

**OAK VALLEY UNION ELEMENTARY SCHOOL DISTRICT**  
**REGULAR MEETING of the GOVERNING BOARD**  
**Tuesday, December 12, 2023**  
**MINUTES**

**TIME:** 4:02pm

**PLACE:** District Conference Room

**CALL TO ORDER AND ROLL CALL**

**BOARD MEMBERS:**

Mr. Doug Mederos, President	Present
Mr. John Mendonca, Clerk	Present
Mr. Joey Benevedes, Trustee	Present
Mr. Mark Nunes, Trustee	Absent
Mr. Joseph Meneses, Trustee	Present

**PLEDGE OF ALLEGIANCE**

**(1.0) ANNUAL ORGANIZATIONAL BUSINESS OF THE BOARD OF TRUSTEES**

1.1 Assumption of Chair by Board Secretary

1.2 Swearing in of new or incumbent Board Members.

1.3 Election of the Board President.

*Nomination for Doug Mederos to be elected as President*

Motion by J. Mendonca                      Second J. Benevedes                      Action 4-0

1.4 Election of the Board Clerk.

*Nomination for John Mendonca to be elected as Board Clerk.*

Motion by J. Mendonca                      Second J. Benevedes                      Action 4-0

1.5 Appointment of Secretary to the Board.

*Nomination for Superintendent Pilgrim to be elected as Secretary.*

Motion by J. Mendonca                      Second J. Benevedes                      Action 4-0

1.6 Authorization of Order Signatures.

*Review of the attached 1.6 authorization of signatures took place and then motioned for approval.*

Motion by J. Meneses                      Second J. Benevedes                      Action 4-0

1.7 Designation of Regular Meeting Time and Dates.

*Review of the proposed meeting dates and times took place. An amendment was made to move the September 10<sup>th</sup> meeting to September 17<sup>th</sup> and then motioned for approval.*

Motion by J. Mendonca                      Second J. Benevedes                      Action 4-0

1.8 Appointment of Board Representative for Election of County Committee Members on School Board Organization.

*Nomination for Joey Benevedes to be elected to the county committee and motioned for approval.*

Motion by J. Mendonca                      Second J. Benevedes                      Action 4-0

**(2.0) APPROVAL OF AGENDA**

Motion by J. Benevedes      Second J. Meneses      ACTION (4-0)

**(3.0) APPROVAL OF MINUTES**

The minutes of the regular meeting held on November 14, 2023 is presented for Board approval.

Motion by J. Mendonca      Second J. Benevedes      ACTION (4-0)

**(4.0) QUESTIONS FROM THE FLOOR AND INTRODUCTIONS OF GUESTS**

At this time, any person wishing to speak to any item not on the agenda for this meeting may be granted **(5) minutes** to speak to the Board with a maximum time of 15 minutes per item, unless otherwise extended by the board.

**(Action cannot be taken on anything that is not already on the agenda).**

**(5.0) CORRESPONDENCE:**

Letter from California State Controller, dated October 25, 2023  
*Supt. Pilgrim read aloud the letter stating Oak Valley's audit report for the 2021-2022 school year was rejected and that M. Green & Company who performs the audit will be accessing and taking care of the issue.*

**(6.0) ADMINISTRATORS' REPORTS**

- ***Superintendent's Report***
  - ***New LCAP template update-Update Board Priorities***

*Supt. Pilgrim stated that a new LCAP must be written that will take place for the next 3 school years. She shared that she would like to discuss the board priorities and goals for Oak Valley before starting the process.*

- ***Land acquisition for parking overflow***  
*Supt. Pilgrim and the board discussed options to obtain the land as well as moving forward with the idea of a license agreement with the owners. Supt. Pilgrim will contact legal counsel for further guidance.*

- ***Principal Report***
  - ***Enrollment update***
  - ***SPED update***

*Principal Espinoza was not able to attend this board meeting to provide the principal report.*

**(7.0) BUSINESS SERVICES**

1.) Approval authorization to pay vouchers as presented.

