



## Regular Meeting of the Board of Trustee Minutes

P.O. Box 400  
North Fork, CA 93643  
(559) 877-6209

7:00 P.M.

Tuesday, April 10, 2018

Minarets High School, Media Lounge

**1. CALL TO ORDER**

The meeting was called to order by Board President, Barbara Bigelow at 7:03 P.M.

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

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

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

Others present: Darren Sylvia, Superintendent; Joannie Lumbrá, Business Manager; Melanie Burton, Administrative Assistant; Maryann Henry, Human Resource Director; Jared Pierce, Jessica Fairbanks, Kelli Bryant, Elizabeth Whitcomb, Rhonda Corippo, Gayle Fain, Todd Sheller, Patrick Wilson, Daniel Ching and Becky Cairns.

**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. Motion was seconded by Seth Waltner. Motion passed unanimously.

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

Noes: None

Abstentions: None

Absent: None

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

**A. Showcase of Schools – Hillside Update, Jared Pierce**

Jared Pierce reported on the progress of the construction of Hillside Elementary.

Construction is going well. Enrollment for new school is increasing. May 3<sup>rd</sup> will be media/signing day at new school site.

Minarets FFA Agricultural Team presented to the Board. They gave us a brief presentation on their upcoming competition.

**B. Proposal of Coop Pre-School Program at North Fork School – Darren Sylvia, Superintendent**

Darren Sylvia reported that funding for a pre-school program at North Fork School has been secured through the Adult Consortium. This pre-school would provide opportunities for parents that don't meet the guidelines of the Head Start Program. At this time there is a great need for additional preschool opportunities. We are working with the Community College to be able to offer parenting classes to parents who need them. We are working on a job description and need Board approval to move forward. Kelli Bryant, Gayle Fain and Daniel Ching have been working together to get the Pre-School up and running.

- C. Educator Effectiveness Block Grant Report – Darren Sylvia, Superintendent  
The Educator Effectiveness Funds were targeted specifically for the professional development of CUSD personnel in curriculum, instructional focus, leadership capacity of administrators and the instructional capacity of our instructional staff. These funds allowed us to revamp our districts units of instruction in English Language Arts and Math. We trained all of our teachers in Rigor, Relevance, and Relationships.
- D. Award of Piggyback Bid for Hillside Fixtures, Furniture and Equipment – Darren Sylvia, Superintendent  
The District has been working with several vendors to get pricing quotes on furniture and fixtures for Hillside. The pricing includes furniture and fixtures for 22 classrooms, Stem Room, media lounge, cafeteria, nurse's office, teacher's workroom and office space. Pricing includes furniture and fixtures for the whole school. The price includes shipping, delivery and installation. Core Business is a local company and will be able to provide service if we have any issues with any of their products.
- E. New Job Description for Food Service Manager - Darren Sylvia, Superintendent  
Darren Sylvia is recommending the approval of a new position of Food Service Manager and job description. As the district continues to grow and with the addition of a new school site our food service program is challenged to meet these needs. The Federal Mandates and food service requirements for compliance and food safety have created a greater need for oversight. The position would provide supervision to all of our food service personnel and work with each of our current site administrators to assist in the day to day operations.

## 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.)*

Becky Cairns came to invite all to the 13<sup>th</sup> Annual Dinner Theater Production on April 27 at 5:30 PM. Some of the performers came to give a sneak preview of the productions, which include spoofs on: Romeo and Juliet; Macbeth; and A Mid-Summer Nights Dream.

## 6. CONSENT AGENDA

A motion was made by Jim McDougald to adopt the consent agenda with the exception of Item A and D. Item A, March 13, 2018 Minutes to be voted on separately. Item D, Personnel List #8-2017/2018 to be discussed in Closed Session. The motion was seconded by Seth Waltner. Motion passed unanimously.

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

Noes: None

Abstentions: None

Absent: None

A motion was made by Seth Waltner to adopt Item A of the Consent Agenda. The motion was seconded by Claudia Box. Motion passed unanimously.

