

CUTTEN ELEMENTARY SCHOOL DISTRICT
BOARD OF TRUSTEES
BOARD MEETING AGENDA
April 4, 2022 6:30 pm
Ridgewood Commons
2060 Ridgewood Drive Cutten, CA 95503

PUBLIC HEARING

1.0 CALL TO ORDER/FLAG SALUTE

2.0 CONSENT AGENDA

- 2.1 Approval of Minutes, February 14, 2022, March 7, 2022 and March 14, 2022
- 2.2 Approval of Warrants and Payroll
- 2.3 Quarterly Report on William Uniform Complaints
- 2.4 Approval of MOU Between Cutten School District and HBTA Regarding School Climate Team Stipends
- 2.5 Approval of MOU Between Cutten School District and HBTA Regarding Leadership Team Stipends
- 2.6 Consider Approval of MOU Between Cutten School District and HBTA Regarding Yearbook Stipends
- 2.7 Approval of Additional June Board Meeting, June 14, 2022
- 2.8 Consider Approval of 1.0 FTE Education Specialist Teacher Job Description
- 2.9 Ratification of Principal Contract
- 2.10 Approval of Contract for Bond Audit with David L. Moonie & Co.

3.0 VISITOR COMMENTS ON NON-AGENDA ITEMS

The Board reserves the right to limit speakers to three minutes only. The Board may comment, but cannot take action at this time. The Board President may refer the matter to the Superintendent for review, if appropriate.

4.0 REPORTS

- 4.1 Cutten-Ridgewood PTA Report
- 4.2 School Site Council Report
- 4.3 HBTA Report
- 4.4 2022 – 2023 Student Registration Report
- 4.5 2021 – 2022 Learning Continuity Plan Annual Update
- 4.6 Bond Update

5.0 CORRESPONDENCE

- 5.1 Letter of Classified Retirement

6.0 PUBLIC HEARING

- 6.1 The Board may take action to convey an easement to PG&E for certain improvements at 4182 Walnut Drive, Eureka.

7.0 INFORMATION / POSSIBLE ACTION ITEMS

- 7.1 Consider Possible Adjustments to Covid-19 Safety Plan
- 7.2 Consider Administration Configuration and Hiring Timeline – Cutten Principal Position
- 7.3 Consider Approval of Summer School Plan
- 7.4 Consider Approval of Contracts for Business Services Support
- 7.5 Consider Adoption of the District’s Resolution Conveying an Easement for a Public Utility Purpose

8.0 SUPERINTENDENT/PRINCIPAL REPORT

9.0 BOARD MEMBER COMMENTS / COMMUNICATION

10.0 PUBLIC COMMENT ON CLOSED SESSION ITEM

11.0 CLOSED SESSION

With respect to every item of business to be discussed in closed session:

CONFERENCE WITH LABOR NEGOTIATOR (GC § 54957.6)

Agency Negotiator: Dennis Reinholtsen

Unrepresented Employee: Superintendent

12.0 RECONVENE TO OPEN SESSION

13.0 ADJOURNMENT

NOTICE: Any writing, not exempt from public disclosure under Government Code Section 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22, which is distributed to all or a majority of the members of the governing board by any person in connection with a matter subject to discussion or consideration at an open meeting of the board is available for public inspection at Ridgewood School, 2060 Ridgewood Drive, Eureka.

CUTTEN SCHOOL DISTRICT

BOARD MINUTES

February 14th, 2022

6:30 p.m.

- 1.0 CALL TO ORDER** – The meeting was called to order at 6:33 p.m.
 - 1.1 Board members in attendance: Becky Reece, Beth Johnston, Dennis Reinholtsen and Andy Sundquist. Board members absent: Mary DeWald

- 2.0 CONSENT AGENDA**
 - 2.1 Motion by Becky Reece, second by Andy Sundquist to approve the consent agenda, motion carried 4-0.

- 3.0 VISITOR COMMENTS ON NON-AGENDA ITEMS** – None

- 4.0 REPORTS**
 - 4.1 Cutten Ridgewood PTA Report – August Deshais reported that the PTA has approved the mid-year audit and budget. Popcorn Tuesdays are happening at both campuses, the PTA is happy to bring a little bit of normalcy back to the schools. As of now the PTA has 65 volunteers for the Annual Carnival, but could use a few more. Founder’s day was Thursday, music and service awards were given out, as well as the display of the Reflections Art contest entries.
 - 4.2 School Site Council Report – August Deshais reported the School Plans for Student Achievement for both schools were approved. The Council created a subcommittee to explore hosting a science fair for students. The Council is also reporting the potholes near Primrose Drive to the County.
 - 4.3 HBTA Report – Amy Chastain reported that Mrs. Watkin’s 1st grade class earned a shaving cream party, which was messy but fun. The 100th day of school was celebrated with 100 Man, the day was a great success and a good way to integrate math. Amy read a letter from the HBTA reflecting on the difficulties and accomplishments of dealing with the COVID-19 pandemic for the past 2 years.
 - 4.4 Enrollment & Attendance Update – Becky MacQuarrie and August Deshais presented a Power Point presentation on enrollment and attendance.

- 5.0 CORRESPONDENCE** – None

- 6.0 INFORMATION / POSSIBLE ACTION ITEMS**
 - 6.1 Tentative 22-23 Certificated Staffing Options were presented to the Board, three options were presented: 1-Average Class Sizes-based on current enrollment, 2-Projected enrollment-no combination classes, and 3-Projected enrollment-with combination classes.
 - 6.2 Motion by Becky Reece, second by Beth Johnston to approve the award to Adams Commercial General Contracting, Inc. for \$1,299,000, Cutten Modernization Project. Motion Carried 3-0 with Andy Sundquist abstaining.

- 6.3 Business Manager Thor Arwood provided a short summary of the 2022-2023 Governor's Proposed Budget.
- 6.4 Motion by Andy Sundquist, second by Beth Johnston, to approve Resolution 2022-03 Regarding Certificated Reduction in Force (5.6 FTE – Layoff)
- 6.5 Motion by Becky Reece, second by Andy Sundquist, to approve Resolution 2022-04 Regarding Elimination/Reduction of Certain Specially Funded Positions in the Classified Service and Directing Notification of Classified Employees.
- 6.6 Midyear LCAP Update – Becky MacQuarrie and Thor Arwood presented a power point presentation detailing where the district is at currently with the Goals and Actions in the current LCAP.
- 6.7 Becky MacQuarrie provided an update on the district COVID-19 safety plan including updates to group contact tracing and other updated policies from Public Health. There were many public comments regarding the district masking policy. Motion by Andy Sundquist, second by Beth Johnston, to approve the district COVID-19 safety plan with the addition to end required outdoor masking on February 28th. Motion carried 4-0.
- 7.0 SUPERINTENDENT/PRINCIPAL REPORT** – Becky MacQuarrie reported that there are open positions for Breakfast Aide, Substitute Aides, and Substitute Teachers. There was a Restorative Justice training last week, also a Technology Best Practice workshop through Chico State about incorporating technology from distance learning into the classroom. Phase 3 of the HVAC installation is waiting on PG&E, but BESC is doing everything they can to prepare for it. The district is preparing the bid packet for the Ridgewood bond projects and hope to start work in the Summer. The School Climate team went to a PBIS training at HCOE in January. This is the second year of participation in the program. The 100 day parade went well, and the Positive Paw bucket was filled so the students will have a high flying surprise on Friday. The boy's basketball team took 1st place at the Rio Dell tournament, and consolation at the City Classic tournament. The County Spelling Bee was held online, and a big thank you to the PTA for popcorn day.
- 8.0 BOARD MEMBER COMMENTS/COMMUNICATIONS** – None
- 9.0 CLOSED SESSION** – 8:30 p.m.
- 10.0 RECONVENE TO OPEN SESSION** – 8:50 p.m.
- 11.0 ADJOURNMENT** – The meeting was adjourned at 8:51 p.m.

Respectfully submitted,



Becky MacQuarrie

CUTTEN SCHOOL DISTRICT

BOARD MINUTES

March 7th, 2022

5:30 p.m.

