



Happy Valley Elementary School District
Board of Trustees

Regular Board Meeting Minutes

August 2, 2023

Happy Valley Elementary Cafeteria – 6:00 p.m.
17480 Palm Ave., Anderson, CA 96007

OPEN SESSION – 6:00 PM

1.0 Call to Order @ 6:00 p.m.

2.0 Roll Call – Nate Echols, Jodi Shearman, Carla Perry, Cheryl Best, Billy Soksoda – Present

3.0 Pledge of Allegiance - led by Nate Echols

4.0 Approval of Agenda –

On a motion by Carla Perry, seconded by Jodi Shearman, the Board voted 5-0 to approve the agenda.

5.0 Presentation – None

6.0 Communications to the Board - None

7.0 Public Comment – Public Session Items not on the agenda, but within the jurisdiction of this body, may be addressed at this time or be submitted to the Superintendent in writing for Board consideration as an agenda item. Items not on the agenda are restricted in response and action by the Board and its members. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes (Government Code 54952). In order to protect the rights of all involved, complaints about employees should be addressed through the District complaint process. Speaking about a personnel issue at a Board meeting may prevent the Board from being able to act on it. Please see an administrator to initiate the complaint process.

7.1 Public Comment Session Opened @ 6:02 p.m.

7.2 Items on the Agenda – None

7.3 Items not on the Agenda – None

7.4 Items in Closed Session – None

7.5 Public Comment Session Closed @ 6:02 p.m.

8.0 Consent Agenda - Consent Agenda items are expected to be routine and non-controversial. They will be acted upon by the Board at one time without discussion. **Board Members may request that an item be removed from the Consent Agenda for later discussion.**

8.1 Approval of Minutes for Regular Board Meeting June 13, 2023; Special Board Meeting

June 16, 2023

8.2 Approval of Warrants June 10 – 30, and July 1 – 28, 2023

Carla Perry had a question regarding the warrants and asked they be moved to the Discussion/Action Items to be discussed.

On a motion by Cheryl Best, seconded by Carla Perry, the Board voted 5-0 to approve the Consent Agenda with the warrants being moved to the Discussion/Action Items section.

9.0 Personnel:

9.1 Approve Personnel Action Report

On a motion by Jodi Shearman, seconded by Cheryl Best, the Board voted 5-0 to approve the the Personnel Action Report.

10.0 Discussion/Action Items

*** Discussion/Action: Warrants (Pulled from Consent Agenda): Carla Perry questioned whether the June copier lease on pages 12-13 was a duplicate. Roxanne explained the lease is paid by allocating certain amounts of the total cost to different accounts. The allocations in this instance happen to be the amount and we did not double pay the copier lease.

On a motion by Carla Perry, seconded by Jodi Shearman, the Board voted 5-0 to approve the June & July warrants.

10.1 Discussion/Action: Approve Resolution #24-01 – Education Protection Account

On a motion by Carla Perry, seconded by Cheryl Best, the Board voted 5-0 to approve Resolution #24-01.

10.2 Discussion/Action: Approve Resolution #24-02 – Interfund Transfers

On a motion by Cheryl Best, seconded by Carla Perry, the Board voted 5-0 to approve Resolution #24-02.

10.3 Discussion/Action: Approve Resolution #24-03 – Authorizing Purchases by Superintendent/Principal

This resolution was tabled due to some questions in regards to amounts listed in the resolution and other questions that could not be answered at the time. Shelly Craig will research/change the information and the resolution will be brought back at a later date.

10.4 Discussion/Action: Approve 23/24 Consolidated Application – Spring Release

Carla Perry recommended that Shelly Craig be removed from the Consolidated Application as the Homeless/Foster Youth Liaison and Sandi Garcia added in her place.

On a motion by Carla Perry, seconded by Cheryl Best, the Board voted 5-0 to approve the Consolidated Application with the change of the Homeless/Foster Youth Liaison.

- 10.5 Discussion/Action: Approve Signatory Deletions and Additions of Tri-Counties Accounts: Petty Cash – 9339 Delete: Taylor Barton, Helen Herd, Elizabeth Roberts Add: Shelly Craig, Roxanne Voorhees and Kimberly Smith; ASB 2228 Delete: Taylor Barton, Elizabeth Roberts and Wendy Bogges - Add: Roxanne Voorhees, Kimberley Smith and Lindsey Neesmith

On a motion by Jodi Shearman, seconded by Cheryl Best, the Board voted 5-0 to approve the removals and additions to the Tri-Counties Accounts: Petty Cash – 9339 and ASB Account 2228.

