



# Regular Meeting of the Board of Trustees Minutes

7:00 P.M.

Tuesday, January 9, 2018  
North Fork School, Board Room

**1. CALL TO ORDER**

The meeting was called to order by Board President Barbara Bigelow 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: Barbara Bigelow, Board President; Claudia Box, Board Vice-President; Seth Waltner, Clerk; Jim McDougald and Jessie Hutchens, members.

Others present: Darren Sylvia, Superintendent; Joannie Lumbra, Business Manager; Melanie Burton, Administrative Assistant; Jessica Fairbanks, Todd Sheller, Daniel Ching, Claudia VanDenBergh and Katie Bethune.

**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 Jessie Hutchens. Motion passed unanimously.

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

Noes: None

Absent: None

Abstentions: None

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

A. Showcase of Schools – Hillside Elementary Update, Darren Sylvia, Jared Pierce Spring Valley, Jessica Fairbanks:

Jared Pierce updated the Board on the progress of Hillside Elementary. We will be advertising for staff soon.

ASB Advisor for Spring Valley, Ashley Bourdon brought her ASB officers, to give a presentation. The students spoke about all of the fundraisers they are doing at Spring Valley to raise money and bring awareness to the school. Some of the fundraisers they are all involved with are: Mission Fire Relief Fund, Operation Gratitude, Arts & Crafts Fundraiser and the Leukemia and Lymphoma Society. Here are some of the activities they participated with, Red Ribbon Week and making posters for inspiration and positivity. They all thanked Mrs. Bourdon for all of her hard work in helping them be successful. Jessica Fairbanks also showed a video about Spring Valley School that was produced by Delaney Finnegan.

B. Quarterly Investments Report – Joannie Lumbra, Business Manager  
Joannie Lumbra presented the quarterly investment report from the County Treasurer.

C. 2016/2017 Audit Report – Joannie Lumbra, Business Manager

Joannie Lumbra reported that the Chawanakee Unified's number of findings has stabilized over the last three years. Fiscal year 16/17 the District incurred only one finding which was related to an overstatement of ADA for Chawanakee Academy

Charter School by 3 students. Chawanakee Academy's apportionment will be fixed with an adjustment of funds at the attendance reporting Period 2. There will be no ramifications as a result of the overstatement.

- D. Williams Quarterly Reporting – Darren Sylvia, Superintendent  
Superintendent Darren Sylvia reported that no complaints were filed with any school in the District at this time.
- E. School District of Choice, Resolution No. 10-2017/2018 – Darren Sylvia, Superintendent  
Chawanakee Unified is a District of Choice. The District must adopt a District of Choice Resolution. Students that fall under the Charter Schools do not have to apply for District of Choice. There is a very short window in which to apply for District of Choice. The District will need to register with the State Superintendent's Office to inform them that we are continuing with District of Choice. The District has designated the following school sites as District of Choice:
- Spring Valley Elementary K-8 assignments (70)
  - Hillside Elementary K-8 assignments (90)
  - North Fork Elementary K-8 assignments (20)
  - Minarets High School 9-12 assignments (125)
- F. Copier Renewal, Resolution No. 11-2017/2018 – Darren Sylvia, Superintendent  
Our current copier contract is expiring soon and we would like to enter into a piggyback agreement with American Business Machines and Canon Financial Services. This new contract lease represents an overall district savings of \$1,290.40 per month with an annual savings of \$15,484.80.
- G. Full and Fair Funding of California Public Schools, Resolution No. 12-2017/2018 – Darren Sylvia, Superintendent  
This resolution is requesting that California schools get funded in full.
- H. School Boundaries – Darren Sylvia, Superintendent  
Chawanakee Unified is requesting a revision to our current attendance boundaries for each of our school sites. The revision would include the new attendance area for Hillside Elementary in the Tesoro Viejo development. In addition the boundary change would include the future development in the Preserve at Millerton Lake.
- I. Updated Safety Plans – Jessica Fairbanks, Principal
1. Minarets High School & Minarets Charter High School
  2. Mountain Oaks High School
  3. North Fork Elementary School
  4. Spring Valley Elementary School
- Jessica Fairbanks presented the updated Safety plans for the District. The Safe School Plan is designed to assist each school staff in preparing for emergencies, managing emergency response efforts, and maintaining a safe school environment. Additions that need to be made to the plans include:
- Add Chawanakee Academy to Minarets High/Minarets Charter
  - Add maps of Chawanakee Academy to Safety Plan
  - Need to add adult school on maps
  - Need to add stadium to maps

One suggestion that was made was to add the assembly areas to the maps. Jessica said that we don't want to make these public in case of an emergency, so they have been removed. Jim McDougald suggested putting room numbers on the outside of buildings as well as on the inside to assist in finding students in case of emergencies. Fred Faysal said he would look into that.

**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 at this time.

**6. CONSENT AGENDA**

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

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

Noes: None

Absent: None

Abstentions: None

A. Consideration of Minutes:

1. December 12, 2017, Special Meeting
2. December 12, 2017, Regular Meeting

B. Consideration of Payroll:

1. December 14, 2017, Supplemental Payroll
2. December 28, 2017, Regular Payroll

C. Consideration of Warrants:

1. Register #12/07/2017
2. Register #12/12/2017
3. Register #12/21/2017

D. Consideration of Employment Staffing List:

1. Personnel #5-2017/2018

E. Consideration and Acceptance of Donations – Daniel Ching, Principal

1. \$1,000 – Wonderful Giving, (\$500- FFA, \$500-Football Program)
2. \$500 - Clay Busters, FFA

**7. DISCUSSION AND ACTION ITEMS**

A. Consideration and Acceptance of Independent Audit Report for Year Ending June 30, 2017 from Borchardt, Corona & Faeth, Accountancy Corporation

A motion was made by Seth Waltner to accept the Audit Report. The motion was seconded by Jim McDougald. Motion passed unanimously.

