

**MANZANITA ELEMENTARY SCHOOL DISTRICT  
REGULAR BOARD MEETING MINUTES**

**DATE:** September 21, 2016

**TIME & PLACE:** 7:00 p.m., Manzanita Elementary School, Room 6

**MEMBERS PRESENT:** David Anderson, Colleen Dugan, Darin Pantaleoni, Brenda Donnahoe and Chris Alexander

**MEMBERS ABSENT:** None

**GUESTS WHO SIGNED IN:** None

**DISTRICT PERSONNEL:** Michelle Sanchez, Brittany Short and Suzanne Carter-Herboldshimer

**I. CALL TO ORDER:**

A. Open Session

1. Roll Call, Flag Salute

The meeting was called to order at 7:00 p.m. by President, Colleen Dugan.

**II. APPROVAL OF AGENDA, AGENDA ORDER, AND MINUTES:**

A. Approval of the Agenda and permission for the Board President to change the sequence of the Agenda as she deems appropriate.

A motion was made by Brenda Donnahoe and seconded by Darin Pantaleoni to approve the Agenda, as presented. The motion passed.

Ayes: Alexander, Donnahoe, Anderson, Dugan & Pantaleoni

Noes: None

Abstained: None

Absent: None

**MOTION #11**

B. Approval of the Minutes of the Regular Board Meeting held on August 17, 2016.

A motion was made by Chris Alexander and seconded by David Anderson to approve the Minutes of the Regular Board Meeting held on August 17, 2016. The motion passed.

Ayes: Alexander, Donnahoe, Anderson, Dugan & Pantaleoni

Noes: None

Abstained: None

Absent: None

**MOTION #12**

### **III. HEARING SESSION / PUBLIC FORUM:**

At this point in the meeting, visitors may address issues that do not appear on the agenda. The law does not allow the Board to take action on items not appearing on the agenda. If visitors wish to address issues on the agenda, they may do so at the time the item is addressed by the Board.

### **IV. COMMUNICATIONS:**

#### **A. Principal/Superintendent Report**

##### **1. Enrollment**

Current enrollment is 289. This represents an increase of 3 students from the previous month. Our goal is enrollment of 290 students.

##### **2. Facilities**

Ms. Sanchez was happy to report that the exercise stations are complete. Mr. LeRossignol will be instructing the kids on how to use them properly and safely.

She also reported that our walk-in needed repair. We lost around \$600-\$700 worth of yogurt and other cold items. Ms. Sanchez reported that it could have been much worse and the kitchen staff did a great job recovering that morning and changing the menu to accommodate what we had on hand.

##### **3. Curriculum, Instruction, and Assessment**

Ms. Sanchez reported that Manzanita testing scores are the highest in the county. She is very pleased with the performances of our students. Math is a huge strength here at Manzanita and the scores reflect that. We have a 5.7 % exempt rate, so she is strategizing on how to lower that number.

##### **4. Strategic Plan/LCAP Update**

Ms. Sanchez reports that we will continue to focus on our 3 goals, which are to promote activities that are college & career ready, provide a safe and engaging environment & keep our families and community involved.

The teachers are piloting new curriculum for ELA from McGraw Hill. These materials are Wonders for K-5 and Study Sync for 6-8. We are also using Engage NY for Math.

##### **5. Booster Report**

Ms. Sanchez is pleased to report all the new and exciting ideas that Boosters Club has this year. Their Back to School Bash was a huge success. They had booths, a car show, raffle baskets and great food. The Spirit Store has been a hit on Fridays and the new spirit wear can be seen around campus showing off Mustang Pride.

6. Miscellaneous

We are happy to announce that our new bus is up and running. Jose and Brianna have completed all their training and are getting used to driving the new bus.

**V. OLD BUSINESS:**

No old business.

**VI. NEW BUSINESS:**

- A. Consider approval of the 2015-2016 Unaudited Actual Financial Report.

A motion was made by Darin Pantaleoni and seconded by Chris Alexander to approve the 2015-2016 Unaudited Actual Financial Report. The motion passed.

