



33030 Road 228, North Fork, California 93643
Mailing: PO Box 400, North Fork, California 93643
www.chawanakee.k12.ca.us

Darren Q. Sylvia
Superintendent

MINUTES
Regular Meeting of the
Board of Trustees

7:00 P.M.
September 13, 2016
Minarets High School

1. **CALL TO ORDER**
The meeting was called to order at 7:00 p.m. by Board President Barbara Bigelow.
2. **PLEDGE OF ALLEGIANCE, ROLL CALL AND ESTABLISHMENT OF QUORUM**
After 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; members Jim McDougald and Jessie Hutchens.
Others present: Darren Sylvia, Superintendent; Melanie Burton, Administrative Assistant; Joannie Lumbra, Business Manager; Lana Jackson, Jessica Fairbanks, Patrick Wilson, Gayle Fain and Gary Talley.
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 with the deletion of item 7G. The motion was seconded by Seth Waltner. Motion passed unanimously. At this time Barbara Bigelow introduced Joannie Lumbra, new Business Manager to the District.
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. Public Hearing on 2016/2017 Sufficiency of Instructional Materials – Darren Sylvia, Superintendent
At this time Public Hearing was open. Mr. Sylvia stated that this is an Ed. Code requirement for sufficiency of materials. Added to the curriculum are Integrated Math 1, Math 2, and Math 3 at Minarets High School, Mountain Oaks High School and Chawanakee Academy Charter. Seth Waltner asked if Math 1 is offered to teachers to teach 8th graders. Mr. Sylvia said yes, we are looking at where those students are going to be taught. Public Hearing was closed and regular meeting proceeded.

B. Quarterly Report of Investments for 6/30/2016- Darren Sylvia, Superintendent

This is a compliance issue that we must report out. These are investments through Madera County. Their June Ending balance was \$3 million with a return on their investment of .86%. Madera County portfolio stands at \$400 million for June, 2016.

C. 2015/2016 Unaudited Actuals – Darren Sylvia, Superintendent; Joannie Lumbrá, Business Manager

Joannie Lumbrá reported that at the end of the 2015-2016 fiscal year, the District is seeing an increase in unrestricted General funds due to heavy charge backs for services and instructional supplies issued to the charters and special funds. Much of this change is due to increased efforts to analyze the working budget and appropriately charge programs projects, and sites while we work to reduce encroachment on unrestricted general funds.

Factors for unrestricted fund balances:

- Flat spending
- Increase in revenues
- EPA Prop 30
- Secured tax rolls
- In lieu of Property taxes

Seth Waltner asked what the transfers are. Joannie Lumbrá said that the amounts were not accounted properly. Therefore, inter-fund transfers were made adjust for these expenditures.

Unrestricted Fund Balance:

Fund balances need to be accounted for, adjustment needed to be made. Seth Waltner wanted to know if we were just moving money around. Joannie stated that no, we are putting the money into the appropriate funds that were designated by the program needs.

Restricted Fund Balance:

- Restricted funds do not reflect our current spending down of these accounts prior to our unaudited report.
- Charge backs of district services for Charter accounts are aggressive and continue to be charged in services and supplies.
- Chawanakee Academy's newly formed charter has been a challenging transition

Chawanakee Academy Charter is getting hit with a late penalty fee for applications for funding not being submitted on time. This will be an on-going until the State Board of Education meets in October. Seth Waltner asked if we would get paid up front for that. Joannie said that we should expect to get the money in August with the next regular scheduled apportionment. Barbara Bigelow asked if we have the option of delaying sending the money back. Darren Sylvia said they are working on that with the State. Looking forward: \$1.2 million of the \$1.3 million ending General Fund Balance will be allocated to program expenditures that are not reflected in last year's budget.

D. Declaration of Need (DON) for Fully Qualified Educators – Darren Sylvia, Superintendent

There is an emergency need in mathematics at Minarets High/Minarets Charter. Seth Waltner asked why? The District couldn't find a qualified instructor, therefore, and intern was our best option to support our high school students.

E. State Testing (CAASPP) Results for 2015-2016- Jessica Fairbanks, Principal

Jessica Fairbanks gave a presentation showing the results from the State testing. Seth Waltner asked if we have comparisons for students. Jessica said that we do. North Fork took a dip in their results, this could be a result to the teacher fluctuation. Patrick Wilson said that the results can be swayed by student opt outs and absences as well. Barbara Bigelow questioned Spring Valley's results. Jessica is addressing that and is taking measures to fix it. Seth Waltner said that over all he is pleased with how students are doing. He wanted to know what happened at Minarets High School to make test scores go up. Daniel Ching said he thinks the article in the paper last year motivated the students and parents. They also brought in a writing specialist to help students. Model Schools workshops helped as well. Structure of testing was also changed.