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

Noes: None

Absent: None

Abstentions: None

B. Consideration and Approval of Williams Quarterly Report, January 2018

A motion was made by Claudia Box to approve the Williams Quarterly Report. The motion was seconded by Seth Waltner. Motion passed unanimously.

Ayes: B. Bigelow; C. Box; S. Waltner; J. McDougald; J. Hutchens  
Noes: None  
Absent: None  
Abstentions: None

- C. Consideration and Approval of School District of Choice, Resolution No. 10-2017/2018  
A motion was made by Jim McDougald to approve Resolution No. 10-2017/2018. The motion was seconded by Seth Waltner. Motion passed unanimously.

Ayes: B. Bigelow; C. Box; S. Waltner; J. McDougald; J. Hutchens  
Noes: None  
Absent: None  
Abstentions: None

- D. Consideration and Award of Copy Contract to American Business Machine, Resolution No. 11-2017/2018

A motion was made by Jim McDougald to approve Resolution No. 11-2017/2018. The motion was seconded by Claudia Box. Motion passed unanimously.

Ayes: B. Bigelow; C. Box; S. Waltner; J. McDougald; J. Hutchens  
Noes: None  
Absent: None  
Abstentions: None

- E. Consideration and Approval of Full and Fair Funding of California Public Schools Resolution No. 12-2017/2018

A motion was made by Seth Waltner to approve Resolution No. 12-2017/2018. The motion was seconded by Jim McDougald. Motion passed unanimously. Seth Waltner asked what happens to this resolution. Darren Sylvia said that it will get sent to CSBA for processing.

Ayes: B. Bigelow; C. Box; S. Waltner; J. McDougald; J. Hutchens  
Noes: None  
Absent: None  
Abstentions: None

- F. Consideration and Approval of Proposed School Boundaries

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

Ayes: B. Bigelow; C. Box; S. Waltner; J. McDougald; J. Hutchens  
Noes: None  
Absent: None  
Abstentions: None

- G. Consideration and Approval of Updated School Safety Plans

1. Minarets High School & Minarets Charter High School
2. Mountain Oaks High School
3. North Fork Elementary School
4. Spring Valley Elementary School

A motion was made by Seth Waltner to approve Updated Safety Plans with the following changes.

- Add Chawanakee Academy to Minarets High/Minarets Charter
- Add maps of Chawanakee Academy to Safety Plan
- Need to add adult school on maps

- Need to add stadium to maps

The motion was seconded by Jim McDougald. Motion passed unanimously.

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

Noes: None

Absent: None

Abstentions: None

8. **INFORMATION AND REPORTS - Superintendent's Report – Mr. Sylvia/Principals**  
Superintendent Darren Sylvia discussed the Ground Breaking ceremony for the new Hillside School that will take place on February 1, 2018 at 4:00 PM. He welcomed everyone back to the New Year.

9. **BOARD MEMBER SUGGESTIONS & COMMENTS**

Seth Waltner wants a new Board Agenda calendar sent to the board members.

10. **ADVANCE PLANNING**

**Board Meeting Dates:**

February 13, 2018	7:00 p.m.	Minarets High School (Media Lounge)
March 13, 2018	7:00 p.m.	North Fork School (Board Room)
April 10, 2018	7:00 p.m.	Minarets High School (Media Lounge)
May 8, 2018	7:00 p.m.	North Fork School (Board Room)
June 12, 2018	7:00 p.m.	Minarets High School (Media Lounge)
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 9, 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 (Organizational)	6:30 p.m.	Minarets High School (Media Lounge)
December 11, 2018	7:00 p.m.	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 at 8:10 PM to move to Closed Session. The motion was seconded by Claudia Box. Motion passed unanimously.

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

Noes: None

Absent: None

Abstentions: 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
- B. Conference with Labor Negotiator – Superintendent Darren Sylvia, CTA Unit
- C. Government Code Section 5019 – Trustee Area Boundaries

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

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

Noes: None

Absent: None  
Abstentions: None

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

Board President reported out from Closed Session:

A motion was made by Jim McDougald to adjust the salary schedule for Human Resource Director to be between the MOT Director and the Business Manager. The motion was seconded by Seth Waltner. Motion passed unanimously.

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

Noes: None

Absent: None

Abstentions: None

**14. ADJOURNMENT**

A motion was made by Seth Waltner at 9:21 PM to adjourn the meeting. The motion was seconded by Jim McDougald. Motion passed unanimously.

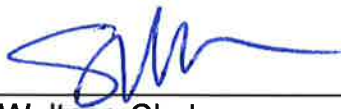
Ayes: B. Bigelow; C. Box; S. Waltner; J. McDougald; J. Hutchens

Noes: None

Absent: None

Abstentions: None

Respectfully submitted by: Melanie Burton, Administrative Assistant



Seth Waltner, Clerk

2/13/18

Date