- 10.6 Discussion/Action: Approve 2023/24 Warrant Signature Card for Electronic Batch Submission to SCOE

The signature card is for the district office to submit AP electronically to the County Office of Education. This will be required at the beginning of each new school year.

On a motion by Cheryl Best, seconded by Jodi Shearman, the Board voted 5-0 to approve the 2023/24 Warrant Signature Card.

- 10.7 Discussion/Action: Approve 23/24 Assistant Principal Contract

On a motion by Carla Perry, seconded by Jodi Shearman, the Board voted 5-0 to approve the Assistant Principal Contract.

- 10.8 Discussion/Action: Approve 23/24 Principal Contract

On a motion by Jodi Shearman, seconded by Cheryl Best, the Board voted 5-0 to approve the Principal Contract.

- 10.9 Discussion/Action: Approve Board Meeting dates for December 2023, January, April and June 2024

Board meetings in December, January and April fall during school breaks. June Board meetings need to be held later in the month for budget purposes. The Board members decided on the following dates: December 13th, January 10th, April 10th and tentatively June 24th & June 27th. The Board will review the June dates in January to make sure they still work for all Board members.

On a motion by Carla Perry, seconded by Cheryl Best, the Board voted 5-0 to approve the amended board meeting dates.

- 10.10 Discussion/Action: Approve Moving Closed Session to 5:00 p.m.

On a motion by Jodi Shearman, seconded by Carla Perry, the Board voted 5-0 to move Closed Session to 5:00 p.m.

- 10.11 Discussion: 8th Grade Graduation Requirements

Mrs. Craig gave the Board paperwork that states what the 8th grade graduation requirements are. She said that after comparing other schools requirements ours are comparable. There was discussion on what is considered excused vs. non-excused absences, students who are on Home & Hospital due to illness, and differentiating graduating vs. walking and 8th grade activities. There needs to be some clarification in regards to these items. Mrs. Craig will update the document and bring it back to the Board for their review.

11.0 Information/Discussion Items

11.1 Community/Staff/District (suggested 2 minutes maximum per presenter)

- a) Community – None
- b) Certificated Staff – None
- c) Classified Staff – None
- d) Board Members – None
- e) Primary Site Update – Gina Murphy, Primary Principal, introduced herself to the Board and gave a brief history of her background including past employment and education.
- f) Elementary Site Update – Tim Drury, Elementary Assistant Principal, introduced himself to the Board and gave a brief history of his background including past employment and education.

11.2 Superintendent Update – Mrs. Craig reported on the following: Overview of the district goals; Planning collaboration dates cooperatively with engagement leaders; McConnell Foundation graciously hosted our leadership retreats this week; New Teacher Essentials Designed and taught by Engagement Leaders, presenters, administrators, managers and secretaries; Shade structure final timeline is projected for October; We received the Community Schools Grant and welcome Llana Casady to that position; Admin attended Small School District Association Leadership Summit in July.

11.3 Business Manager Update – Roxanne Voorhees reported the following: she is working on closing the 22/23 books; will be working on the 45-day revise; Larra Snyder, Food Services Supervisor, applied for a grant to provide healthier food to the students. The District was awarded \$61,085.00; we are hoping the UTK Facilities Grant will be approved by the September Board Meeting.

11.4 Enrollment Update: Enrollment will not be updated until August 16th (first day of school).

12.0 Next Meetings

September 6, 2023 - 6:00 p.m. – Regular Meeting - Happy Valley Elementary Cafeteria

October 4, 2023 - 6:00 p.m. – Regular Meeting - Happy Valley Elementary Cafeteria

November 1, 2023 – 6:00 p.m. – Regular Meeting - Happy Valley Elementary Cafeteria

13.0 Adjourn Open Session and Convene Closed Session

On a motion by Jodi Shearman, seconded by Cheryl Best, the board voted 5-0 to adjourn open session and convene closed session @ 7:26 p.m.

CLOSED SESSION – 7:30 PM

14.0 Closed Session

- 14.1 Public Employee Discipline/Dismissal/Release/Complaint (Government Code Section §54957)
- 14.2 Public Employee Performance Evaluation (§54957) Title: Superintendent/Principal
- 14.3 Conference Regarding Labor Negotiations (GC §54957.6) Classified

15.0 Adjourn Closed Session and Convene Open Session

On a motion by Carla Perry, seconded by Jodi Shearman, the board voted 5-0 to adjourn closed session and convene open session @ 8:30 p.m.

16.0 Report from Closed Session – Nothing to report

17.0 Adjournment of Open Session

On a motion by Cheryl Best, seconded by Billy Soksoda, the Board voted 5-0 to adjourn Open Session @ 8:31 p.m.

Approved September 6, 2023

Clerk of the Board