Ayes: Alexander, Donnahoe, Anderson, Dugan & Pantaleoni  
Noes: None  
Abstained: None  
Absent: None

**MOTION #13**

- B. Consider the adoption of Resolution 16/17.3, "Identifying the estimated Gann limits for the 2015-2016 school year and the actual appropriation Gann limits."

A motion was made by David Anderson and seconded by Brenda Donnahoe to adopt Resolution 16/17.3, "Identifying the estimated Gann limits for the 2015-2016 school year and the actual appropriation Gann limits." The motion passed.

Ayes: Alexander, Donnahoe, Anderson, Dugan & Pantaleoni  
Noes: None  
Abstained: None  
Absent: None

**RESOLUTION #3**

- C. Consider approval of MOU between the Manzanita Elementary School District and Lena Sannar to teach music/choir for the 2016-2017 school year.

A motion was made by Darin Pantaleoni and seconded by David Anderson to approve the MOU between the Manzanita Elementary School District and Lena Sannar to teach music/choir for the 2016-2017 school year. The motion passed.

Ayes: Alexander, Donnahoe, Anderson, Dugan & Pantaleoni  
Noes: None  
Abstained: None  
Absent: None

**MOTION #14**

- D. Consider approval of MOU between the Manzanita Elementary School District and Joanne Engelmann to teach GATE for the 2016-2017 school year.

A motion was made by Brenda Donnahoe and seconded by Chris Alexander to approve the MOU between the Manzanita Elementary School District and Joanne Engelmann to teach GATE for the 2016-2017 school year. The motion passed.

Ayes: Alexander, Donnahoe, Anderson, Dugan & Pantaleoni  
Noes: None  
Abstained: None  
Absent: None

**MOTION #15**

- E. Consider approval of MOU between the Manzanita Elementary School District and Beckie Kersting to provide nursing services for the 2016-2017 school year.

A motion was made by David Anderson and seconded by Darin Pantaleoni to approve the MOU between the Manzanita Elementary School District and Beckie Kersting to provide nursing services for the 2016-2017 school year. The motion passed.

Ayes: Alexander, Donnahoe, Anderson, Dugan & Pantaleoni  
Noes: None  
Abstained: None  
Absent: None

**MOTION #16**

- F. Consider approval of MOU between the Manzanita Elementary School District and Jennifer Denzel-Sams to be the Reading Intervention Teacher for the 2016-2017 school year.

A motion was made by Brenda Donnahoe and seconded by Chris Alexander to approve the MOU between the Manzanita Elementary School District and Jennifer Denzel-Sams to be the Reading Intervention Teacher for the 2016-2017 school year. The motion passed.

Ayes: Alexander, Donnahoe, Anderson, Dugan & Pantaleoni  
Noes: None  
Abstained: None  
Absent: None

**MOTION #17**

- G. Consider approval of Memorandum of Understanding (MOU) Between Manzanita Elementary School District and Butte County Office of Education acting as partners in the After School Education and Safety Program (ASES). This MOU is for the 2016-2017 school year.

A motion was made by David Anderson and seconded by Brenda Donnahoe to approve the Memorandum of Understanding (MOU) Between Manzanita Elementary School District and Butte County Office of Education acting as partners in the After School Education and Safety Program (ASES). This MOU is for the 2016-2017 school year. The motion passed.

Ayes: Alexander, Donnahoe, Anderson, Dugan & Pantaleoni  
Noes: None  
Abstained: None  
Absent: None

**MOTION #18**

- H. Consider approval of Memorandum of Understanding (MOU) between the Manzanita Elementary School District (MESD) and the Butte County Office of education (BCOE), agencies acting as partners and participants in providing Medi-Cal Administrative Activities (MAA). The MOU will be in effect on an ongoing basis, or until either party terminates this agreement.

A motion was made by Chris Alexander and seconded by Brenda Donnahoe to approve the Memorandum of Understanding (MOU) between the Manzanita Elementary School District (MESD) and the Butte County Office of education (BCOE), agencies acting as partners and participants in providing Medi-Cal Administrative Activities (MAA). The MOU will be in effect on an ongoing basis, or until either party terminates this agreement. The motion passed.

