



Regular Meeting of the Board of Trustees Minutes

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

7:00 P.M.
Tuesday, August 14, 2018
North Fork School, Board Room

1. CALL TO ORDER

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

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

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

Members Present: C. Box; J. Hutchens. Member J. McDougald attended the meeting via teleconference from Larkspur Landing, 555 Howe Avenue, Sacramento, CA 95825.

Members Absent: B. Bigelow; S. Waltner

Others Present: Darren Sylvia, Superintendent; Melanie Burton, Administrative Assistant; Joannie Lumbr, Business Manager; Maryann Henry, Human Resource; Kelli Bryant, Jessica Fairbanks, Michelle Dungan and Daniel Ching.

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 Jessie Hutchens to adopt the agenda with the addition of item 4J. Mountain Oaks Dashboard Alternative School Status (DASS) and item 4K. Apple Lease Agreement. The motion was seconded by Jim McDougald. Motion passed unanimously.

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

Noes: None

Abstentions: None

Absent: B. Bigelow; S. Waltner

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

A. Public Hearing: Informational item for Provisional Internship Permit (PIP) for Josh Wisniowski for Ed Specialist (Special Education) at Spring Valley: K-8 grades.

Public Hearing was opened up at 7:02 PM.

Notification that Joshua Wisniowski will be employed by the Chawanakee Unified School District, at Spring Valley School in the position of Teacher/Self-contained/Special Education grades K-8 for the 2018-2019 school year. An application for a Special Education RSP/SDC Provisional Internship Permit (PIP) will be submitted to the California Commission on Teacher Credentialing.

Public Hearing was closed at 7:03 PM.

B. Memorandum of Understanding (MOU) By and Between the Chawanakee Unified School District and Minarets Charter High School 2018-2019-Darren Sylvia, Superintendent

This MOU sets the proper legal channels in place so the District can collect reimbursement. Minarets High School continues to grow and impact Minarets High School Facilities. Before Minarets Charter High School can begin building additional facilities to house their students and lessen the impact to in District students. We must annually show the impact Minarets Charter High School has on the District facilities. The District will be able to secure additional funding from OPSC and CSFA in the amount of \$20 million so Minarets Charter High School can add additional classrooms for growth.

- C. Memorandum of Understanding (MOU) with State Center Adult Ed Program – Darren Sylvia, Superintendent
As a member of the Adult Education Consortium this MOU allows State Community College District to act as the fiscal agent for our allocated funds and provide the fiscal reporting and audit to the California Department of Education. AB104 requires each member of the consortium to monitor and fulfill their responsibilities for state reporting and alignment to the consortium goals. This is required to receive our apportionment of \$93,894.
- D. Water Services Agreement Tesoro Viejo Master Mutual Water Company and Chawanakee Unified School District – Darren Sylvia, Superintendent
This agreement will extend the water billing and services to the Tesoro Viejo Master Mutual Water Services (TVMMWS) for Hillside Elementary School. This entity will be the sole provider for potable and reclaimed water to the school site. The schedules of rates and fees adopted by TVMMWC will reflect market rate and be in alignment with other commercial user versus residential. The fiscal impact to the District would be approximately \$1,200.
- E. Resolution No. 2-2018/2019 In the Matter of the Hillside Elementary Land Acquisition – Darren Sylvia, Superintendent
This resolution provides an agreement between Tesoro Viejo, Inc. and Chawanakee Unified School District to purchase APN 051-740-001 for Hillside Elementary School Site. The Superintendent is asking the Boards approval to take all necessary action to perform any analysis and to execute any and all documentation and certifications necessary to complete the acquisition of the Site on behalf of the District. \$1,888,000 will be financed out of the Mitigation Agreement and Finance Plan with Tesoro Viejo, Inc.
- F. 2018-2019 Master School Bus Route – Darren Sylvia, Superintendent
This is the annual approval of bus stops as of the first day of school. A new route has been included from Indian Lakes to Hillside Elementary. The number of riders will be monitored on the new route. If the numbers are not there to make it a viable run the route will be pulled. Stops will be added and deleted as needed throughout the school year.
- G. Proposed Additional Personnel for Chawanakee Unified – Darren Sylvia, Superintendent
The District is seeking Board approval to hire a full-time Director of Information Technology and K-12 classroom instructor. As the District has invested substantial funds into technology, infrastructure and student computers it is necessary that we have staff with the knowledge and background to maintain, support and plan for future needs as well as protecting our current investments. Our District has set a vigorous growth