- 1.0 CALL TO ORDER** – The meeting was called to order at 5:32 p.m.
- 1.1 Board members in attendance, Mary DeWald, Becky Reece, Beth Johnston, Dennis Reinholtsen and Andy Sundquist.
- 2.0 CONSENT AGENDA**
- 2.1 Item 2.2 of the consent agenda was opened for discussion. With the resignation of the Assistant Principal position the Board requested the Business Manager to bring a cost projection of hiring a principal at Cutten Elementary and making the Superintendent its own position to the next board meeting. Motion by Becky Reece, second by Andy Sundquist, to approve the consent agenda. Motion carried 5-0.
- 3.0 VISITOR COMMENTS ON NON-AGENDA ITEMS** – None
- 4.0 INFORMATION / POSSIBLE ACTION ITEMS**
- 4.1 Becky MacQuarrie reported that the indoor masking mandate for public schools will end on March 11th. Dr. Hoffman met with superintendents last week and the county plans to follow the state guidelines of ending the indoor masking mandate, but continues to strongly recommend indoor masking. Public comment was opened regarding Masking Guidance and Possible Adjustment to COVID-19 Safety Plan and discussion ensued. Motion by Becky Reece, second by Andy Sundquist, to eliminate the indoor masking requirement with a strong recommendation to continue indoor masking on Monday March 14th with the option to review the policy as new information becomes available. Motion carried 5-0.
- 5.0 PUBLIC COMMENT ON CLOSED SESSION ITEM** – None
- 6.0 CLOSED SESSION** – 6:02 p.m.
- 10.0 RECONVENE TO OPEN SESSION** – 6:55 p.m.
- 11.0 ADJOURNMENT** – The meeting was adjourned at 6:56 p.m.

Respectfully submitted,



Becky MacQuarrie
Secretary to the Board

CUTTEN SCHOOL DISTRICT

BOARD MINUTES

March 14th, 2022

6:30 p.m.

- 1.0 **CALL TO ORDER** – The meeting was called to order at 6:32 p.m.
 - 1.1 Board members in attendance: Becky Reece, Beth Johnston, Dennis Reinholtsen and Mary DeWald. Board members absent: Andy Sundquist.

- 2.0 **CONSENT AGENDA**
 - 2.1 Motion by Becky Reece, second by Mary DeWald to approve the consent agenda with corrections to the February 14th minutes to note Mary DeWald was absent and the March 7th minutes to note the district strongly recommends indoor masking, motion carried 4-0.

- 3.0 **VISITOR COMMENTS ON NON-AGENDA ITEMS** – None

- 4.0 **REPORTS**
 - 4.1 HBTA Report – Amy Chastain reported that Conference Week went well, conferences give teachers the chance to bond with families. March is Women’s History Month, TK studied Amelia Bloomer a women’s rights and temperance advocate that bloomers are named after. Mrs. Lemmon’s class studied women around the world. Mrs. Wheeler’s class is going to the Redwood Region Logging Conference on Thursday, it will be the first field trip for many of the students since third grade. Mrs. Hinrich’s class is working on insect & plant Google slide presentations, learning about money in math and has almost read 2 million words at which point they earn a pizza party. Some classes have started incubating eggs to hopefully hatch around open house. First graders have been making super “e” capes and provided the artwork for the Spring bulleting board. 6th grade has joined the “irdle” craze.

 - 4.2 Cutten Ridgewood PTA Report – August Deshais read the report provided by Elaine Mu. Things are moving ahead with the carnival, the more volunteers we have at the carnival, the more games we can offer. Officer nominations for next year’s board are due next week. Founder’s Day was a great success, a big thank you to Ms. Pitts and the Cutten Orchestra. The next meeting will be March 21st in the Cutten Staff Room.

 - 4.3 Enrollment & Attendance Update – August Deshais provided an updated Registration Report based on current information.

 - 4.4 Bond Update – Becky MacQuarrie reported that the bid for the Cutten bond project has been accepted, with work hopefully to begin this summer. The Notice to proceed has not been signed yet, as the district is trying to see if we can start any of the work before students are out, that way the project will be finished before the start of the next school year. The Ridgewood bond project went out to bid last week, and next week there will be a walk-through. This project will take more time than the Cutten project as it involves new construction. Overall the district is excited that the projects are moving forward.

- 5.0 **CORRESPONDENCE** – Letter from David L Moonie & Company – Audit 2020-21

6.0 INFORMATION / POSSIBLE ACTION ITEMS

- 6.1 Motion by Becky Reece, second by Beth Johnston to certify the 2021-2022 Second Interim Report as positive. Motion carried 4-0.
- 6.2 Motion by Mary DeWald, second by Becky Reece, to adopt Resolution 2022-05, Intent to Convey an Easement to PG&E, per the requirements of Education Code sections 14556 et seq. Motion carried 4-0.
- 6.3 Motion by Becky Reece, second by Beth Johnston, to approve a 1.0 FTE Speech and Language Pathologist Position. Motion carried 4-0.
- 6.4 Motion by Becky Reece, second by Beth Johnston, to approve a 1.0 FTE Education Specialist Teacher Position. Motion carried 4-0.
- 6.5 Consider Administration Configuration - Superintendent/Principal Position – Item was tabled, will be considered at the next board meeting.
- 6.6 Consider Possible Adjustments to Covid-19 Safety Plan. Discussion ensued on Volunteer policy. No adjustments were made.
- 6.7 Motion by Becky Reece, second by Mary DeWald, to accept the 2020-2021 Independent Financial and Compliance Audit Report. Motion carried 4-0.

7.0 SUPERINTENDENT/PRINCIPAL REPORT – August Deshais reported that the “Buddy” Bench on the playground at Ridgewood was repainted by Amy Chastain’s class this year. Last Friday Mr. Deshais’ rockets were launched at the Positive Paws celebration, and a big thank you to all of the staff for a very successful conference week.

8.0 BOARD MEMBER COMMENTS/COMMUNICATIONS – None

9.0 PUBLIC COMMENT ON CLOSED SESSION ITEM – None

10.0 CLOSED SESSION – 8:00 p.m.

10.0 RECONVENE TO OPEN SESSION – 8: 05 p.m.

11.0 ADJOURNMENT – The meeting was adjourned at 8: 06 p.m.

Respectfully submitted,

Becky MacQuarrie
Secretary to the Board



Pay Date 03/31/2022

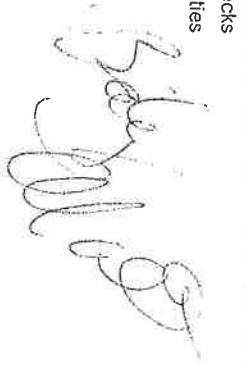
Fiscal Year 2021/22

EARNINGS by Earnings Code		Income	Adjustments	TAXES		Employee	Employer	Total	Subject Grosses
No Gross Pay			6.00	Federal Withholding	25,005.77	7,944.09	7,944.09	33,126.40	33,126.40
Regular		384,506.70		State Withholding	6,370.82	6,370.82	6,370.82	12,741.64	102,755.87
				Social Security	5,412.90	5,412.90	5,412.90	10,825.80	373,299.54
				Medicare	SUI		1,866.47	1,866.47	373,299.54
				Workers' Comp			8,623.24	8,623.24	373,299.54
TOTAL		384,506.70	6.00	SUBTOTAL	44,733.58	22,273.43	67,007.01		
EARNINGS by Group		Income	Adjustments	REDUCTIONS		Employee	Employer	Total	Subject Grosses
Base Pay		374,004.84		PERS	2,465.91	8,070.59	10,536.50	35,227.35	35,227.35
Docks		5,073.94		PERS / 62	3,455.49	11,309.40	14,764.89	49,364.38	49,364.38
Extra Duty		8,191.28		STRS / 60	24,178.58	39,912.31	64,090.89	235,888.23	235,888.23
Miscellaneous			6.00	STRS / 62	4,060.56	6,732.48	10,793.04	39,790.00	39,790.00
Overtime		23.83		Tax Sheltered Annuit	7,875.00	78,263.14	86,138.14	88,136.07	88,136.07
Stipends		4,481.43		Health & Welfare	9,872.93	697.57	10,570.50	697.57	697.57
Substitutes		498.75		Supplemental Insuran	697.57		697.57		697.57
Vacation Pay		2,380.51		Flex Medical Savings	636.66		636.66		636.66
TOTAL		384,506.70	6.00	SUBTOTAL	53,242.70	144,287.92	197,530.62		
EARNINGS		Person Type	Female Employees	DEDUCTIONS		Employee	Employer	Total	Subject Grosses
Certificated		41	37	Dues & Memberships	3,004.25	9,245.00	12,249.25	29.80	29.80
Classified		49	40	Health & Welfare		850.00	850.00		
				Miscellaneous	2,260.78	2,260.78	4,521.56		
				Supplemental Insuran	26,952.88	117.25	27,117.25		163,120.55
				Summer Savings	117.25		117.25		
				Voluntary STRS					
TOTAL		90	77	SUBTOTAL	33,185.16	9,245.00	42,430.16		
TOTALS				TOTALS	131,161.44	175,806.35	306,967.79		