Ayes: Alexander, Donnahoe, Anderson, Dugan & Pantaleoni  
Noes: None  
Abstained: None  
Absent: None

**MOTION #19**

- I. Consider approval of REVISED annual "Declaration of Need for Fully Qualified Educators.

A motion was made by Darin Pantaleoni and seconded by Brenda Donnahoe to approve the REVISED annual "Declaration of Need for Fully Qualified Educators. The motion passed.

Ayes: Alexander, Donnahoe, Anderson, Dugan & Pantaleoni  
Noes: None  
Abstained: None  
Absent: None

**Motion # 20**

- J. Consider approval of "Letter of Agency" with JEG Consulting for E-Rate services and authorizing Jim Galloway, sole proprietor of JEG Consulting, to submit FFC Form 470, FCC Form 471 and other E-rate forms on behalf of the Manzanita Elementary School District for the 2016-2017 school year.

A motion was made by Darin Pantaleoni and seconded by Brenda Donnahoe to approve the "Letter of Agency" with JEG Consulting for E-Rate services and authorizing Jim Galloway, sole proprietor of JEG Consulting, to submit FFC Form 470, FCC Form 471 and other E-rate forms on behalf of the Manzanita Elementary School District for the 2016-2017 school year. The motion passed.

Ayes: Alexander, Donnahoe, Anderson, Dugan & Pantaleoni  
Noes: None  
Abstained: None  
Absent: None

**Motion # 21**

- K. Consider approval of the Auxiliary Organization Application for Coverage with Butte Schools Self-Funded Programs (BSSP) and Bay Area Schools Insurance Cooperative (BASIC) for activities sponsored by the Manzanita Elementary School District and Manzanita Boosters Club during the period of July 1, 2016 through June 30, 2018.

A motion was made by Chris Alexander and seconded by David Anderson to consider the approval of the Auxiliary Organization Application for Coverage with Butte Schools Self-Funded Programs (BSSP) and Bay Area Schools Insurance Cooperative (BASIC) for activities sponsored by the Manzanita Elementary School District and Manzanita Boosters Club during the period of July 1, 2016 through June 30, 2018. The motion passed.

Ayes: Alexander, Donnahoe, Anderson, Dugan & Pantaleoni  
Noes: None  
Abstained: None  
Absent: None

**Motion # 22**

- L. Consider approval of the 2016-17 Bus Routes.

A motion was made by David Anderson and seconded by Darin Pantaleoni to consider the approval of the 2016-17 Bus Routes. The motion passed.

Ayes: Alexander, Donnahoe, Anderson, Dugan & Pantaleoni  
Noes: None  
Abstained: None  
Absent: None

**Motion # 23**

- M. Consider approval of the following walk-on coaching and advisor assignments for the 2016-2017 school year:

Athletic Director: Laura Sannar  
Coach 5/6 Grade Volleyball: Allison Harwood-Jones  
Coach 7/8 Grade Volleyball: Gina Emberson

Coach 5/6 Grade Boys Basketball: Jatinder Kullar  
Coach 7/8 Grade Boys Basketball: Jatinder Kuller  
Coach 5/6 Grade Girls Basketball: Rick Fenn  
Coach 7/8 Grade Girls Basketball: Rick Fenn  
Coach K-4 Grade Track: MaryJo Leonard  
Coach 5-8 Grade Track: Rick Fenn  
Asst. Coach 5-8 Grade Track: Daisy Fenn

A motion was made by Chris Alexander and seconded by Darin Pantaleoni to approve the following walk-on coaching and advisor assignments for the 2016-2017 school year:

Athletic Director: Laura Sannar  
Coach 5/6 Grade Volleyball: Allison Harwood-Jones  
Coach 7/8 Grade Volleyball: Gina Emberson

Coach 5/6 Grade Boys Basketball: Jatinder Kullar  
Coach 7/8 Grade Boys Basketball: Jatinder Kuller  
Coach 5/6 Grade Girls Basketball: Rick Fenn  
Coach 7/8 Grade Girls Basketball: Rick Fenn  
Coach K-4 Grade Track: MaryJo Leonard  
Coach 5-8 Grade Track: Rick Fenn  
Asst. Coach 5-8 Grade Track: Daisy Fenn  
The motion passed.