model to increase our enrollment. We have seen a large increase in students. We would like to add one teaching position to the District with the emphasis to maintain teacher to student's ratio's district wide.

- H. Cornerstone Counseling Social/Emotional Services – Darren Sylvia, Superintendent
The District is requesting the continued services of Cornerstone Family Counseling Services. There has been a change to the days of service:

32 Days - North Fork Elementary (1 day/wk)

32 Days – Spring Valley Elementary (1 day/wk)

32 Days – Mountain Oaks High School (1 day/wk)

64 Days – Minarets High School/Minarets Charter (2 days/wk)

Cornerstone will work with the Behaviorist Specialist as well as Kelli Bryant and Rachelle Lee to help recommend services. The goal is to have wrap around services.

- I. Legal Services – Darren Sylvia, Superintendent

1. Lozano Smith

2. Dannis Woliver Kelley (DWK)

3. Atkinson, Andelson, Loya, Ruud & Romo (AALRR)

Lozano Smith provides services for Solar and Building projects as well as civil and construction law.

Dannis Woliver Kelley provides services for Special Education

Atkinson, Andelson, Loya, Ruud & Romo provides general council.

- J. Mountain Oaks Dashboard Alternative School Status (DASS)- Darren Sylvia, Superintendent

The Dashboard currently uses a four-year cohort graduation rate for the Graduation Rate Indicator for non-alternative schools. The measurement is not appropriate to use to evaluate DASS schools who serve highly mobile and credit deficient students. The Task Force proposed, and the State Board of Education approved, using a one-year graduation rate for DASS schools. It is the recommendation to use this Dashboard Alternative School Status for Mountain Oaks School since it currently meets the criteria for a one year graduation rate.

- K. Apple Lease Agreement – Darren Sylvia, Superintendent

To improve technology and to accommodate the growth of student population for school year 2018-19 we need to make modifications to the Master Lease Agreement with Apple to include 93 mac devices. This commitment will ensure each new student and faculty will have the equipment needed to support educational programs while maintaining the District's 1:1 tech ratio policy. The original 4 year Master Lease Agreement was for \$600K in 2016; our current balance is \$225K with an annual payment of \$75K. The total cost of the modification will be \$113,260.68 with semi-annual payments of \$15,307 to be paid over a 4 year term. This aligns to our LCAP goals and will be funded out of Supplemental funds.

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.)

There were no visitors.

6. CONSENT AGENDA

A motion was made by Jessie Hutchens to adopt the Consent Agenda pulling items A1 and A2, June 13 and June 26 Board Minutes. The motion was seconded by Jim McDougald. The motion passed unanimously.

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

Noes: None

Abstentions: None

Absent: B. Bigelow; S. Waltner

A. Consideration of Minutes:

1. June 13, 2018, Regular Meeting
2. June 26, 2018, Regular Meeting

B. Consideration of Payroll:

1. June 29, 2018, Regular Payroll
2. July 10, 2018, Supplemental Payroll
3. July 31, 2018, Regular Payroll

C. Consideration of Warrants:

1. Register 06/21/2018
2. Register 07/19/2018
3. Register 07/25/2018
4. Register 07/31/2018

D. Consideration of Employment Staffing List:

1. Personnel #01-2018/2019

E. Consideration and Approval of Minarets FFA Field Trips including overnight trips – Daniel Ching, Principal

7. DISCUSSION AND ACTION ITEMS

A. Consideration and Approval of Quarterly Williams Report for July 2018

A motion was made by Jessie Hutchens to approve. The motion was seconded by Jim McDougald. There were no findings or complaints for July 2018. The motion passed unanimously.