Vendor Summary for Pay Date 03/31/2022

Cancel/Reissue for Process Date 03/31/2022

Vendor Checks
Vendor Liabilities



Reissued
Cancel Checks
Void ACH

Selection Grouped by Org, Filtered by (Org = 9, Fiscal Year = 2022, Starting Pay Date = 3/31/2022)

009 - Cutten Elementary School District

Generated for Thor Atwood (TARWOOD), Mar 25 2022 12:16PM

BALANCING DATA

Gross Earnings	384,506.70	253,345.26	Net Pay
District Liability	175,806.35	131,161.44	Deductions
	560,313.05	175,806.35	Contributions

NET

Direct Deposits	227,814.18	75
Checks	25,531.08	15
Partial Net ACH		
Negative Net		
Check Holds		
Zero Net		
TOTAL	253,345.26	90

Selection Grouped by Org, Filtered by (Org = 9, Fiscal Year = 2022, Starting Pay Date = 3/31/2022)

009 - Cutten Elementary School District

Generated for Thor Arwood (1ARWOOD), Mar 25 2022 12:16PM

ESCAPE



Checks Dated 03/01/2022 through 03/31/2022

Board Meeting Date 4/4/22

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000162531	03/03/2022	AT&T CALNET 2	01-5909	Phone Service Feb-22	131.67	
3000162532	03/03/2022	BICOASTAL MEDIA LLC	01-5831	Phone Services Feb-22	140.74	272.41
3000162533	03/03/2022	HUMB COMMUNITY SERVICES DIST	01-5530	Enrollment Radio Ads	658.25	500.00
3000162534	03/03/2022	Kristyn Friesz	01-5800	Water/Sewer Jan-22	578.69	1,236.94
3000162535	03/03/2022	MAPLES SERVICE	01-5631	Counseling Jan-Feb22	3,149.26	2,650.00
3000162536	03/03/2022	P G & E	01-5511	Fixing Drain for Restroom at Cutten	132.36	475.99
3000162537	03/03/2022	RAY MORGAN CO	01-5520	PG&E Jan-22	3,638.14	6,919.76
3000162538	03/03/2022	SYSCO SACRAMENTO	01-5637	Printer/Copier Lease	168.07	912.80
3000162539	03/03/2022	U.S. BANK EQUIPMENT FINANCE	13-4710	Food for Cafeteria	556.44	
3000163281	03/10/2022	(HARRIS) SHAFER'S ACE HARDWARE	01-5637	Food/Supplies for Cafeteria	2,929.61	
3000163282	03/10/2022	AT&T CALNET 2	01-4391	Food/Milk for Cafeteria	770.28	
3000163283	03/10/2022	CRYSTAL CREAMERY	01-5909	Food/Supplies for Cafeteria	6,802.19	
3000163284	03/10/2022	CRYSTAL SPRINGS BOTTLED WATER	13-4710	Food/Milk for Cafeteria	10.68	
3000163285	03/10/2022	DESIGN AIR	01-5531	Dishwasher Rental	107.70	11,344.97
3000163286	03/10/2022	ERIK MENDES	01-5635	Printer/Copier Lease	238.60	298.32
3000163287	03/10/2022	EUREKA HUMB FIRE EXT INC	01-5800	Bottled Water Service	59.72	29.50
3000163288	03/10/2022	Everyday Speech LLC	01-4310	Heater Repair	1,499.93	202.50
3000163289	03/10/2022	Haley Davis	01-5800	IT Services	984.73	399.99
3000163290	03/10/2022	HUMB COMMUNITY SERVICES DIST	01-5530	Fire Extinguishers Inspection	62.34	930.00
3000163291	03/10/2022	MCMURRAY & SONS INC	01-5631	Art Instruction	329.37	
3000163292	03/10/2022	MENDES SUPPLY COMPANY	01-4374	Water/Service Feb-22	577.05	968.76
3000163293	03/10/2022	MISSION LINEN SUPPLY	01-5550	Water/Sewer Rental Feb-22	11,430.00	11,430.00
3000163294	03/10/2022	O & M INDUSTRIES	01-5635	Cuten Roofing	2,433.23	2,433.23
3000163295	03/10/2022	POWELL CONCRETE PUMPING	01-4391	Custodial Supplies	815.58	815.58
				Laundry	674.00	674.00
				Heater Repair-Cutten	189.00	189.00
				Playground Chips		

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

009 - Cutten Elementary School District

Generated for Thor Arwood (TARWOOD), Mar 31 2022 11:45AM

Checks Dated 03/01/2022 through 03/31/2022

Board Meeting Date 4/4/22

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000163296	03/10/2022	POWELL LANDSCAPING MATERIALS	01-4391	Playground Chips	1,030.77	1,030.77
3000163297	03/10/2022	The Athlete Factory	01-5612	Cutten Boys Basketball	500.00	500.00
3000163298	03/10/2022	Therapy Kids	01-5800	Physical Therapy	1,575.00	1,575.00
3000163299	03/10/2022	US CELLULAR	01-5909	ASP Phone	1.35	1.35
3000163900	03/10/2022	VALLEY PACIFIC PETROLEUM SVCS	01-4364	Diesel/Gas	125.15	
			01-4365	Diesel/Gas	496.72	621.87
3000163755	03/14/2022	CRYSTAL CREAMERY	13-4710	Milk/Food for Cafeteria	375.83	
			13-4711	Milk/Food for Cafeteria	2,462.93	
				Milk/Food for Cafeteria	146.22	2,984.98
3000163756	03/14/2022	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5861	Fingerprinting	96.00	96.00
3000163757	03/14/2022	FRANZ FAMILY BAKERY	13-4710	Food for Cafeteria	373.25	373.25
3000163758	03/14/2022	HUMBOLDT WASTE MGMT. AUTHORITY	01-5560	Waste Disposal	180.95	180.95
3000163759	03/14/2022	MURPHY'S MARKET	13-4710	Food for Cafeteria	103.34	103.34
3000163760	03/14/2022	RAY MORGAN CO	01-5637	Printer/Copier Lease	912.80	912.80
3000163761	03/14/2022	Robbins, Anne M	01-5201	Mileage Feb-22	39.20	
				Mileage Nov-Jan	125.16	164.36
3000164106	03/17/2022	CRYSTAL CREAMERY	13-4711	Milk/Food for Cafeteria	317.98	317.98
3000164107	03/17/2022	Gabbert, Stacey E	01-4310	Gabbert LCAP Classroom	62.47	62.47
3000164108	03/17/2022	Girard, Anne E	01-4310	Gas Cards McKenny Vento	125.00	125.00
3000164109	03/17/2022	HUMBOLDT COUNTY TAX COLLECTOR	01-5884	Rental Property Taxes	1,751.29	1,751.29
3000164110	03/17/2022	Ibbitson, Bethany I	01-4310	Ibbitson PPE 2-2-22	100.00	100.00
3000164111	03/17/2022	Jessica Mead	01-5800	SLP Services Feb-22	4,416.00	4,416.00
3000164112	03/17/2022	Johnston, Aimee M	01-4310	SW Supplies	47.24	47.24
3000164113	03/17/2022	Kencke, Joseph T	01-4310	Kencke LCAP Classroom Funds	80.91	80.91
3000164114	03/17/2022	MICHAEL JACKSON	01-5881	M Jackson Lunch Refund	13.75	13.75
3000164115	03/17/2022	MISSION LINEN SUPPLY	01-5550	Laundry	172.27	172.27
3000164116	03/17/2022	P G & E	01-5511	PG&E Feb-22	108.00	
				PG&E Mar-22	2,528.51	
				PG&E Feb-22	10,439.99	13,076.50
3000164117	03/17/2022	PRESENCELEARNING INC.	01-5800	SLP Services Feb-22	266.80	266.80
3000164118	03/17/2022	REVOLVING CASH FUND	13-4396	Supplies for Cafeteria	10.75	
			13-4710	Food for Cafeteria	206.33	217.08
3000164119	03/17/2022	Robbins, Jamie A	01-5861	Fingerprinting	67.00	67.00
3000164120	03/17/2022	SYSCO SACRAMENTO	13-4396	Food/Supplies for Cafeteria	2,513.41	
			13-4710	Food/Supplies for Cafeteria	8,250.62	
			13-5623	Dishwasher Rental	107.70	10,871.73
3000164121	03/17/2022	Thayer, Tracy	01-4310	Thayer PPE 2-1-22	100.00	100.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 03/01/2022 through 03/31/2022