Ayes: Alexander, Donnahoe, Anderson, Dugan & Pantaleoni  
Noes: None  
Abstained: None  
Absent: None

**Motion # 24**

- N. Consider approval of the following extra duty assignments for the 2016-2017 school year, as per the certificated contract:

Student Council Advisor: Jim Schroeder  
Teacher-In-Charge: Kristin Dell'Immagine  
Shady Creek Outdoor School Advisor: Allison Harwood-Jones  
Yearbook Advisor: Becky Carstensen and Lora Askea  
CJSF: Linda Rice  
ELD Coordinators: Kristin Dell'Immagine and Beth Boyer

A motion was made by Chris Alexander and seconded by Darin Pantaleoni to consider the approval of the following extra duty assignments for the 2016-2017 school year, as per the certificated contract:

Student Council Advisor: Jim Schroeder

Teacher-In-Charge: Kristin Dell'Imagine  
Shady Creek Outdoor School Advisor: Allison Harwood-Jones  
Yearbook Advisor: Becky Carstensen and Lora Askea  
CJSF: Linda Rice  
ELD Coordinators: Kristin Dell'Imagine and Beth Boyer  
The motion passed.

Ayes: Alexander, Donnahoe, Anderson, Dugan & Pantaleoni  
Noes: None  
Abstained: None  
Absent: None

**Motion # 25**

O. Consider approval of the following Inter-District Attendance Agreements for the 2016-2017 school year:

a. To the Manzanita Elementary School District from the Gridley Unified School District:

Hepworth, Caysley	Grade 1	New
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b. To the Manzanita Elementary School District from the Live Oak Unified School District:

Eccles, Carson	Grade 5	Returning
Eccles, Mason	Grade 4	Returning
Eccles, Paige	Grade 7	Returning
Kelly, Carson	Grade 2	Returning

A motion was made by Chris Alexander and seconded by Darin Pantaleoni to approve the Interdistrict Attendance requests listed in VII.O. a & b. The motion passed.

Ayes: Alexander, Donnahoe, Anderson, Dugan & Pantaleoni  
Noes: None  
Abstained: None  
Absent: None

**MOTION #26**

**VII. FINANCIAL--BUDGET, BIDS, WARRANTS, AND PAYROLL TRANSFERS:**

A. Consider the approval of August warrants and budget revisions as attached.

A motion was made by Brenda Donnahoe and seconded by Chris Alexander to approve all August warrants and budget revisions as attached. The motion passed.

Ayes: Alexander, Donnahoe, Anderson, Dugan & Pantaleoni  
Noes: None



Abstained: None  
Absent: None

**MOTION #27**

**VIII. RECESS TO CLOSED SESSION:**

(If the Board recesses to Closed Session, the purpose of the session will be announced; any action taken in Closed Session will be announced in Open Session prior to the adjournment of the Public Meeting).

**IX. CLOSED SESSION**

- A. Discuss Personnel Issues.
- B. Discuss Student Discipline Issues.
- C. Discuss Labor Negotiations

**X. RECONVENE TO TAKE ACTION ON CLOSED SESSION ITEMS:**

There was no Action taken.

**XI. ADJOURNMENT:**

Colleen Dugan adjourned the meeting at 7:57 p.m.

Respectfully submitted,

\_\_\_\_\_  
Michelle Sanchez, Secretary to the Board

Approved:

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Colleen Dugan, Board President

\_\_\_\_\_  
Chris Alexander, Board Clerk

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Darin Pantaleonu, Board Member

\_\_\_\_\_  
Brenda Donnahoe, Board Member

\_\_\_\_\_  
David Anderson, Board Member

Motions to Date: 27  
Resolutions to Date: 3