Noes: None

Abstentions: None

Absent: B. Bigelow

8. **INFORMATION AND REPORTS - Superintendent's Report – Mr. Sylvia/Principals**  
**IT Director Filiberto Camacho** reported that his team is working on a number of projects. The servers are outdated, so they recently got 2 new ones. The primary server is housed at Minarets and the secondary one is being housed at North Fork School. There has been a low voltage issue at Hillside School that they are working on. All site secretary's computers are being update. Claudia Box asked what we are doing for technology security. Filiberto responded that we have a Meraki firewall for traffic coming in and Securly for traffic going out.

**MOT Director Jose Camacho** reported that we are waiting on the Bus Resolution to be able to get the new buses going. Our mechanic is working hard to keep the buses and the white fleet running. The facility security is outdated. He is currently looking to upgrade to a new system.

**Principal Jared Pierce** presented a slide show of the progress at Hillside School.

9. **BOARD MEMBER SUGGESTIONS & COMMENTS**

At this time there were no Board comments.

10. **ADVANCE PLANNING**

**Board Meeting Dates:**

December 11, 2018	6:30 pm	Minarets High School (Organizational Meeting)
December 11, 2018	7:00 pm	Minarets High School (Media Lounge)

11. **PUBLIC COMMENT RE: CLOSED SESSION ITEMS** (*General Public may comment on any Closed Session item that will be heard. The Board may limit comments to no more than 5 minutes pursuant to Board policy. Please refer to items listed below).*

A motion was made by Seth Waltner to move to Closed Session and taking a 10 minute break at 8:38 PM. The motion was seconded by Jim McDougald. The motion passed unanimously.

Ayes: C. Box; S. Waltner; J. McDougald; J. Hutchens

Noes: None

Abstentions: None

Absent: B. Bigelow

- 12. CLOSED SESSION** (Note: A Closed or Executive Session of the Board of Trustees may be held when legal and the need requires. Items to be discussed will be announced before the Board moves into Closed Session. Items can include personnel matters, student personnel matters, negotiations, and legal counsel regarding pending litigation and protection of records exempt from public disclosure.)

Government Code Section 54957 – Public Employee: Personnel/Staffing/Discipline/Dismissal/Release

Government Code Section 54956.8 – Real Estate Negotiations

- NorthShore Development
- Madera County MD8

Government Code Section 54956 – Contracts

- Financial Advisors

A motion was made by Jim McDougald at 9:40 PM to reconvene to Open Session. The motion was seconded by Seth Waltner. The motion passed unanimously.

Ayes: C. Box; S. Waltner; J. McDougald; J. Hutchens

Noes: None

Abstentions: None

Absent: B. Bigelow

- 13. RECONVENE TO OPEN SESSION AND REPORT OF CLOSED SESSION ACTION**

Vice President Claudia Box reported out from Closed Session:

A motion was made by Seth Waltner to release vehicle service worker from position as of 11-13-18. The motion was seconded by Jim McDougald. The motion passed unanimously.

Ayes: C. Box; S. Waltner; J. McDougald; J. Hutchens

Noes: None

Abstentions: None

Absent: B. Bigelow

- 14. ADJOURNMENT**

A motion was made by Jim McDougald at 9:43 PM to adjourn meeting. The motion was seconded by Seth Waltner. The motion passed unanimously.

Ayes: C. Box; S. Waltner; J. McDougald; J. Hutchens

Noes: None

Abstentions: None

Absent: B. Bigelow

Respectfully submitted by: Melanie Burton, Administrative Assistant

  
\_\_\_\_\_  
Clerk

12/11/18  
\_\_\_\_\_  
Date