Board Meeting Date 4/4/22

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000164122	03/17/2022	Wheeler, Jesse M	01-4310	Wheeler LCAP Classroom Funds	51.43	131.08
3000164123	03/17/2022	Yip, Andrea N	01-4310	Student Council Supplies		
				Yip LCAP Classroom Funds	331.23	
3000164343	03/21/2022	(HARRIS) SHAFER'S ACE HARDWARE	01-4391	Maintenance Supplies		382.66
3000164344	03/21/2022	Bradbury, Sydney R	01-4310	LCAP Classroom Monies		33.80
3000164345	03/21/2022	Girard, Anne E	01-4310	McKenny Vento Supplies		149.32
3000164346	03/21/2022	Hassler, Jeannette R	01-4310	Class Supplies	26.01	132.61
				PE Supplies	103.28	129.29
3000164347	03/21/2022	HUMB COMMUNITY SERVICES DIST	01-5530	Water/Sewer Feb-22		219.46
3000164348	03/21/2022	NCS PEARSON INC	01-5800	KTEA-3 Global Score Report		75.00
3000164349	03/21/2022	Ng, Christine M	01-4310	Math Worksheets		40.00
3000164350	03/21/2022	Sligh, Annette M	01-4310	Classroom/LCAP Funds		633.32
3000164351	03/21/2022	Willis, Amalia M	01-4391	ASP Supplies		41.56
3000164703	03/24/2022	(HARRIS) SHAFER'S ACE HARDWARE	01-4381	Ongoing Maintenance		31.40
3000164704	03/24/2022	Arwood, Thor V	01-4310	PPE	100.00	
				Mileage Dec-Mar	91.75	191.75
3000164705	03/24/2022	CDE - CASHIER'S OFFICE	13-4710	Food for Cafeteria		236.55
3000164706	03/24/2022	JUNIOR LIBRARY GUILD	01-4310	Library Books		1,759.98
3000164707	03/24/2022	MISSION LINEN SUPPLY	01-4310	Face Masks	349.60	
				Laundry	513.75	863.35
3000164708	03/24/2022	P G & E	01-5511	PG&E Mar-22	473.11	
3000164709	03/24/2022	U.S. BANK	01-4310	Cart for Library	560.33	
				Intervention Curriculum	238.11	
				Masks/Supplies	2,022.38	
				Materials & Supplies	328.90	
				Music Supplies	598.06	
				Special Ed Supplies	22.60	
				Batteries	162.60	
				Materials & Supplies	32.33	
				Custodial Supplies	7.53	
				Band-Aids	6,640.18	
				2 Lawnmowers	29.98	
				Zoom Feb-22	29.98	
				Zoom Jan-22	172.50	
				Accelerated Reader	183.25	
				Postage	135.00	
				Food Handler Training		

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 03/01/2022 through 03/31/2022

Board Meeting Date 4/4/22

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000164709	03/24/2022	U.S. BANK	13-5210	Food Manager Training	159.00	11,795.84
Total Number of Checks					70	104,488.11

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	61	77,445.91
13	CAFETERIA FUND	10	27,042.20
Total Number of Checks		70	104,488.11
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			104,488.11

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.



Cutten School District

4182 Walnut Drive
 Eureka, California 95503
 (707) 441-3900 • Fax: (707) 441-3906

SUPERINTENDENT/PRINCIPAL
 Becky MacQuarrie, Ed.D.

Quarterly Report on Williams Uniform Complaints (Education Code §35186)

Quarterly Reporting Period (please check one)

- 1st Quarter 2022 January 1 through March 31, 2022
 2nd Quarter 2022 April 1 through June 30, 2022
 3rd Quarter 2022 July 1 through September 30, 2022
 4th Quarter 2022 October 1 through December 31, 2022

PLEASE CHECK THE BOX THAT APPLIES:

No complaints were filed with any school in the district during the quarter indicated above.

Yes, complaints were filed with schools in the district during the quarter indicated above.
 The following chart summarizes the nature and resolution of these complaints.

Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
TOTALS	0		

Becky MacQuarrie
 (Print Name of District Superintendent)


 (Signature of District Superintendent)

Please return hard copy to:
 Chandler Wilson, School Support
 Humboldt County Office of Education
cwilson@hcoe.org

by: Quarter 1 due: 04/15/2022
 Quarter 2 due: 07/15/2022
 Quarter 3 due: 10/15/2022
 Quarter 4 due: 01/15/2023

**Memorandum of Understanding between
the Humboldt Bay Teachers Association and
Cutten School District**

SUBJECT: School Climate Team Stipends

For the 2022 - 23 school year, the District will assign two selected unit members who apply to participate on the School Climate Team, to receive a one-time stipend of \$1,000, subject to the following terms.

1. To be eligible for the stipend, unit members shall attend monthly School Climate meetings.
2. Each unit member will be assigned a specific role on the team.
3. Unit members must sign in and sign out at each meeting.
4. Unit members are required to attend all meetings. If a unit member misses more than two meetings, the stipend is forfeited.
5. The stipend will be payable in the June regular payroll.
6. This agreement shall not set a precedent for any reason.

HBTA

Date

District

Date

**Memorandum of Understanding between
the Humboldt Bay Teachers Association and
Cutten School District**

SUBJECT: Leadership Team

For the 2022 - 23 school year, the District will assign selected unit members who apply to participate on the Leadership Team, to receive a one-time stipend of \$2,000, subject to the following terms.

1. To be eligible for the stipend, unit members shall attend Leadership Team meetings.
2. Unit members must sign in and sign out at each meeting.
3. Unit members are required to attend all meetings. If a unit member misses more than five meetings, the stipend is forfeited.
4. The stipend will be payable in the June regular payroll.
5. This agreement shall not set a precedent for any reason.

HBTA

Date

District

Date

**Memorandum of Understanding between
the Humboldt Bay Teachers Association and
Cuttan School District**

SUBJECT: Cutten-Ridgewood Yearbook Stipend

For the 2022 - 23 school year, the District will assign a selected unit member to receive a one-time stipend of \$1,500, subject to the following terms.

1. To be eligible for the stipend, the unit member shall complete the annual yearbook.
2. The stipend will be payable in the June regular payroll.
3. More than one unit member (up to 4) may share the responsibility of completing the yearbook, subject to District approval.
4. If more than one unit member is assigned, the stipend shall be spit between participating unit members.
5. This agreement shall not set a precedent for any reason.

HBTA

Date

District

Date

Cutten School District

Education Specialist Mild-Moderate (and/or Moderate/Severe)

General Description

The Education Specialist Teacher in the Mild/Moderate Classroom or Special Day Class shall report directly to the designated program administrator and assume responsibility for the implementation of students' educational plans as well as serve as an integral member of the team which performs student assessments, designs instructional plans and reviews student programs. The Education Specialist Teacher provides individual, small group and whole-class instruction as appropriate according to Federal, Master Plan, and school-level requirements for individuals with exceptional needs.

Minimum Qualifications

1. Possess and maintain a valid California Special Education credential to teach individuals with exceptional needs (Mild-Moderate and/or Moderate/Severe).
2. Demonstrate competence in communicating effectively with children and parents, staff members and representatives of other agencies.

Duties and Responsibilities

1. Conducts student assessment, designs individualized educational plans, implements appropriate instructional strategies and monitors progress on assigned students.
2. Provides instruction to students using special techniques, equipment and materials as specified in the IEP and directs the work of classroom aides and volunteers as necessary.
3. Assists in coordinating the various instructionally related services provided to students while maintaining significant responsibility for each student's overall educational program.
4. Establishes and maintains a classroom atmosphere and environment which responds to and, whenever possible, lessens the impact of the students' handicapping conditions.
5. Administers various assessment instruments to measure progress, determine placement and update educational plans.