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

Noes: None

Abstentions: None

Absent: B. Bigelow; J. Waltner

B. Consideration and Approval of Quarterly Report of Investments for June 30, 2018

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

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

Noes: None

Abstentions: None

Absent: B. Bigelow; S. Waltner

C. Consideration and Approval of the Head Start Vending Agreement for the Child and Adult Care Food Program

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

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

Noes: None

Abstentions: None

Absent: B. Bigelow; S. Waltner

- D. Consideration and Approval of Resolution No. 1-2018/2019 In the Matter of Authorized Signors on Behalf of Chawanakee Unified School District, Minarets Charter High School and Chawanakee Academy Charter
A motion was made by Jim McDougald to approve. The motion was seconded by Jessie Hutchens. A question was asked on whom signs purchase orders. Darren Sylvia said that they are signed by both Joannie Lumbra and himself unless one of them is not available. The motion passed unanimously.
Ayes: C. Box; J. Hutchens; J. McDougald
Noes: None
Abstentions: None
Absent: B. Bigelow; S. Waltner
- E. Consideration and Approval of Provisional Internship Permit (PIP) for Josh Wisniowski for Ed Specialist (Special Education) at Spring Valley: K-8 grades. Teacher Josh Wisniowski will be employed on a Provisional Internship Permit.
A motion was made by Jessie Hutchens to approve. The motion was seconded by Jim McDougald. The motion passed unanimously.
Ayes: C. Box; J. Hutchens; J. McDougald
Noes: None
Abstentions: None
Absent: B. Bigelow; S. Waltner
- F. Consideration and Approval of Memorandum of Understanding (MOU) By and Between the Minarets Charter High School and Chawanakee Unified School District 2018-2019
A motion was made by Jessie Hutchens to approve. The motion was seconded by Jim McDougald. The motion passed unanimously.
Ayes: C. Box; J. Hutchens; J. McDougald
Noes: None
Abstentions: None
Absent: B. Bigelow; S. Waltner
- G. Consideration and Approval of Memorandum of Understanding (MOU) with State Center Adult Ed Program
A motion was made by Jim McDougald to approve. The motion was seconded by Jessie Hutchens. The motion passed unanimously.
Ayes: C. Box; J. Hutchens; J. McDougald
Noes: None
Abstentions: None
Absent: B. Bigelow; S. Waltner
- H. Consideration and Approval of Water Service Agreement by and between Tesoro Viejo and Chawanakee Unified School District
A motion was made by Jim McDougald to approve. The motion was seconded by Jessie Hutchens. The motion passed unanimously.
Ayes: C. Box; J. Hutchens; J. McDougald
Noes: None
Abstentions: None
Absent: B. Bigelow; S. Waltner

