

**MAGNOLIA UNION SCHOOL DISTRICT**  
**SPECIAL BOARD MEETING MINUTES**  
**August 17, 2022**  
**6:00 PM**

I. Call to Order **6:05 pm**

A. Flag Salute

II. Roll Call

<input checked="" type="checkbox"/>	Mary Kay Klockmann	<input checked="" type="checkbox"/>	Brett Mamer
<input checked="" type="checkbox"/>	Cari Augusta	<input checked="" type="checkbox"/>	Peri Smith
<input checked="" type="checkbox"/>	Erika Gutierrez	<input checked="" type="checkbox"/>	Rudy Smith

III. Business

A. Public comment

No public comments were registered or made.

B. ELO-P Program and Program Management (information and action) – Superintendent will present an update on the ELOP program and recommend a hire to manage the program ([link](#)).

Superintendent noted that this is the program whereby the state has allocated \$50,000 per year to run a before and after-school program. The program must be held on 175 instructional days and on 30 non-instructional days, for a minimum of 9 hours. All students must be adequately invited and at least 50% of unduplicated pupils given access to the program (enrolled). If the audit finds that these requirements are not met the funding will be taken back and the school will have paid the cost out of the regular budget.

Materials have been purchased to get the program started. The decision was made to not purchase a van because it would not be able to be used for anything but the ELOP program, and the few children who live in the district are only a few miles away. The hope is that their parents will be able to provide transportation to them if they can be dropped off early/picked up late.

Parents will be charged \$5/week for student participation, unless the student is identified as an Unduplicated Pupil (English Language Learner, Economically Disadvantaged or a Foster Child), in which case a scholarship will be awarded and payment not required.

The 30 non-school days will include approximately 20 days of summer school and the balance will be field trips held on Saturdays or holidays.

Mrs. Jordyn Alvarez applied for the position of managing in the program. She is qualified having experience with multiple ages (2-12) in a single group and also holds an associates degree. She has been working on preparing the curriculum. The superintendent recommended that the board hire her as manager of the program and place her on step 1 of the Administrative Assistant pay scale being that the position requires program management and potentially management of staff as well.

Mr. Mamer moved to approve the recommendation and Mrs. Augusta seconded. The vote was unanimous.

C. Checking and Credit Accounts and Personal Reimbursements (information and action)

- Superintendent will present an update on school checking and credit accounts and recommend opening accounts with Chase Bank Government and Non-Profit Division; the superintendent will also share information regarding the need for him to use a personal credit card for school purchases over the last year ([link](#)).

The superintendent informed the board that in spite of working this past year to open a new checking and credit card account locally (in Brawley), it has not been set up. In order to get a checking account set up, the superintendent contacted Chase Bank, which has a Government and Non-profit Division. An application for checking and for a credit card has been submitted to this institution. The superintendent recommended that the board approve finalizing the application and establishing a checking and credit card account with this institution.

Questions came up regarding the account that had been in use with a local (Brawley) bank. It was noted that the board approved closing this account in June 2021, because the service was inadequate and the credit card limit was not able to be raised above \$1,500, and that in addition the card randomly and frequently denies a transaction even when there are ample funds in the account. It was also clarified that in the same board meeting in June 2021 the board authorized the opening of an account with a different local financial institution (in Brawley) and that this was the account that was not able to be opened this year due to lack of documentation required by the bank.

It was explained that there was a checking account in use in the past at the Mechanics Bank, one as an ‘impound account,’ into which grant money was deposited by the school before being transferred to the county, as the county holds all funds and issues all checks on behalf of the school (Magnolia only requests checks to be issued by the county). There was a question regarding the 8th-grade trip account, specifically whether this was a separate account (also at Mechanics) or whether this money was kept within the impound account. The superintendent stated that he was not sure but would find out.

The superintendent also explained that the Mechanic's Bank account was closed and the funds in the impound account, for a grant as well as the funds raised by the 8-th graders for their trip last year were withdrawn in the form of a cashier's checks in anticipation of a new account being opened in Brawley, where the funds would be deposited, and that those checks are in the safe at the school awaiting deposit into either the chase account, if approved by the board, or another local account if such were opened.