6. Provides instruction in the areas of personal hygiene, social skills, physical development, safety skills, academic skills and vocational awareness skills depending upon age-group and needs of students.
7. Provides information or support services to other programs that might help handicapped students adjust and/or integrate during their periods of transition.
8. Confers with professional staff regarding behavior management planning and implements appropriate behavior modification techniques and classroom engineering principles in order to produce desirable individual student behaviors.
9. Selects, adapts, constructs, checks and maintains instructional equipment and supplies appropriate to the program area, needs of students and safety concerns.
10. Records pupil progress accurately and timely.
11. Provides a positive learning environment that stimulates student learning and maintenance of skills.
12. Supports the policies and programs of the Cutten School District and performs assigned duties consistent with school, district or office policies, regulations and procedures.
13. Maintains professional competency by actively engaging in employer directed in-service activities and other similar opportunities provided to staff.
14. Cooperatively engages in the professional evaluation process with supervisor to ensure ongoing professional growth and competence.
15. Effectively communicates with staff, parents, agencies and community members.
16. Attends regular and special staff meetings and actively participates as a member of the educational team.
17. Responds effectively to the input from and coordinates tasks with district/school personnel as required by assignment.
18. Performs other related duties.

Special note regarding the physical demands of teaching: There is some degree of physical ability and exertion required of all teaching positions. Over time, the physical demands of any position are subject to change. Depending upon the particular assignment, teachers could be expected to:

1. Stand, sit and/or move about for sustained periods.
2. Move about in non-traditional instructional environments; i.e., areas of the community.

3. Report to multiple worksites in a given day or during the work week.
4. Communicate effectively in-person and via telephone and other electronic media to individuals and groups of varying sizes.
5. Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.
6. Conduct instructional programs within pre-designated break periods and time schedules.
7. Maintain an appropriate personal demeanor during periods of heightened stress created by outside factors not always within the ability of the teacher to control at the time.

Please Refer to HBTA and Cutten School District Teacher Contract for Salary Schedule

EMPLOYMENT AGREEMENT

Principal Contract

THIS AGREEMENT is made this 4th day of April 2022, by and between the Governing Board of the Cutten Elementary School District (“District” or “Board”) and August Deshais (“Principal”). It is understood that the use of the term Principal, as used herein, includes the duties of Principal.

1. Term. District hereby employs Principal for a period of one (1) year, beginning the 1st of July, 2022 and terminating on the 30th of June, 2023, subject to the terms and conditions set forth below.
2. Salary. The Principal’s salary shall be at the rate of \$97,800 payable in twelve (12) monthly payments.
3. Principal’s Duties. The Principal is employed as Principal and shall perform the duties of School Principal as prescribed by the laws of the State of California and the District’s job description for the Principal, if any.
4. Evaluation. The Superintendent may evaluate and discuss the performance of the Principal at any time during the term of this Agreement. If the Superintendent determines that the performance of the Principal is unsatisfactory, the Superintendent shall communicate his/her evaluation to the Principal. If the Superintendent evaluates the Principal in writing, the written evaluation shall be delivered to the Principal and a copy of the evaluation shall be placed in the Principal’s personnel file. The Principal shall then have ten (10) days from receipt of the evaluation to respond in writing to the evaluation. The Principal’s written comments shall be filed with the evaluation in a sealed envelope in the Principal’s personnel file and marked “Confidential to be Opened by Authorized Personnel Only.” The Superintendent shall, if requested by the Principal, meet and discuss the contents of the evaluation with the Principal within a reasonable time after the Principal has heard or received the evaluation. Evaluation of the Principal shall only be discussed with the Board in closed session.
Adjustments of the Principal’s compensation package shall be based on appropriate cost-of-living adjustment and may include merit adjustment after annual review of performance.

5. Termination of Contract.

- a. Mutual Consent. This Agreement may be mutually changed with the consent of the District and the Principal on thirty (30) days written notice.
 - b. Nonrenewal of Agreement by the District. The Governing Board may elect not to renew this Agreement at the completion of the Agreement for any reason or no reason by providing written notice to the Principal prior to March 15 of the final year of service.
 - c. Termination of Status as a Certificated Employee. The Principal's status as a permanent or probationary certificated employee of the District may be terminated in accordance with the applicable provisions of law.
 - d. Termination as Principal for Cause. The Principal's status as Principal and all of the Principal's rights under this Agreement may be terminated by the Board at any time for, but not limited to, breach of contract; and grounds enumerated in the Education Code; or the Principal's failure to perform his/her responsibilities as set forth in this Agreement, as defined by law, or as specified in the Principal's job description, if any. The Board shall not terminate this Agreement pursuant to this paragraph (d) until a written statement of the grounds for termination has first been served upon the Principal. The Principal shall then be entitled to a conference with the Board and Superintendent at which time the Principal shall be given a reasonable opportunity to address the Board's concerns. The Principal shall have the right to have a representative of his or her choice at the conference with the Board. The conference with the Board shall be the Principal's exclusive right to any hearing otherwise required by law.
 - e. Termination as Principal Without Cause. The Principal's status as Principal and all of the Principal's rights under this Agreement may be terminated by the Board, by a vote of at least three (3) board members. In the event of such termination, the District shall continue to pay the Principal's full salary and benefits from the date of termination until the end of the agreed upon contract, or until the Principal begins new employment elsewhere, whichever comes first.
6. Physical Examination. As a condition of employment with the District, the Principal may be required to satisfactorily pass a job-related physical examination conducted at District

expense by a physician of Principal's choice. The Principal may also be required to take a physical examination at least once every other year. The report of the physical examination shall be given directly to the Principal; however, the examining physician shall advise the Board in writing of the Principal's continued physical fitness to perform the duties of Principal. The costs of the physical examination shall be paid by the District, unless provided for by health insurance plan.

7. Fringe Benefits. The Principal shall be entitled to receive the same District paid health, dental, vision and workers' compensation benefits as provided to other certificated employees of the District.
8. Expense and Mileage. The Principal is required to have a vehicle available at all times to exercise the powers and to perform the duties of the position. In order to reimburse the Principal for this vehicle requirement, the Principal shall be entitled to an amount equal to IRS limit for reasonable transportation expenses incurred for travel within the District required by the Principal's employment. It is understood that no reimbursement shall be made for commuting to and from the Principal's residence and the District work site. Reimbursement for required school related travel outside the District will be paid for in accordance with the terms of this Agreement and Board policy.
9. Sick Leave. The Principal shall be allocated twelve (12) days of sick leave annually. It is understood that Principal may transfer accumulated sick leave from his or her former certificated employment as authorized by Education Code 44982.
10. Work Year. The Principal shall be required to render 210 days of 1.0 FTE service to the District during each annual period covered by this Agreement.
11. Professional Meetings and Membership. The Principal is expected to attend appropriate professional meetings at local, state and national levels and to periodically report to the Board his appraisal of such meetings. Prior approval of the Superintendent shall be obtained when the Principal attends a function outside of the District. The District shall pay for Principal's membership in the Association of California School Administrators (ACSA).
12. General Provisions.
 - a. Governing Law and Venue. This Agreement, and the rights and obligations of the parties, shall be governed by and construed in accordance with the laws of the State of

California. The parties also agree that, in the event of litigation, venue shall be the proper state or federal court located in Humboldt County, California.

- b. Entire Agreement. This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.
 - c. No Assignment. The Principal may not assign or transfer any rights granted or obligations assumed under this Agreement.
 - d. Seniority. The Principal shall be considered a school site administrator for the purpose of Education Code Section 44956.5.
 - e. Modification. This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both of the parties.
 - f. Severability. If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall continue in full force and effect.
-

Executed at Cutten, California on April 4, 2022.

President of the Board of Trustees

ACCEPTANCE OF OFFER

I accept the above offer of employment and the terms and conditions thereof and will report for duty as directed above.

I have not entered into a contract of employment with the governing board of another school district or any other employer that will in any way conflict with the terms of this Employment Agreement.

I hold legal and valid administrative and teaching credentials each of which is or will be recorded in the Office of the Superintendent of Schools of Humboldt County before receipt of my first payroll warrant and I agree to maintain valid and appropriate credentials to act as Principal throughout the life of this Agreement.

