

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

DATE: December 7, 2016

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

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

MEMBERS ABSENT: None

GUESTS WHO SIGNED IN: Chris Engelmann, David Anderson, Mary Anderson and Susan Smith

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. ANNUAL ORGANIZATIONAL MEETING:

A. Administration of Oath of Office and seating of newly elected board members.

1. Darin Pantaleoni (appointed in lieu of election - 4 years - term expires December, 2020).

2. Colleen Dugan (appointed in lieu of election - 4 years - term expires December, 2020).

A motion was made by Brenda Donnahoe and seconded by Chris Alexander to approve the seating of newly elected board members. The motion passed.

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

MOTION #41

B. Interviews and appointment of new board member.

A motion was made by Brenda Donnahoe and seconded by Darin Pantaleoni to approve the appointment of the new Board Member, Chris Engelmann to a four year term. The motion passed.

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

MOTION #42

C. Election of the President of the Board of Trustees for the 2017 calendar year.

A motion was made by Brenda Donnahoe and seconded by Darin Pantaleoni to approve Chris Alexander as the Board President for the 2017 calendar year. The motion passed.

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

MOTION #43

D. Election of the Clerk of the Board of Trustees for the 2017 calendar year.

A motion was made by Chris Alexander and seconded by Darin Pantaleoni to approve Brenda Donnahoe as the Board Clerk for the 2017 calendar year. The motion passed

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

MOTION #44

E. Appointment of Michelle Sanchez, Superintendent, as Secretary to the Board of Trustees for 2017 calendar year.

A motion was made by Darin Pantaleoni and seconded by Brenda Donnahoe to approve Michelle Sanchez, Superintendent, as Secretary to the Board of Trustees for 2017 calendar year.

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

MOTION #45

- F. Establishment of the dates, time and place of the regular board meetings for the 2017 calendar year and approval of the 2017 Calendar Year, "Schedule of Regular School Board Meetings".

A motion was made by Chris Alexander and seconded by Darin Pantaleoni to approve, as amended to include the June 7, 2017 meeting, the dates, time and place of the regular board meetings for the 2017 calendar year and approval of the 2017 Calendar Year, "Schedule of Regular School Board Meetings". The motion passed.

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

MOTION #46

III. 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 he deems appropriate.

A motion was made by Darin Pantaleoni and seconded by Chris Alexander to approve the sequence of the Agenda, as he deems appropriate. The motion passed.

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

MOTION #47

- B Approval of the Minutes of the Regular Board Meeting held on November 2, 2016.

A motion was made by Brenda Donnahoe and seconded by Chris Alexander to approve the Minutes of the Regular Board Meeting held on November 2, 2016. The motion passed.

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

MOTION #48

IV. 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.

- Speakers will identify themselves and will direct their comments to the Chair.
- Speakers will be given 5 minutes to present their topic.
- Each general topic will be limited to 15 minutes or 3 speakers.
- The Hearing Session/Public Forum will be limited to up to one hour in duration.
- Once 2 speakers have shared a similar viewpoint, the Chair will ask for a differing viewpoint. If no other viewpoint is represented then a 3rd speaker may present.
- Speakers will not be allowed to yield their time to other speakers.
- Immediately following the conclusion of the meeting, if necessary, the Hearing Session/Public Forum will be re-opened. Priority will be given to those speakers who have remained throughout the meeting to address the Board. Again, speakers will be limited to 5 minutes.
- Speakers will respect the time limit granted for their presentations. Those speakers unwilling to respect the time limit will be asked to discontinue their presentation by the Chair. An unwillingness to halt a presentation after being directed will, at the discretion of the Chair, result in the meeting being called into "recess" until such time that the meeting can resume in an orderly fashion.
- No disturbance or willful interruption of any Board meeting shall be permitted.
- Persistence by an individual or group shall be grounds for the Chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and order the room cleared if necessary. In this case, further Board proceedings shall concern only matters appearing on the agenda.

If visitors wish to address issues listed on the agenda, they may do so at the time the item is addressed by the Board and following any formal presentation. Comments must be directed to the Board, as a whole, and not individual members. Following the public forum, the Board will then deliberate on the agenda item.