F. Kaplan Law Group for Facilities Financing Master Plan-Darren Sylvia, Superintendent

Retention for developing facility financing plan. Pulls information from CFD, Master Plan, Charter School components.

- OPSC
- Modernization
- Charter School Funding
- Facilities finance master planning
- Developer collaboration

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.)

No visitor comments

6. CONSENT AGENDA

Motion made by Jim McDougald to approve consent agenda pulling item 6A. Motion seconded by Jessie Hutchens. Claudia Box about the art teacher, she wanted to know what it means part time. This is based on the funding from the grant, making the position full time. If the grant stops the teacher will go back to part time. Motion passed unanimously.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

Motion made by Jessie Hutchens to approve the minutes from the August 9, 2016 meeting. Motion seconded by Claudia Box. Motion passed.

AYES: B. Bigelow; C. Box; J. Hutchens
NOES: None
ABSENT: None
ABSTENTIONS: S. Waltner; J. McDougald

- A. Consideration of Minutes:
 - 1. August 9, 2016, Regular Meeting
- B. Consideration of Payroll:
 - 1. August 4, 2016, Mid-Month Payroll
 - 2. August 12, 2016, Supplemental Payroll
 - 3. August 31, 2016, Regular Payroll
- C. Consideration of Warrants:
 - 1. Register #08/12/2016
 - 2. Register #08/15/2016
 - 3. Register #08/23/2016
 - 4. Register #08/24/2016
 - 5. Register #08/29/2016
- D. Consideration of Employment Staffing List:
 - 1. Personnel#3-2016/2017
- E. Consideration and Acceptance of Donation - Daniel Ching, Principal
 - 1. \$1,000 from Thomas and Anna DeWitt for Media Club
- F. Consideration and Acceptance of Overnight Field Trips –Daniel Ching, Principal
 - 1. Minarets FFA Overnight trips
- G. Consideration and Acceptance of Donation – Darren Sylvia, Superintendent
 - 1. Donation of funds of \$72,434.00 for Art Education Program and Art Teacher for Minarets High School from the Ducoff Estate.

7. DISCUSSION AND ACTION ITEMS

- A. Consideration and Approval of Resolution No. 5-2016/2017 In the Matter of Sufficiency of Instructional Materials for the 2016-2017 School Year.
Motion made by Jim McDougald. Motion seconded by Seth Waltner. 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 Quarterly Report of Investments for June 30, 2016.
Motion made by Jim McDougald. Motion 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 2015/2016 Unaudited Actuals for CUSD.
Motion made by Seth Waltner. Motion seconded by Jim McDougald. Motion passed unanimously.
AYES: B. Bigelow; C. Box; S. Waltner; J. McDougald; J. Hutchens
NOES: None
ABSENT: None
ABSTENTIONS: None
- D. Consideration and Approval for 2016-2017 Declaration of Need (DON) for Fully Qualified Educators.
Motion made by Jessie Hutchens. Motion 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 Provisional Internship Permit (PIP) for Math Teacher at Minarets /Minarets Charter High School: 9-12 grades. Teacher Rebecca Wilson will be employed on a Provisional Internship Permit.
Motion made by Jim McDougald. Motion seconded by Seth Waltner. Seth Waltner wanted to know what the time line is on this. Mr. Sylvia said that it is a one year provisional permit. Motion passed unanimously.
AYES: B. Bigelow; C. Box; S. Waltner; J. McDougald; J. Hutchens
NOES: None
ABSENT: None
ABSTENTIONS: None
- F. Consideration and Approval of CUSD Local Control Accountability Plan 2016-2017 Revisions (LCAP).
Motion made by Jim McDougald. Motion seconded by Seth Waltner. 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 Revised 2016-2017 District Budget.
Item G was pulled from the agenda.
- H. Consideration and Approval of Resolution No. 6-2016/2017 Adoption of GANN Limit.
Motion was made by Jessie Hutchens. Motion seconded by Claudia Box. Motion passed unanimously.
AYES: B. Bigelow; C. Box; S. Waltner; J. McDougald; J. Hutchens
NOES: None
ABSENT: None
ABSTENTIONS: None

- I. Consideration and Approval of Resolution No. 7-2016/2017 In the Matter of A Meeting Absence by a Member of the Board of Trustees for a Reason of Hardship.
Motion was made by Claudia Box. Motion Seconded by Jessie Hutchens.
Motion passed.
AYES: B. Bigelow; C. Box; J. McDougald; J. Hutchens
NOES: None
ABSENT: None
ABSTENTIONS: S. Waltner
- J. Consideration and Approval of Resolution No. 8-2016/2017 In the Matter of a Meeting Absence by a Member of the Board of Trustees for a Reason of Hardship.
Motion was made by Jessie Hutchens. Motion seconded by Seth Waltner.
Motion passed.
AYES: B. Bigelow; C. Box; S. Waltner; J. Hutchens
NOES: None
ABSENT: None
ABSTENTIONS: J. McDougald
- K. Consideration and Approval of Resolution No. 9-2016/2017 In the Matter of Retention of Kaplan Law Group for the Development of a Facilities Master Financing Master Plan