The superintendent further explained that not having a usable credit card, in combination with exigent circumstances, made it necessary to use a personal credit card to purchase school items during the past year. An example provided was the purchase of Chromebooks in December. In the spirit of transparency, the superintendent shared a list of these expenses, which total approximately \$50,000. Only about \$20,000 have been reimbursed, most of which (including the Chromebooks) were discussed with the board in a winter board meeting. The remaining amount has not been reimbursed because until this summer the superintendent did not have time to gather receipts into one place.

The superintendent noted that he has been transparent with the county and also has spoken with the auditor regarding these transactions in order to know what documentation to gather in preparation for the audit with respect to receiving reimbursement from the school. He shared the auditor's recommendation, and his own desire, that the school board approve any reimbursement to himself and asked the school board to take on this responsibility.

**Mr. Mamer asked for clarification on what the superintendent was asking of the board. The superintendent clarified that he was asking for two things:**

- 1) **That the board vote to approve the application for the Chase checking account and credit card.**
- 2) **That board members be willing to provide approving oversight for any reimbursement required to be made to the superintendent..**

**The superintendent explained that his concern is not that he be reimbursed on any timeline or with haste, but that the school take its time to gather appropriate documentation for reimbursements and when such has been reviewed to the auditor's satisfaction that either the Board Clerk, President or both review the documentation and sign off on a check issue from ICOE.** The superintendent shared that icoe recently provided training to himself and Mrs. Lincoln on 'internal controls' and helped to set up workflows for requisitions and use of PO numbers, that this training was requested of the county some time back and was recently provided.

The superintendent shared that on a personal note he will never use his own credit card for school purchases again, that although doing so enabled programs

to move forward this past year that it is not something he has been comfortable with.

Mr. Mamer moved to approve the opening of the chase accounts. Erika Gutierrez seconded. The vote was unanimous.

Mr. Mamer said he would be willing to look at reimbursements that might need to be made to the superintendent.

D. Portrait of a Magnolia Graduate (information) - Superintendent will present an update on the status of the Portrait of a Magnolia Graduate and its implementation this year ([link](#), [video](#)).

The superintendent shared an update regarding the implementation of the Portrait of a Magnolia Graduate, which will be implemented this year.

E. Additional Half Days (information and action) - Superintendent will present information on the decision to add ten more half days to the calendar this year and the school board will approve or deny the action ([link](#)).

The superintendent shared data and reasons behind the desire to add an extra ten short days to the school calendar. It was noted that Mulberry and Brawley Elementary take even more time for teacher preparation. After some discussion Mr. Mamer moved to approve this action, Erika Gutierrez seconded the motion, and the vote was unanimous.

F. Independent Study Policy and Teacher Extra Hours Worked (information and action) - Superintendent will present a short update on changes to independent study this year and recommend a stipend to teachers for extra hours worked on Independent Study going forward ([link](#)).

The superintendent shared details on the extra hours worked by teachers on independent study contracts last year and requested the board pay a stipend for such hours worked beyond the typical amounts done so in an average school year. He noted this is a meaningful recognition and thanks to teachers for their hard work, and that teachers have shared that last year they often went without lunch time to be able to prepare materials for students who needed independent studies.

Board members expressed the desire that this not be made into a precedent and the superintendent agreed, noting that the linked spreadsheet calculates the stipend based on time spent above and beyond that which teachers use for Independent Studies in a typical school year, and stated that he would be sure to share the news with teachers in a way to make this clear.

Mr. Mamer moved to approve payment of the stipend as calculated on the linked spreadsheet. Erika Gutierrez seconded and the vote was unanimous.

G. Health and Safety Measures (information) - Superintendent will present a short update on guidelines provided by CDPH and IVPHD ([link](#))

The superintendent shared the linked health and safety info, noting that the school will not require any safety measures that are not specifically required by the state or the county.

IV. Warrants to review or sign ([link](#)).

Expenses from the past two months were reviewed.

V. Adjournment

Vote to adjourn was unanimous at 8:08 pm.