

**MAGNOLIA UNION SCHOOL DISTRICT
REGULAR BOARD MEETING MINUTES
September 13, 2022
6:00 PM**

- I. Call to Order [6:02 PM](#)
A. Flag Salute

II. Roll Call

X	Mary Kay Klockmann	X	Brett Mamer
X	Cari Augusta		Peri Smith
X	Erika Gutierrez	X	Rudy Smith

III. Approval of [August 17, 2022 minutes](#).

[Mamer moved to approve, Augusta seconded, vote was unanimous.](#)

IV. Public Comment

[Melissa Smith stated that she has concerns over expenses that the school has made. She noted that she has shared her concerns with Board members. She did not provide details but reiterated that she concerns that some expenses are not necessary and that the school stay in good financial standing and avoid even the appearance of inappropriate financial actions.](#)

V. Business

- A. Approval of the 2022-23 LCAP - Action Item: the 2023 School-Year Local Control and Accountability Plan will be presented to the Board for final approval ([draft](#)).

[The superintendent explained that the LCAP was not ready for approval and requested holding a special meeting on October 4 for this purpose. The Board decided to cancel the regularly scheduled meeting set for October 11 and to schedule a special meeting in its place on October 4 to review and approve the LCAP.](#)

[Mamer moved to approve, Gutierrez seconded, vote passed 3-1 with Augusta voting in opposition.](#)

- B. Approval of the 2021-22 unaudited actual budget and 2022-23 budget revisions, to include categorical and LCFF Funds – Action Item: the superintendent will share the status of the closed but unaudited actual 2021-2022 budget as well as next year’s budget revisions; the Board will vote on approval ([link](#), [link](#)).

The superintendent reviewed the actual 2021-22 actual budget and 2022-23 budget. Mrs. Layaye provided additional insights regarding unrestricted vs. restricted funds. It was clarified that though last year ended with a \$36K surplus and almost \$497K in reserve funds, unrestricted funds saw \$29K deficit last year, whereas restricted funds ended with a \$65K surplus. Both Mrs. Layaye and the superintendent agreed that this was the result of not having ‘moved’ expenses from unrestricted resource to restricted resource codes, and that it would be possible to do this next year, hopefully ending next year with a surplus in unrestricted funds rather than restricted funds. It was also noted that there are many restricted funds, each with a specific set of spending requirements. The superintendent thanked the Board for the opportunity to attend the SSDA Superintendent’s Summit held in San Diego in June, noting that training and connections made at the summit have greatly increased his understanding of how to strategically use the restricted resources in order to preserve the unrestricted budget reserves. The superintendent also described briefly the many categorical fund sources. Documents referenced and shared with both Board and community are linked in the text of the item above.

Mamer moved to approve the actual (2021-22) and revised (2022-23) budget, Gutierrez seconded and the vote was unanimous.

- C. Public Hearing of Instructional Materials per Education Code 60117, 60119 – Action Item: the superintendent will present information on instructional materials in use and per Ed Code; the Board will vote whether materials are sufficient ([link](#)).

The superintendent explained the need for the Board to hold public hearing on instructional materials and to affirm whether the District provides sufficient textbooks and/or instructional materials to students and that students are able to take the books home or otherwise access materials from home. Documents referenced and shared with both Board and community are linked in the text of the item above. The board reviewed the attached list and asked a few questions.

Mamer moved to affirm that the District provides sufficient textbooks and/or instructional materials, etc., Gutierrez seconded and the vote was unanimous.

- D. Approval of the Inter-Fund Transfer of \$15,000.00 from the General Fund to the Cafeteria Fund to cover expenses – Action Item: transfers from the general fund to the cafeteria fund happen every year and require Board approval.

Mamer moved to approve the \$15K transfer from the General to the Cafeteria fund, Gutierrez seconded and the vote was unanimous.

- E. Cafeteria Manager Contract - Action Item: breakfast is being served and the cafeteria manager needs to be moved from a six to an eight-hour contract, because breakfasts

are mandatory, increased state meal reimbursements will cover the cost of changing the contract; the Board will vote on this proposed change.

The superintendent shared that per state requirements that Magnolia is now serving both breakfast and lunch and that breakfast is very popular with up to 50 students eating breakfasts some mornings. He noted that this has required the cafeteria manager to work additional hours and that she is currently working approximately eight and a half hours a day. He recommended that her contract be changed from six to eight hours.

Mamer moved to approve moving the cafeteria manager, Merry Haynes, from a six to an eight hour contract without changing the current hourly pay rate and to make all changes within the payroll finance system to bring this about, Gutierrez seconded and the vote was unanimous.

- F. Administrative Assistant Step Move - Action Item: because the Administrative Assistant moved up a step in the middle of last year (to step 5 on the AA scale) the county is questioning whether she should move up a step this fall with the rest of the staff; the Board will vote to ratify moving her to step 6 this fall.