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

Gary Talley: The meet and greet barbeque was successful at Mountain Oaks. Working on publishing skills with Chawanakee Academy students. Flyers will be going out in the Merced area. Barbara Bigelow wanted to know what happens to parking when all students come to class at the Academy. Gary Talley said it is crazy but they are addressing those issues with starting classes later.

Gayle Fain: We had a smooth beginning to the new school year. Our intervention lab has started and assessments have already been made. Seventh and eighth grade students are getting ready to go to Astro Camp.

Patrick Wilson: Has been busy. They have deployed over 450 laptops. Would like to thank Xeng and Juan and himself for all of their hard work in making this happen. The climate on campus is good. Safety campus personnel are monitoring campus. Concentrating on student attendance.

Daniel Ching: Sound, lighting and engineering class has started. Drama department returned from Ashland, Oregon, they had a great experience. Minarets High and Yosemite High bands will be playing together. We are trying to make the rivalry positive between the two schools. Working on intervention. Monday night school will be starting on Monday to recover attendance. Barbara Bigelow wanted to know what the time for this is. Is there transportation? The time is 2:40-6:40 PM. Students staying for this will be able to ride the late bus.

Jessica Fairbanks: Spring Valley has a new kitchen. Fred's department did an awesome job. Barbara Balonos is working out well. The eighth grade class has

access to math, art and band classes at Minarets. We had to go to a block schedule to make this work. Model School training will be in Tennessee this year, trying to get it booked early. Special Ed is going well. Lots of students. We took back transportation from Madera County. This is working out well.

Darren Sylvia: Working with Gayle and Fred to work out transportation to get North Fork students involved in the programs at Minarets as well. On October 22 there will be a Heart Walk and the new campus with Tesoro Viejo. Minarets Show Band will be performing.

Fred Faysal: We have new drivers in the District. We are fully staffed. Merced Transportation is working out well. This has allowed us to free up our drivers for field trips. We had to send a second bus for the overflow for the Charter route. Claudia Box wanted to know how the fleet is holding up. Fred said our buses are old but our mechanics are keeping up with maintenance. Jessie Hutchens wanted to know who is filling in for the mechanic when he has to go out on a bus run. Fred said that our maintenance worker is filling in for him when he has to go out on a run. Seth Waltner asked, "Isn't there supposed to be two people in the shop?" We try to cover that.

9. **BOARD MEMBER SUGGESTIONS & COMMENTS**

Seth Waltner: Wanted to know if the Art Grant is just for the high school? Yes it is but this will allow funds to be freed up to allow us to look at funding art programs in the elementary schools. The 4th Annual My Tri was very successful. They had a record turnout.

Jim McDougald: None at this time.

Claudia Box: Is proud of the FFA students that went to the Madera Fair. The kids did very well.

Jessie Hutchens: FFA students did very well at the Madera Fair. Minarets and Spring Valley students seemed to dominate.

Barbara Bigelow: Likes the new logo. Wanted to know if we had a start date for the solar project. The start dates for the project has been pushed back a little bit. Foundation Fundraiser is Saturday night at Bandit Town. Madera County School Boards Association will be having a meeting for all county school boards on January 28, 2017.

10. **ADVANCE PLANNING**

| | | |
|-------------------|-----------|--|
| October 11, 2016 | 7:00 p.m. | North Fork School |
| November 8, 2016 | 7:00 p.m. | Minarets High School |
| December 13, 2016 | 6:30 p.m. | North Fork School (Organizational Meeting) |
| December 13, 2016 | 7:00 p.m. | North Fork School (Regular 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.*)

Motion was made by Seth Waltner at 8:30 PM to move to closed session. Motion seconded by Jim McDougald. 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.)*

Government Code Section 54957 - Public Employee: Personnel/Staffing/Discipline/Dismissal/Release
Government Code Section 54956.8 - Real Estate Negotiation

Motion made by Jim McDougald at 9:02 PM to move from closed session to open session. Motion seconded by Seth Waltner. 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**

Barbara Bigelow reported out from closed session that there was no reportable action.

14. **ADJOURNMENT**

Motion made by Jessie Hutchens to adjourn the meeting at 9:05. Motion seconded by Claudia Box. 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



Seth Waltner, Clerk of the Board

10/11/16

Date