

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

DATE: December 14, 2022

TIME & PLACE: 7:00 p.m., Manzanita Elementary School, Room 2/Google Meet

MEMBERS PRESENT: Jacki Fields, Andrea Perkins, Clark Stowe, Jake Wilson

MEMBERS ABSENT: Brenda Donnahoe

GUESTS: Lora Askea, Linda Rice

DISTRICT PERSONNEL: Gary Rogers, Shelly Cahoon

I. CALL TO ORDER:

- A. Open Session
 - 1. Roll Call, Flag Salute

The meeting was called to order at 7:02 p.m. by Board President, Andrea Perkins.

II. ANNUAL ORGANIZATIONAL MEETING:

- A. Administration of Oath of Office and seating of newly elected board members.
 - 1. Brenda Roach Donnahoe (elected - 4 years - term expires December 4, 2026).
 - 2. Jake Wilson (elected - 4 years - term expires December 4, 2026).
 - 3. Jacki Fields (appointed in lieu of election - 2 years - term expires December 6, 2024).

A motion was made by Clark Stowe and seconded by Jake Wilson to approve the seating of newly elected board members with the exception of A.1. Brenda Roach Donnahoe (due to absence), which was tabled until the next board meeting. The motion passed.

Ayes: Fields, Perkins, Stowe, Wilson
Noes: None
Abstained: None
Absent: Donnahoe

MOTION # 56

- B. Election of the President of the Board of Trustees for the 2023 calendar year.

A motion was made by Andrea Perkins and seconded by Jake Wilson to elect Clark Stowe as the President of the Board of Trustees for the 2023 calendar year. The motion passed.

Ayes: Fields, Perkins, Stowe, Wilson
Noes: None
Abstained: None
Absent: Donnahoe

MOTION # 57

- C. Election of the Clerk of the Board of Trustees for the 2023 calendar year.

A motion was made by Andrea Perkins and seconded by Jacki Fields to elect Jake Wilson as the President of the Board of Trustees for the 2023 calendar year. The motion passed.

Ayes: Fields, Perkins, Stowe, Wilson
Noes: None
Abstained: None
Absent: Donnahoe

MOTION # 58

- D. Appointment of Gary Rogers, Superintendent, as Secretary to the Board of Trustees for 2023 calendar year.

A motion was made by Andrea Perkins and seconded by Jacki Fields to appoint Gary Rogers, Superintendent, as Secretary to the Board of Trustees for 2023 calendar year. The motion passed.

Ayes: Fields, Perkins, Stowe, Wilson
Noes: None
Abstained: None
Absent: Donnahoe

MOTION # 59

- E. Establishment of the date, time and place of the regular board meetings for the 2023 calendar year and approval of the 2023 Calendar Year, "Schedule of Regular School Board Meetings".

A motion was made by Jake Wilson and seconded by Jacki Fields to approve the date, time and place of the regular board meetings for the 2023 calendar year and approval of the 2023 Calendar Year, "Schedule of Regular School Board Meetings." The motion passed.

Ayes: Fields, Perkins, Stowe, Wilson
Noes: None
Abstained: None
Absent: Donnahoe

MOTION # 60

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 Jake Wilson and seconded by Andrea Perkins to approve the Agenda, as presented. The motion passed.

Ayes: Fields, Perkins, Stowe, Wilson
Noes: None
Abstained: None
Absent: Donnahoe

MOTION # 61

- B. Approval of the Minutes of the Regular Board Meeting held on November 9, 2022.

A motion was made by Jake Wilson and seconded by Jacki Fields to approve the Minutes of the Regular Board Meeting held on November 9, 2022. The motion passed.

Ayes: Fields, Perkins, Stowe, Wilson
Noes: None
Abstained: None
Absent: Donnahoe

MOTION # 62

IV. COMMENTS FROM BOARD MEMBERS

Jake Wilson shared his appreciation for the teachers putting the time and effort into parent conferences.

Andrea Perkins shared her appreciation for the MAP testing recognition during the Walk of Fame.

V. HEARING SESSION / PUBLIC FORUM:

Anyone wishing to address the Board on items on or off the agenda may do so at this time. No action may be taken on items that are not listed as Action Items. Comments are limited to 3 minutes and 20 minutes each subject matter.