V. COMMUNICATIONS:

A. Superintendent Report

1. Enrollment

Current Enrollment is 290. This is the same enrollment as last month.

2. Facilities

Ms. Sanchez reported that the campus is in great shape. The gym is being heavily used with basketball season in full swing. There are several projects to deep clean over winter break with the staff and students being off campus.

3. Curriculum, Instruction, and Assessment

The students and teachers are busy in their classes. They have all been preparing for the Christmas Program, which is December 15th. So far, the rehearsals have been great.

Parent conferences took place last week. We had a great turn out from our parents.

Our AVID Initial Self Study is due next week. Ms. Sanchez had a great site visit and walked away with some great new resources.

4. Boosters Report

Boosters Club has been very busy. They built a float for the Parade of Lights and had a great turnout of student/parent walkers in the Parade. They are now starting to plan for the Manzanita Invitational Basketball Tournament, which is planned for January 28th.

6. Miscellaneous

Ms. Sanchez was happy to announce that the bus is GREAT! Everything has been running smooth and no breakdowns.

We have been meeting with Landmark Construction, our General Contractor for the modernization and new construction projects plans and looking forward to moving on with our approved plans. We will have a meeting with AMS on December 21st to check into a timeline of our portables availability.

VI. OLD BUSINESS:

- A. No Old Business.

VII. NEW BUSINESS:

- G. Consider approval of Resolution 16/17.5 “Resolution in Honor and Appreciation of David Anderson.”

A motion was made by Brenda Donnahoe and seconded by Darin Pantaleoni to approve Resolution 16/17.5 “Resolution in Honor and Appreciation of David Anderson.” The motion passed.

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

MOTION #49

- A. Review of Capital Facilities Fee Fund Report.

A motion was made by Brenda Donnahoe and seconded by Darin Pantaleoni to approve the Capital Facilities Fee Fund Report. The motion passed.

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

MOTION #50

- B. Consider approval of the First Interim Budget Report.

A motion was made by Darin Pantaleoni and seconded by Colleen Dugan to approve the First Interim Budget Report. The motion passed.

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

MOTION #51

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

1. To the Manzanita Elementary School District from the Live Oak School District:

Vrablick, Calihan	Grade 8	Returning
Vrablick, Quinn	Grade 7	Returning

A motion was made by Darin Pantaleoni and seconded by Brenda Donnahoe to approve all Inter-District Attendance Agreement requests for the 2016-2017 school year listed in Items VII C.1. The motion passed.

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

MOTION #52

D. Second Reading of revised Board Policy Section 1000 “Community Relations”.

A motion was made by Brenda Donnahoe and seconded by Colleen Dugan to approve the Second Reading of revised Board Policy Section 1000 “Community Relations”. The motion passed.

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

MOTION #53

E. First Reading of revised Board Policy Section 2000 “Administration”.

The board received a copy of Section 2000 to make notes and edit.

FIRST READING/DISCUSSION

F. Consider approval of new land use lease.

A motion was made by Colleen Dugan and seconded by Brenda Donnahoe to approve the new land lease between Manzanita Elementary School District and Manuel Silva. The motion passed.

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

MOTION #54

VIII. FINANCIAL--BUDGET, BIDS, WARRANTS, AND PAYROLL TRANSFERS:

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

A motion was made by Darin Pantaleoni and seconded by Colleen Dugan to approve the warrants from November. The motion passed.

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

MOTION #55

IX. 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).

X. CLOSED SESSION

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

XI. RECONVENE TO TAKE PUBLIC ACTION ON CLOSED SESSION ITEMS:

No action was taken.

XII. ADJOURNMENT:

Chris Alexander adjourned the meeting at 8:02 p.m.

Respectfully submitted,

Michelle Sanchez, Secretary to the Board

Approved:

Chris Alexander, Board President

Brenda Donnahoe, Board Clerk

Darin Pantaleoni, Board Member

Colleen Dugan, Board Member

Motions to Date: 55
Resolutions to Date: 5