Ayes: B. Bigelow; C. Box; S. Waltner; J. Hutchens

Noes: None

Abstentions: J. McDougald

Absent: None

- A. Consideration of Minutes:
  - 1. March 13, 2018, Regular Meeting
- B. Consideration of Payroll:
  - 1. March 6, 2018 Supplemental Payroll
  - 2. March 29, 2018, Regular Payroll
- C. Consideration of Warrants:
  - 1. Register #03/13/2018
  - 2. Register #03/22/2018
  - 3. Register #03/27/2018
- D. Consideration of Employment Staffing List:
  - 1. Personnel #8-2017/2018
- E. Consideration and Acceptance of Donation – Darren Sylvia, Superintendent
  - 1. \$79,372.00- Art Teacher, Minarets High School

**7. DISCUSSION AND ACTION ITEMS**

- A. Consideration and Approval of Resolution No. 15-2017/2018 In the Matter of a Meeting Absence by a Member of the Board of Trustees for a Reason of Hardship  
A motion was made by Seth Waltner to approve. The motion was seconded by Jessie Hutchens. Motion passed unanimously.  
Ayes: B. Bigelow; C. Box; S. Waltner; J. Hutchens  
Noes: None  
Abstentions: J. McDougald  
Absent: None
- B. Consideration and Approval of Quarterly William Report for April 2018  
A motion was made by Jim McDougald to approve. Motion was seconded by Claudia Box. Motion passed unanimously.  
Ayes: B. Bigelow; C. Box; S. Waltner; J. McDougald; J. Hutchens  
Noes: None  
Abstentions: None  
Absent: None
- C. Consideration and Approval of Coop Pre-School at North Fork School  
A motion was made by Seth Waltner to approve. The motion was seconded by Jim McDougald. Motion passed unanimously.  
Ayes: B. Bigelow; C. Box; S. Waltner; J. McDougald; J. Hutchens  
Noes: None  
Abstentions: None  
Absent: None
- D. Consideration and Approval of Award of Piggyback Bid for Hillside Furniture, Fixtures and Equipment  
A motion was made by Seth Waltner to award the Piggyback bid to Core Business Interiors. The motion was seconded by Jim McDougald. Motion passed unanimously.  
Ayes: B. Bigelow; C. Box; S. Waltner; J. McDougald; J. Hutchens  
Noes: None  
Abstentions: None  
Absent: None
- E. Consideration and Approval of New Job Description for Food Service Manager  
A motion was made by Seth Waltner to approve. The motion was seconded by Claudia Box. Claudia Box asked where on the salary schedule this job will be. Superintendent

Darren Sylvia said the job will be under the management schedule. The motion passed unanimously.

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

Noes: None

Abstentions: None

Absent: None

F. Consideration of General Waiver Request to Allow Manzanita Community Day School to Operate as a 4-12 Grade Program

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

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

Noes: None

Abstentions: None

Absent: None

**8. INFORMATION AND REPORTS - Superintendent's Report – Mr. Sylvia/Principals**

Darren Sylvia announced the recipients for the Excellence in Education awards. Classified Employee of the year is Ricky Virgil and the Teacher of the Year is Maree Corrigan. Active shooter training for Administrators and District Staff will be on May 1<sup>st</sup>.

Fred Faysal reported that the transportation staff is doing well. Some of the new white fleet has arrived. Training will be provided to staff to be able to drive the new vans. We are working on securing new buses.

Jessica Fairbanks, Principal of Spring Valley reported that the 7<sup>th</sup> and 8<sup>th</sup> graders had a great time on their Catalina trip. The 6<sup>th</sup> grade class had an amazing time at Calvin Crest. They just finished up with Kindergarten Round-Up and expect to have between 15-20 kindergarten students coming in for the fall of 2018. The 8<sup>th</sup> grade class just got done taking the PSAT test.

Principal Rhonda Corippo reported that Chawanakee Academy dinner theater is on April 27<sup>th</sup>. The Chawanakee Adult School is using the old District Office building. So far Chawanakee Academy has 39 new enrollments for next year. Mountain Oaks High School has tripled the service of their Café by adding lunch items to their menu.

Patrick Wilson, Minarets Charter Director reported that Senior Scholarship night is on May 22<sup>nd</sup>. The Best of the Best will take place on May 24<sup>th</sup>. Patrick gave a shout out to the Leadership Team for all of their hard working for a successful Sadie Hawkins.