Dated: _____

By: _____

John R. Goff, CPA
Mark G. Wetzcl, CPA
Michael R. Cline, CPA



DAVID L. MOONIE & CO., LLP
Certified Public Accountants

Kenneth X. Stringer, CPA
Aaron S. Weiss, CPA
Matthew J. Hague, CPA

March 21, 2022

Becky MacQuarrie, Superintendent
Cutten School District
4182 Walnut Drive
Eureka, California 95503

Dear Ms. MacQuarrie:

We are pleased to confirm our understanding of the services we are to provide the Cutten School District (the "District") and the Citizens Oversight Committee for the year ended June 30, 2021.

We will audit the District's compliance with requirements of Proposition 39 in regards to the District's 2018 General Obligation Bonds (the "Bonds") as of and for the year ended June 30, 2021.

Audit Objectives

The objective of our audit is the expression of an opinion as to whether the District is in compliance with the requirements of Proposition 39 in regard to the District's Bonds.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for performance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records, and other procedures we consider necessary to enable us to express an opinion and to render the required report. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for making all management decisions and performing all management functions relating to the administration of the Bonds and for accepting full responsibility for such decisions. Further, you are required to designate an individual

with suitable skill, knowledge, and experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that the bond is administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for compliance and for the accuracy and completeness of that information.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the administration of the bond. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the performance audit; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform

the audit to obtain reasonable, rather than absolute, assurance about whether the District is free of material noncompliance with the performance requirements for the Bonds, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial violations of laws or governmental regulations that do not have a direct and material effect on the performance requirements for the Bonds. However, we will inform you of any material errors or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts. At the conclusion of our audit, we will require certain written representations from you about the District's compliance with the performance requirements for the Bonds.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement and to design the nature, timing, and extent of further audit procedures.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the administration of the bond and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the administration of the bond. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

Audit Procedures—Compliance

Our audit will include examining, on a test basis, evidence about the District's compliance with the performance requirements for the District's Bonds and performing such other

procedures as we consider necessary in the circumstances. Our examination will not provide a legal determination on the District's compliance with specified requirements.

Audit Administration, Fees, and Other

We understand that your employees will locate any documents selected by us for testing.

We will provide copies of our reports to the District and the Citizens Oversight Committee, however, management is responsible for distribution of the reports. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of David L. Moonie & Co., LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the State Controller's Office or the California Department of Education or their designees, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of David L. Moonie & Co., LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

It is our policy to keep audit documentation related to such engagements for seven years. Upon the expiration of the seven year period we shall be free to destroy our audit documentation without further notice to your District, except if we are aware that a federal or state awarding agency or auditee is contesting an audit finding. In that case we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to issue our report no later than March 31, 2022. Mark Wetzel is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$5,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our

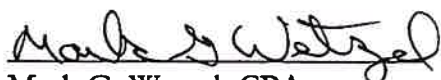
Beck MacQuarrie, Superintendent
Cutten School District
March 21, 2022
Page 5

engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. Billings become delinquent if not paid within 30 days of the invoice date. A finance charge at twelve (12) percent will be assessed on any unpaid balance after deduction of current payments, credits, and allowances made within 60 days of date of billing.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy where indicated and return in the envelope provided. A copy is enclosed for your file.

Very truly yours,



Mark G. Wetzel, CPA
David L. Moonie & Co., LLP

RESPONSE:

This letter correctly sets forth the understanding of the Cutten School District.

By: _____
Superintendent

Date: _____

Cutten School District
 Average Daily Attendance (ADA) by School Month
 2017-18 through 2021-22

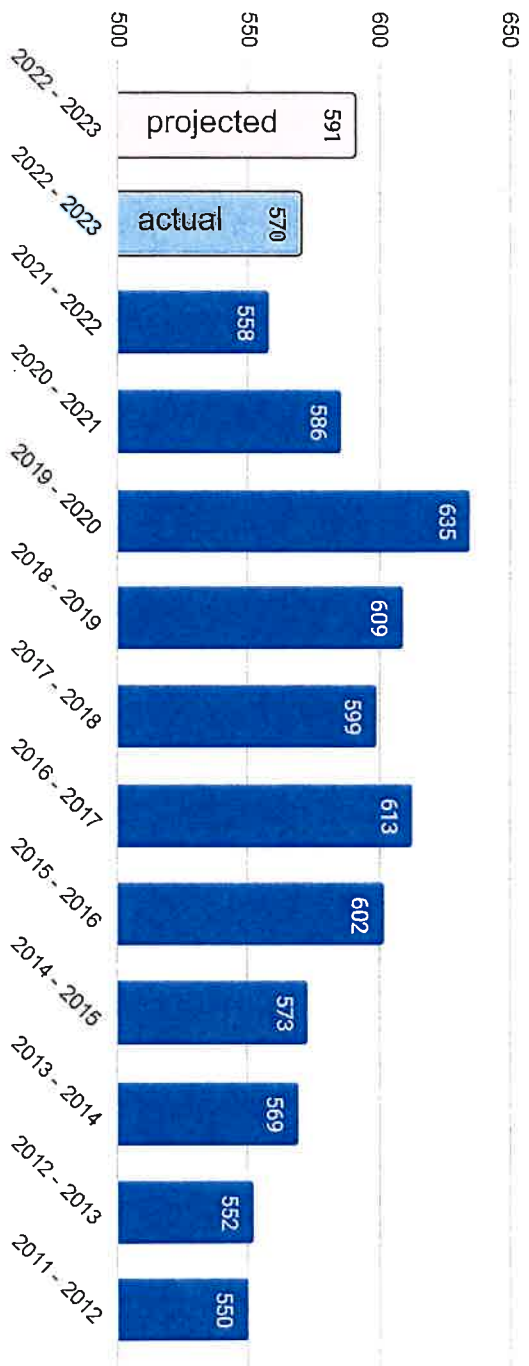
	2017-18	2018-19	2019-20	2020-21	21-22
First Month	584.47	593.89	622.53	574.42	538.06
Second Month	577.15	593.05	612.20	568.30	535.69
Third Month	575.79	593.21	613.32	561.11	536.30
Fourth Month	573.80	585.87	613.13	570.13	535.85
Fifth Month	569.67	580.84	616.05	561.79	530.86
Sixth Month	562.07	592.53	605.53	557.87	530.88
Seventh Month	568.25	585.85	608.85	556.35	529.88
P-2 ADA (Funded)	576.47	592.02	617.44	563.76	
Eighth Month	574.80	588.15	629.00	551.07	
Ninth Month	581.85	590.40	629.00	550.95	
Tenth Month	578.94	592.28	629.00	547.33	

* 20-21 Hold Harmless Year

**CUTTEN SCHOOL DISTRICT Certificated Staffing / Enrollment for 2021-2022
3-24-22**

Grade Level	Classroom Teacher	Classroom Aide	1st Day Class Size	Class Size	Grade	Grade Totals	School Totals
SDC	Rice, Delaney	Kyrie Weigand Carroll, Brendan Hartridge, Catherine	10	11	SDC	11	Ridgewood Total 236
TK	Chastain, Amy	O'Kane, Taryn	10	9	TK	9	
K	Gabbert, Stacy	Cardona, Camille	16	16	Kindergarten	69	
K	Seghetti, Nadine	Filbey, Miranda	17	18			
K	Lemmon, Katrin	Thayer, Tracy	18	18			
K	Seymour, Melissa	Gutierrez, Teia	15	17			
1	Dickinson, Lori	LoBue-Deshais, Hannah	15	16			
1	Escutia, Liz	Moser, Shara	14	16			
1	Kencke, Joe	Urban, Michelle	16	15	First	60	
1	Watkins, Lindsay	Pino, Karen	13	13			
2	Filbey, Audrea	Garrett, Sage, Natalie Moore	21	22	Second	85	
2	Hinrichs, Dani	Merz, Kayla	19	23			
2	Rice, Suzanne	Blaisdell, Leina	20	20			
2	Richards, Mike	Kidd, Lorna	21	20			
IS-K-2	Felmllee, Jamie	Independent Study	9	2			
IS SDC	Carlson, Carrie	SDC Independent Study	1	0	I.S. SDC	0	
3	Ng, Christy	Hulstrom, Gidget	20	20	Third	70	Cutten Total 315
3	Rutter, Darcie	Felmllee, Jamie	22	21			
3	Sligh, Annette	Blacketer, Kacie	8	7			
3	Watson, Harriet	Hulstrom, Mike	22	22			
4	Bradbury, Sydney	Barbee, Jennifer	23	24	Fourth	84	
4	Code, Jen	Brunton, Taunya	23	24			
4	Ibbitson, Bethany	Grazis, Sherry	22	22			
4	Sligh, Annette	Blacketer, Kacie	13	14			
5	Benbow, Tracy	Wheeler, Sharon	22	22			
5	Hague, Jaime Hassler, Jeanne	Ghera, Judy	22	23	Fifth	91	
5	Wheeler, Jesse	Comas, Maria	23	23			
5	Yip, Andrea	Thompson, Kristy	22	23			
6	Cook, Kaycee	Thomas, Jennifer	21	21			
6	Mitchell, Brandee	Oliveira, Virginia	21	22	Sixth	65	
6	Nelson, Scott	Willis, Molly	22	22			
IS -3	Felmllee, Jamie	Independent Study	2	0			
IS 4 - 6	Hassler, Jeanne	Independent Study	15	5	I.S.	5	
		Totals	558	551		551	551