Motion by J. Meneses      Second J. Benevedes      ACTION (4-0)

2.) Approval of Budget Revisions as presented.

Motion by J. Meneses      Second J. Benevedes      ACTION (4-0)

3.) Approval of the First Interim budget report for 2023-2024

Motion by J. Meneses                      Second J. Benevedes                      ACTION (4-0)

*Business Manager, Gabriela Gutierrez reviewed the first interim and answered any questions the board had.*

**(8.0) DISTRICT ADMINISTRATION**

1.) Approval of updated procurement procedures for nutritional services

*Supt. Pilgrim explained to the board that nutritional service bids in current board policy call for competitive bidding for purchases over 1000.00. Supt Pilgrim is requesting the threshold to be raised to 10,000 in order to save time with micro purchases.*

Motion by J. Meneses                      Second J. Benevedes                      ACTION (4-0)

2.) Approval of new inter-district transfers and renewals for the 23/24SY.

*Supt Pilgrim presented the board with 6 new students' inter-district requests and 15 renewals for the 23/24 SY.*

Motion by J. Benevedes                      Second J. Meneses                      ACTION (4-0)

3.) Approval of surplus item: 2000 Ford F150 single cab VIN: 11488

*Supt. Pilgrim stated the truck is no longer needed due to the purchase of a newer truck and is requesting it be surplused.*

Motion by J. Mendonca                      Second J. Meneses                      ACTION (4-0)

4.) Approval of Athletic Director Job Description.

*Supt. Pilgrim stated that there is currently not a job description on file in Human Resources and is requesting this description to be approved.*

Motion by J. Meneses                      Second J. Mendonca                      ACTION (4-0)

5.) Approval of Annual Developer Fees Report

*Supt. Pilgrim shared out that there was \$10,252.35 in developer fees for the year needing approval.*

Motion by J. Benevedes                      Second J. Meneses                      ACTION (4-0)

6.) Approval of OVUESD Safety Plan

*Supt. Pilgrim presented the updated safety plan and explained that the new adopted Opioid procedures were added to the plan.*

Motion by J. Mendonca                      Second J. Benevedes                      ACTION (4-0)

7.) Approval of external walk-in freezer quote.

Costs: 48,453.30-66,000 depending on quote

Funding Source: KIT funds

*Supt. Pilgrim shared the results of the competitive bid process and Central Valley Refrigeration was selected for the purchase of an external freezer.*

Motion by J. Meneses      Second J. Mendonca      ACTION (4-0)

8.) Approval of Quote for an Ag Trailer for the Ag Program.

Costs: 29,835

Funding Source: \$8500 AIG, \$10000, \$11335 Arts, Music, Instructional Materials

Motion by \_\_\_\_\_ Second \_\_\_\_\_ ACTION (      )

*The approval of quote for an Ag Trailer was tabled.*

**(9.0) CLOSED SESSION**

1.) Employment, Resignations, Transfers, etc. of Certificated and Classified Personnel (Gov. Code, § 54957)

**(10.0) RECONVENE IN REGULAR SESSION**

1.) Employment, Resignations, Transfers, Termination, etc. of Certificated and Classified Personnel (Gov. Code, § 54957)

**Classified Personnel:** Marinha Villa-Gomez, RSP instructional aide, part-time

Motion by J. Benevedes      Second J. Mendonca      ACTION (4-0)

**(11.0) ORGANIZATIONAL BUSINESS**

(Consideration of any item any member of the Board wishes to place on the Agenda for the next meeting.)

**(12.0) ADJOURNMENT @ 5:07pm**

Motion by J. Meneses      Second J. Mendonca      ACTION (4-0)

**ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING**

**January 23, 2024 @ 4:00 pm Conference Room**

This agenda may be made available in an appropriate alternative format for a person with a disability, upon request. If a disability-related modification or accommodation, including auxiliary aids or services, is needed, please contact **Heather Pilgrim, Ed.S., Superintendent**, at least one week in advance of the meeting, at **688-2908**. Requests made closer to the meeting may not be able to be accommodate