VI. COMMUNICATIONS:

- A. Booster Report
 - 1. A planning meeting was held tonight for the Back the School Bash.
- B. Athletics Report
 - 1. 5/6 Girls and 7/8 Boys basketball seasons are happening now. The 7/8 girls and 5/6 boys will start the end of January. We are still looking for a 5/6 boys coach.
- C. Student Council Report
 - 1. There will be a rally December 16th.
- D. Principal/Superintendent Report
 - 1. Curriculum and Instruction- 1st Trimester Ended Nov. 18th. Parent conferences were last week. Celebrated students who made growth targets on the MAP test from Fall 21 to Fall 22. (85 students made growth in both Math and ELA, 95 students made growth in ELA or Math.) Celebrating Honor Roll students on Friday at the Walk of Fame.
 - 2. Maintenance- Fencing: Phase 1 (PreK-Kinder area, HVAC, Between rooms 18 - 14 and rooms 10 – 11. Waiting for a revised quote for phase 2 (Middle School HVAC enclosures). Minor gym roof leak was fixed. Plans for Winter Break: Continue cleaning out Bus Barn (Dumpster). Room 5 (Demo of shelving for Focus Program).
 - 3. Holiday Spirit is in Full swing: Office is decorated thanks to Brittany, Reyna, and Shelly for making it feel like the holidays in the office. 12 Days 'til Christmas Spirit Days. Secret Santa. Potluck and gift exchange on 12/20.
 - 4. Upcoming Events: 12/15 – Pizza with the Principal, 12/20- Minimum Day/Potluck and Gift Exchange/Christmas Program, 12/22 – Winter Break Starts

VII. OLD BUSINESS:

No Old Business.

VIII. NEW BUSINESS:

- A. Review of Capital Facilities Fee Fund Report.

INFORMATION

- B. Consider the approval of the auditor's report (financial report/audit) for fiscal year 2021-2022, in accordance with Assembly Bill 3627, Chapter 1002, as it pertains to Education Code 41020.3.

A motion was made by Jake Wilson and seconded by Andrea Perkins to approve the auditor's report (financial report/audit) for fiscal year 2021-2022, in accordance with Assembly Bill 3627, Chapter 1002, as it pertains to Education Code 41020.3. The motion passed.

Ayes: Fields, Perkins, Stowe, Wilson
Noes: None
Abstained: None
Absent: Donnahoe

MOTION # 63

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

A motion was made by Andrea Perkins and seconded by Jacki Fields to approve the First Interim Budget Report. The motion passed.

Ayes: Fields, Perkins, Stowe, Wilson
Noes: None
Abstained: None
Absent: Donnahoe

MOTION # 64

IX. CONSENT AGENDA:

All matters listed under the Consent Agenda are routine and will be acted upon by one motion and vote. If an item needs further clarification and/or discussion, it may be removed from the Consent portion of the agenda and then be acted upon as a separate item.

- A. Consider the approval of the November 2022 Vendor Warrants.

A motion was made by Jake Wilson and seconded by Anrea Perkins to approve the November 2022 Vendor Warrants. The motion passed.

Ayes: Fields, Perkins, Stowe, Wilson
Noes: None
Abstained: None
Absent: Donnahoe

MOTION # 65

X. PERSONNEL ACTION:

No Personnel Action.

XI. 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).

- A. Public Employment Appointment of Personnel as listed under “Personnel Action” below; Pursuant to Government Code Section 54957
- B. Classified, Certificated, Classified Confidential, and Management Personnel Discipline, Dismissal and/or Release; Pursuant to Government Code Section 54957
- C. Public Employee Performance Evaluation of Classified, Certificated, Classified Confidential, Management and Superintendent; Pursuant to Government Code Section 54957
- D. Litigation; Pursuant to Government Code Section 54956.9
- E. Instructions to Board Negotiators, Superintendent and Board Member; Pursuant to Government Code Section 54957.6(a)
- F. Security Matters Pursuant to Government Code 54957

The board recessed to closed session at 7:52 p.m.

XII. RECONVENE TO TAKE OPEN SESSION:

The board reconvened at 8:30 p.m.

XIII. ADJOURNMENT:

A motion was made by Jake Wilson and seconded by Jacki Fields to adjourn the meeting. The meeting was adjourned at 8:31 p.m.

Respectfully submitted,

Gary Rogers, Secretary to the Board

Approved:

Clark Stowe, Board President

Jake Wilson, Board Clerk

Brenda Donnahoe, Board Member

Jacki Fields, Board Member

Andrea Perkins, Board Member

Motions to Date: 65
Resolutions to Date: 3