The superintendent explained that the county has asked the Board to clarify and affirm whether it intended for Mrs. Lincoln both be moved to step 5 on the AA salary scale in January of last year, *and* moved to step 6 this fall. The board debated, with Augusta arguing against such affirmation, reasoning on the fact that doing so is not typical practice. The superintendent clarified that this is a matter that is at the sole discretion of the Board and that the county does not seek to exert any influence in a decision, only to ask for clarification.

Mamer moved to affirm to the county that indeed it was its intention that Mrs. Lincoln be moved both to step 5 on the AA scale last January as well as to step 6 this fall, and that changes within the payroll finance system necessary to bring this about should be made, Gutierrez seconded, vote passed 3-1 with Augusta voting in opposition.

- G. Administrative Assistant Salary Adjustment - Action Item: there is a \$0.02 difference between Magnolia's AA salary schedule and the accounting software used by the county for this salary, the county is requesting that the Board approve an adjustment to the salary schedule before Mrs. Lincoln can be paid on step 6; the Board will vote to ratify the \$.02 change to the hourly rate for step 6 on the AA salary schedule ([link](#)).

Documents referenced and shared with both Board and community are linked in the text of the item above. Mamer moved to approve moved to adjust the AA salary scale step 6 hourly wage from \$25.29 to \$25.27 so that Mrs. Lincoln may be paid at that rate, Augusta seconded and the vote was unanimous.

- H. After School Program Manager - Action Item: the after school program is running well with about 20 regular participants, the program has been working as an hourly employee, averaging 23 hours/week, if she were provided a contract she would qualify for retirement, which would be taken out of her pay; the Board will vote whether to offer the after-school program manager a contract with retirement benefits.

The superintendent shared that the before-and-after-school program is well attended and that the manager, Mrs. Alvarez, is doing a wonderful job. He recommended that she be offered a 20-hour per week contract so that she could collect retirement. The Board asked questions about school contributions and it was noted that the school would be required to begin contributing to her retirement at approximately 23% of her pay once she reached 1000 paid hours, or sometime near the start of summer school. The superintendent expressed confidence that the ELOP funds would support this and that it would be impossible to run the program without someone with Mrs. Alvarez's level of commitment and ability and that it was a worthwhile investment in human capital.

Mamer moved to approve moved to offer the four-hour contract to Mrs. Alvarez and that changes within the payroll finance system necessary to bring this about should be made, Augusta seconded and the vote was unanimous.

- I. Update on Chase Bank Non-Profit and Government Entity Checking and Credit account - Information Item: the Chase bank account has been set up and the credit card application approved, impound funds from the old Mechanics Bank account have been moved to the new checking account, the credit limit has not yet been shared by Chase.

The superintendent explained that the Chase bank checking and credit accounts have been set up with a \$20K credit limit and that funds from the old Mechanics impound account have been deposited into the Chase checking account. Credit cards have not been delivered but are on the way. Augusta asked whether the old Mechanics cards would be destroyed, and the superintendent answered in the affirmative.

- J. Update on Student Fundraiser/Travel Account - Information Item: the 8th-grade trip account at Mechanic's bank has been closed and the funds moved to the Magnolia account handled by ICOE, income and expense lines for these funds have been established so that donations and checks written will pass through the same ICOE processes as other income and expenses.

The superintendent shared that the funds from the old Mechanics bank checking account used for travel have been deposited into the county treasury and that Mrs. Layaye has created deposit and expense account lines in order to track the funds. He noted that going forward all donations or fundraising earnings for student trips

will be subject to the same oversight and procedures as other school income and expenses.

Augusta raised the question regarding funds in the old Mechanics account that may have been raised through prior yearbook sales and provided the figure of \$8K. The superintendent noted that there was not that much money in the old Mechanics account at the start of last school year. The superintendent stated that he would bring a summary of the funds in the account and details on how much was raised and spent on the 8th-grade trip last year.

- K. District of Choice Update - Information Item: the District of Choice program was extended by the state legislature through 2028.

The superintendent shared the good news on this program extension.

- VI. Warrants and other financial information for months of August and September, 2022 will be reviewed and signed – requires Board action: the superintendent will point out which items have been paid already and which have not been, the Board will review and sign approval of remaining to-be-paid items ([link](#)).

The superintendent shared warrants and financial information. Augusta asked about purchases of wood for desks and the superintendent provided explanation for the use of flexible seating in the classroom and in reinforcing habits of organization to the students and noted that the desks were economically designed and that purchase of factory-made flexible seating for classrooms would cost upwards of \$10K for each classroom. The superintendent addressed the question from the audience as to whether other teachers would be entitled to request such upgrades or purchase of materials for their classes and the superintendent answered in the affirmative, noting that the school spends \$1.4 million a year to operate the school and a few hundred or even a thousand dollar purchase, done in the right way, can effect an immense difference in the student experience in the classroom, so it is good that we spend funds both wisely and strategically, and that all ideas and requests for expenses, especially those made by teachers, are looked at in a favorable light and that the 7-8 grade classroom is in no privileged position for purchases and upgrades.

- VII. Adjournment 7:50 PM