Daniel Ching has been meeting with Clovis Community College on dual enrollment and college courses for students. College course offerings will take off in the next few years. A few Minarets teachers are working on their Masters so that they will be able to teach college courses at the high school. Daniel is working on getting a welding program at Minarets so that students will be able to earn their welding certification.

Jared Pierce reported that PBIS supports and systems are in place and are ready for implementation. Katie Bethune has secured a grant for the North Fork garden that will help with the purchase of garden supplies. The 7<sup>th</sup> and 8<sup>th</sup> grade classes are working on the production of the Lion King.

**9. BOARD MEMBER SUGGESTIONS & COMMENTS**

Jim McDougald wanted to know if we were in touch with the US Forest Service about the program Hands on Land. They have grant funding available for summer jobs. Darren Sylvia is looking into it.

Claudia Box wanted to know if the school safety at Chawanakee Academy had been addressed. Darren Sylvia reported that the PA system and the fire alarms are working. There are a few issues that are a priority to get done.

**10. ADVANCE PLANNING**

April 10, 2018	7:00 p.m.	Minarets High School (Media Lounge)
May 08, 2018	7:00 p.m.	North Fork School (Board Room)
<b>June 13, 2018*</b>	<b>7:00 p.m.</b>	<b>Minarets High School (Media Lounge)</b>
June 26, 2018	7:00 p.m.	North Fork School (Board Room)
August 14, 2018	7:00 p.m.	Minarets High School (Media Lounge)
September 11, 2018	7:00 p.m.	North Fork School (Board Room)
October 09, 2018	7:00 p.m.	Minarets High School (Media Lounge)
November 13, 2018	7:00 p.m.	North Fork School (Board Room)
December 11, 2018	6:30 p.m.	Minarets High School (Organizational Meeting)
December 11, 2018	7:00 p.m.	Minarets High School (Media Lounge)

**\*NOTE DATE CHANGE**

**OPEN HOUSE DATES:**

May 10, 2018	5:00 p.m.	Spring Valley School
May 22, 2018	6:30 p.m.	Senior Scholarship Night
May 24, 2018	6:30 p.m.	Minarets High School
May 31, 2018	5:30 p.m.	North Fork School

**GRADUATION DATES:**

June 1, 2018	5:00 p.m.	K & 8 <sup>th</sup> Grade Chawanakee Academy Charter
June 1, 2018	7:00 p.m.	12 <sup>th</sup> Grade Chawanakee Academy Charter
June 4, 2018	7:00 p.m.	8 <sup>th</sup> Grade North Fork School
June 5, 2018	10:00 a.m.	Kindergarten, Spring Valley School
June 5, 2018	7:00 p.m.	8 <sup>th</sup> Grade Spring Valley
June 6, 2018	9:00 a.m.	Kindergarten, North Fork School
June 6, 2018	7:30 p.m.	Minarets High School
June 7, 2018	11:00 a.m.	Mountain Oaks High School

**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 Jim McDougald at 8:39 PM to move to Closed Session. The motion was seconded by Claudia Box.

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

Noes: None

Abstentions: None

Absent: None

**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.)*

A. Government Code Section 54957 - Public Employee: Personnel/Staffing/Discipline/Dismissal/Release

A motion was made by Jim McDougald at 9:20 PM to move to reconvene to Open Session. The motion was seconded by Seth Waltner. Motion passed unanimously.

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

Noes: None

Abstentions: None

Absent: None

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

Board President Barbara Bigelow reported out from Closed Session:

A motion was made by Jim McDougald to approve Item D from the Consent Agenda, Staffing List #8-2017/2018. The motion was seconded by Jessie Hutchens. Motion passed unanimously.

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

Noes: None

Abstentions: None

Absent: None

A motion was made by Seth Waltner to approve 3% salary increase in 2018/2019 and 2% salary increase in 2019/2020 on salary schedule for Classified Employees. The motion was seconded by Claudia Box. Motion passed unanimously.

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

Noes: None

Abstentions: None

Absent: None

**14. ADJOURNMENT**

A motion made by Claudia Box at 9:23 PM to adjourn the meeting. The motion was seconded by Jessie Hutchens. Motion passed unanimously.


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


Noes: None

Abstentions: None

Absent: None

Respectfully submitted by: Melanie Burton, Administrative Assistant

  
\_\_\_\_\_  
Seth Waltner, Clerk

  
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Date