



P.O. Box 400  
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**MINUTES**  
**Special Meeting of the**  
**Board of Trustees**

9:00 A.M.

July 22, 2016

District Office

33030 Rd. 228, North Fork, CA 93643

1221 Fulton Mall, Fresno, CA

**1. CALL TO ORDER**

The meeting was called to order at 9:00 a.m. by Board President, Barbara Bigelow.

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

Following the Pledge of Allegiance it was determined a quorum was established. The following members were present: Barbara Bigelow, Board President; Claudia Box, Vice President; Seth Waltner, Clerk; Jessie Hutchens and Jim McDougald, members. Others present: Darren Sylvia, Superintendent; Kelly Marshall, Director of Human Resource and Melanie Burton, Administrative Assistant.

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

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

Noes: None

Absent: None

**4. 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).*

There were no public comments.

A motion was made by Claudia Box to move to Closed Session. Motion seconded by Seth Waltner. Motion passed unanimously.

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

Noes: None

Absent: None

**5. 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.)*

Jim McDougald left the meeting at 9:25 a.m.

A motion was made by Seth Waltner to move from Closed Session to Open Session at 9:30 a.m. Motion seconded by Jessie Hutchens. Motion passed.  
Ayes: B. Bigelow; C. Box; S. Waltner; J. Hutchens  
Noes: None  
Absent: J. McDougald

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

Barbara Bigelow reported out from Closed Session:  
A motion was made by Claudia Box to approve the new job description for Assistant Superintendent Business Services, along with salary range starting at \$98,040 and a 228 day duty year, as recommended by Darren Sylvia, Superintendent. Motion seconded by Seth Waltner. Motion passed.  
Ayes: B. Bigelow; C. Box; S. Waltner; J. Hutchens  
Noes: None  
Absent: J. McDougald

**7. ADJOURNMENT**

A motion was made by Claudia Box to adjourn the meeting at 9:40 a.m. Motion seconded by Seth Waltner. Motion passed.  
Ayes: B. Bigelow; C. Box; S. Waltner; J. Hutchens  
Noes: None  
Absent: J. McDougald

Respectfully submitted by: Melanie Burton, Administrative Assistant

Claudia Box  
Seth Waltner, Clerk

8/9/16  
Date