- I. Consideration and Approval of Resolution No. 2-2018/2019 In the Matter of Hillside Land Acquisition
A motion was made by Jessie Hutchens to approve. The motion was seconded by Jim McDougald. The motion passed unanimously
Ayes: C. Box; J. Hutchens; J. McDougald
Noes: None
Abstentions: None
Absent: B. Bigelow; S. Waltner
- J. Consideration and Approval of 2018-2019 Master School Bus Route
A motion was made by Jessie Hutchens to approve. The motion was seconded by Jim McDougald. The motion passed unanimously.
Ayes: C. Box; J. Hutchens; J. McDougald
Noes: None
Abstention: None
Absent: B. Bigelow; S. Waltner
- K. Consideration and Approval of Proposed Staffing Needs for Chawanakee Unified School District
A motion was made by Jim McDougald to approve. The motion was seconded by Jessie Hutchens. The motion passed unanimously.
Ayes: C. Box; J. Hutchens; J. McDougald
Noes: None
Abstentions: None
Absent: B. Bigelow; S. Waltner
- L. Consideration and Approval of Cornerstone Counseling Social/Emotional Services Agreement
A motion was made by Jessie Hutchens to approve. The motion was seconded by Jim McDougald. The motion passed unanimously.
Ayes: C. Box; J. Hutchens; J. McDougald
Noes: None
Abstentions: None
Absent: B. Bigelow; S. Waltner
- M. Consideration and Approval of Contract Service Agreement with Lozano Smith
A motion was made by Jim McDougald to approve. The motion was seconded by Jessie Hutchens. The motion passed unanimously.
Ayes: C. Box; J. Hutchens; J. McDougald
Noes: None
Abstentions: None
Absent: B. Bigelow; S. Waltner
- N. Consideration and Approval of Contract Service Agreement with Dannis Woliver Kelley (DWK)
A motion was made by Jessie Hutchens to approve. The motion was seconded by Jim McDougald. The motion passed unanimously
Ayes: C. Box; J. Hutchens; J. McDougald
Noes: None
Abstentions: None
Absent: B. Bigelow; S. Waltner

- O. Consideration and Approval of Contract Service Agreement with Atkinson, Andelson, Loya, Ruud & Romo (AALRR)
A motion was made by Jessie Hutchens to approve. The motion was seconded by Jim McDougald. The motion passed unanimously.
Ayes: C. Box; J. Hutchens; J. McDougald
Noes: None
Abstentions: None
Absent: B. Bigelow; S. Waltner

8. **INFORMATION AND REPORTS** - Superintendent's Report – Mr. Sylvia/Principals
Darren Sylvia reported that the Staff In-Service to kick off the 2018-2019 was a success. We had 160 employees attend.

Jared Pierce gave an update on the progress of Hillside Elementary. School will start classes on August 20, 2018.

9. **BOARD MEMBER SUGGESTIONS & COMMENTS**
No comments from the Board

10. **ADVANCE PLANNING**
Board Meeting Dates:

| | | |
|---------------------|---------|---|
| *September 11, 2018 | 7:00 pm | Hillside Elementary |
| October 9, 2018 | 7:00 pm | Minarets High School, (Media Lounge) |
| November 13, 2018 | 7:00 pm | North Fork School, (Board Room) |
| December 11, 2018 | 6:30 pm | Minarets High School (Organizational Meeting) |
| December 11, 2018 | 7:00 pm | Minarets High School (Media Lounge) |

***Please note the location change of the meeting**

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 Jessie Hutchens at 8:05 PM to move to Closed Session. The motion was seconded by Jim McDougald. The motion passed unanimously.

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

Noes: None

Abstentions: None

Absent: B. Bigelow; S. Waltner

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

Government Code Section 54956 – Contracts

A motion was made by Jessie Hutchens at 8:17 PM to reconvene to Open Session. The motion was seconded by Jim McDougald. The motion passed unanimously.

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

Noes: None

Abstentions: None

Absent: B. Bigelow; S. Walter

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

Board Vice President, Claudia Box reported out from Closed Session:

A motion was made by Jessie Hutchens to approve 45 day notice to notify certain classified employees for a reduction of services. The motion was seconded by Jim McDougald. The motion passed unanimously.

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

Noes: None

Abstentions: None

Absent: B. Bigelow; S. Waltner

14. ADJOURNMENT

A motion was made by Jim McDougald at 8:20 PM to adjourn the meeting. The motion was seconded by Jessie Hutchens. The motion passed unanimously.

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

Noes: None

Abstentions: None

Absent: B. Bigelow; S. Waltner

Respectfully submitted by: Melanie Burton, Administrative Assistant

Claudia Box
Board of Trustee

9/11/18
Date