Comparative Enrollment on First Day of School

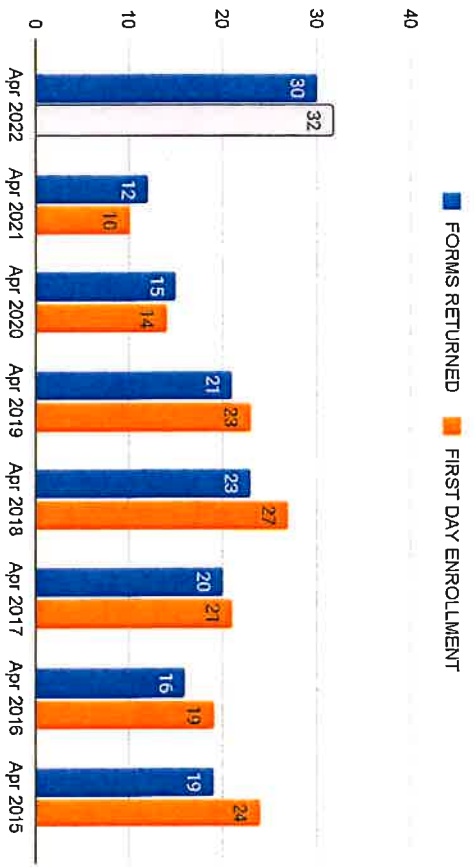


	SDC	TK	K	1	2	3	4	5	6	TOTAL
2022 - 2023 Projection	8	32	75	76	64	94	72	87	91	591
2022 - 2023 Actual to Date	8	30	68	74	62	92	70	85	89	570
2021 - 2022	13	10	69	60	86	74	86	95	68	558
2020 - 2021	10	14	69	88	80	84	95	79	67	586
2019 - 2020	11	23	93	80	82	104	80	86	76	635
2018 - 2019	10	27	81	77	88	83	81	86	76	609
2017 - 2018	5	21	79	88	81	79	82	80	84	599
2016 - 2017	NA	19	93	82	84	85	84	85	81	613
2015 - 2016	NA	24	82	85	85	88	78	92	68	602
2014 - 2015	NA	20	84	76	82	76	86	72	77	573
2013 - 2014	NA	17	75	86	81	83	77	82	68	569
2012 - 2013	NA	1	77	79	82	80	88	73	72	552
2011 - 2012	NA	NA	82	92	80	83	78	71	64	550

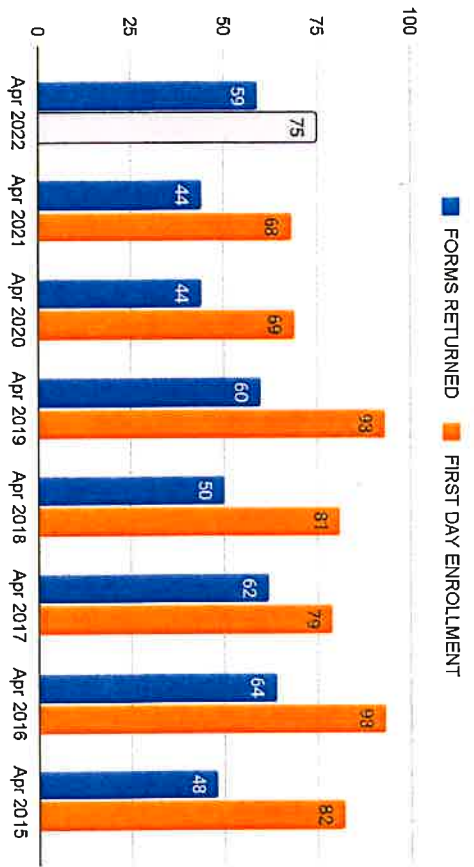
Registration Report

April 4, 2022

TRANSITIONAL KINDERGARTEN



KINDERGARTEN



TRANSITIONAL KINDERGARTEN (3/31/22)		
YEAR	FORMS RETURNED	FIRST DAY ENROLLMENT
Apr 2022	30	32
Apr 2021	12	10
Apr 2020	15	14
Apr 2019	21	23
Apr 2018	23	27
Apr 2017	20	21
Apr 2016	16	19
Apr 2015	19	24

Ave increase from Apr to Aug = 2
In district forms out = 4

KINDERGARTEN (3/31/22)			
YEAR	FORMS RETURNED	INCOMING TK	FIRST DAY ENROLLMENT
Apr 2022	59	9	75
Apr 2021	44	14	68
Apr 2020	44	24	69
Apr 2019	60	27	93
Apr 2018	50	19	81
Apr 2017	62	24	79
Apr 2016	64	18	93
Apr 2015	48	19	82

Ave increase from Apr to Aug = 7
In district forms out = 2

2022 - 2023 STAFFING OPTIONS
(3/31/22)

Current Staffing
Current Enrollment

Grade Level Totals	SDC	TK	K	1	2	3	4	5	6	Total
8	8	30	17	17	17	17	18	18	19	19
30*	30	17	17	17	17	18	18	19	19	15
68*	17	17	17	17	15	23	23	23	23	23
74*	18	18	18	18	15	23	23	23	23	23
62*	19	19	19	19	16	23	23	23	23	23
92	16	16	16	16	16	23	23	23	23	23
70	23	23	23	23	23	23	23	23	23	23
85	23	23	23	23	23	23	23	23	23	23
89	23	23	23	23	23	23	23	23	23	23
Total										570

RidgeWOOD

CUTTEN

Option A
Current Enrollment

Grade Level Totals	SDC	TK	K	1	2	3	4	5	6	Total
8	8	15	15	18	18	19	19	20	21	21
30*	15	15	22	23	23	23	23	23	23	23
68*	22	23	23	18	18	19	19	20	21	21
74*	23	23	23	18	18	19	19	20	21	21
62*	23	23	23	20	21	21	23	23	23	23
92	23	23	23	23	23	23	23	23	23	23
70	23	23	23	23	23	23	23	23	23	23
85	23	23	23	23	23	23	23	23	23	23
89	23	23	23	23	23	23	23	23	23	23
Total										570

RidgeWOOD

CUTTEN

Option B
Projected Enrollment**
NO COMBINATIONS

Grade Level Totals	SDC	TK	K	1	2	3	4	5	6	Total
8	8	17	17	18	19	19	19	19	21	21
34*	17	17	18	19	19	19	19	19	21	21
75*	18	19	19	19	19	19	19	19	21	21
76*	19	19	19	19	19	19	19	19	21	21
64*	21	21	21	21	21	21	21	21	21	21
94	22	23	23	23	23	23	23	23	23	23
72	23	23	23	23	23	23	23	23	23	23
87	24	24	24	24	24	24	24	24	24	24
91	24	24	24	24	24	24	24	24	24	24
Total										593

RidgeWOOD

CUTTEN

* Includes SDC students in total

** Projected enrollment for TK/K based on historical enrollment trends and +2 students in grades 1 - 6

Board of Trustees
Cutten School District
4182 Walnut Drive
Eureka, CA 95503

3/27/2022

Dear Board of Trustees,

Please accept this letter as an official notification of my retirement. I will be retiring at the end of this school year. June 24, 2022 will be my official last working day.

I'm pleased to offer my assistance to the school and district administration with the transition process in handing over duties to the replacement Secretary. Kindly let me know how I can best help during this transition period.

Also, please let me know what steps need to be followed in order to initiate the retirement process. You have my total support in making this a smooth transition. I look forward to your guidance in the process.

Thank you once again for your undeterred support all along. I wish you and the school the very best.

Sincerely,



Sherrie Hurst

CUTTEN SCHOOL DISTRICT
HUMBOLDT COUNTY, CALIFORNIA

CONTRACT OF EMPLOYMENT

BUSINESS MANAGER SUPPORT

The following is an agreement between the Governing Board of the Cutten School District and Kim Blanc.

AGREEMENT

At a meeting of the Governing Board of the Cutten School District (hereinafter referred to as "Board") held on the 4th day of March 2022, it was moved, seconded and carried to employ Kim Blanc as Business Manager Support for the Cutten School District (hereinafter referred to as "District"), a certificated position excluded from the certificated collective bargaining unit, subject to the terms and conditions hereinafter set forth.

1. It is agreed to continue to employ Kim Blanc beginning April 11, 2022 and ending June 15, 2022, a period of 10 weeks, and then terminate automatically. Services will terminate if a new Cutten School District Business Manager is hired prior to June 15, 2022.
2. Business Manager Support services daily pay shall be \$280 per day services are provided.
3. Business Manager Support will work no more than 19 mutually agreed upon full and regular days, for 8 hours each day.
4. District expects Business Manager Support to advise and assist the superintendent in performing duties as they are set forth herein, within the Superintendent's contract, and with the Governing Board of the District's Board Policies and Administrative Regulations, as directed by the Superintendent of the District and the District's Governing Board. District expects Business Manager Support to fulfill the duties assigned to the Cutten School District Business Manager, including accounts payable and receivable, budget monitoring and development, payroll, filing of business records, human resource requirements, preparation for 2021 – 22 audit, and other duties as needed as outlined the attached job description.
5. Business Services Support shall receive no other benefits, including vacation days. Sick leave will be limited to the minimum amount required by law.
6. This agreement is subject to all applicable laws of the State of California, to the lawful results and regulations of the California State Board of Education and the District's Governing Board. Those laws, rules and regulations are hereby made a part of the terms and conditions of this agreement as though fully set forth herein. Notwithstanding, and to the extent the laws will permit, the specific provisions of this agreement shall prevail over any and all other laws, rules and regulations.

7. Additional amendments may be added in writing to the contract by mutual consent of the Business Manager Support and the Board at any time during the period of this contract.
 8. This agreement may be terminated by: (1) the mutual consent of the parties to the agreement; or (2) for cause, by the finding of the Board that Business Manager Support has committed a breach of contract or in any way failed to perform her duties or responsibilities satisfactorily as set forth in the position description, or in this agreement, or for any other legitimate, non-discriminatory cause; or (3) as otherwise provided by law or the provisions contained in this agreement; or (4) unilaterally by the Board without cause.
 9. Should this contract be terminated for any reason set forth in Paragraph 8, Business Manager Support duties shall be deemed fulfilled under this contract as of the date termination is effective, and no further duties shall be owed by Business Manager Support to the District. The sole amount to be paid to Business Manager Support in the event of termination is the pro-rated amount due for the days Business Manager Support provided services under this Agreement.
 10. This Agreement, and the rights and obligations of the parties, shall be governed by and construed in accordance with the laws of the State of California. The parties also agree that, in the event of litigation, venue shall be in the Superior Court located in Humboldt County, California, and no other place.
 11. This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.
 12. Business Manager Support may not assign or transfer any rights granted or obligations assumed under this Agreement.
 13. This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both of the parties.
 14. If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall continue in full force and effect.
-

Executed at Cutten, California on April 4, 2022.

President of the Board of Trustees

Business Manager Support: Kim Blanc

CUTTEN SCHOOL DISTRICT
HUMBOLDT COUNTY, CALIFORNIA

CONTRACT OF EMPLOYMENT
BUSINESS OPERATIONS SUPPORT

The following is an agreement between the Governing Board of the Cutten School District and Jeannemarie Baker.

AGREEMENT

At a meeting of the Governing Board of the Cutten School District (hereinafter referred to as "Board") held on the 4th day of March 2022, it was moved, seconded and carried to employ Jeannemarie Baker as Business Manager Support for the Cutten School District (hereinafter referred to as "District"), a certificated position excluded from the certificated collective bargaining unit, subject to the terms and conditions hereinafter set forth.

1. It is agreed to continue to employ Jeannemarie Baker beginning April 11, 2022 and ending June 15, 2022, a period of 10 weeks, and then terminate automatically. Services will terminate if a new Cutten School District Business Manager is hired prior to June 15, 2022.
2. Business Operations Support services hourly pay shall be \$35.00 per hour services are provided.
3. Business Operations Support will work no more than 19 mutually agreed upon full and regular days, for 8 hours each day.
4. District expects Business Operations Support to advise and assist the superintendent in performing duties as they are set forth herein, within the Superintendent's contract, and with the Governing Board of the District's Board Policies and Administrative Regulations, as directed by the Superintendent of the District and the District's Governing Board. District expects Business Operations Support to fulfill the duties assigned to the Cutten School District Business Operations, including accounts payable and receivable, budget monitoring and development, payroll, filing of business records, human resource requirements, preparation for 2021 – 22 audit, and other duties as needed as outlined the attached job description.
5. Business Operations Support shall receive no other benefits, including vacation days. Sick leave will be limited to the minimum amount required by law.
6. This agreement is subject to all applicable laws of the State of California, to the lawful results and regulations of the California State Board of Education and the District's Governing Board. Those laws, rules and regulations are hereby made a part of the terms and conditions of this agreement as though fully set forth herein. Notwithstanding, and to the extent the laws will permit, the specific provisions of this agreement shall prevail over any and all other laws, rules and regulations.

7. Additional amendments may be added in writing to the contract by mutual consent of the Business Operations Support and the Board at any time during the period of this contract.
8. This agreement may be terminated by: (1) the mutual consent of the parties to the agreement; or (2) for cause, by the finding of the Board that Business Operations Support has committed a breach of contract or in any way failed to perform her duties or responsibilities satisfactorily as set forth in the position description, or in this agreement, or for any other legitimate, non-discriminatory cause; or (3) as otherwise provided by law or the provisions contained in this agreement; or (4) unilaterally by the Board without cause.
9. Should this contract be terminated for any reason set forth in Paragraph 8, Business Operations Support duties shall be deemed fulfilled under this contract as of the date termination is effective, and no further duties shall be owed by Business Operations Support to the District. The sole amount to be paid to Business Operations Support in the event of termination is the pro-rated amount due for the days Business Operations Support provided services under this Agreement.
10. This Agreement, and the rights and obligations of the parties, shall be governed by and construed in accordance with the laws of the State of California. The parties also agree that, in the event of litigation, venue shall be in the Superior Court located in Humboldt County, California, and no other place.
11. This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.
12. Business Operations Support may not assign or transfer any rights granted or obligations assumed under this Agreement.
13. This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both of the parties.
14. If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall continue in full force and effect.

Executed at Cutten, California on April 4, 2022.

President of the Board of Trustees

Business Operations Support: Jeannemarie Baker

Cutten School District Job Description Job Title: Business Manager

Reports to: Superintendent

Division: Classified Contract: 260 days, 8 Hours per Day

Summary: Perform a variety of highly responsible and technical processing functions and activities, general ledger oversight and budget analysis related to the business operations of the District. Assists in the development and maintenance of CECC Financial Systems, a comprehensive financial management database, as well as a personnel/payroll database, maintaining leave balance and payroll time keeping, meeting the growing needs of the District. Maintain auditable financial records and perform other duties as required.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Be responsible for the maintenance and record keeping for all financial systems in the District. Perform technical and responsible duties pertaining to financial system procedures, such as creating new payroll and personnel attribute records, updating SACS validation tables and generating user reports. Serve as the District's Human Resources Administrator. Be responsible for reconciling the CECC Financial System with the Humboldt County Office of Education financial systems. Be responsible for maintaining current SACS updates. Be responsible for all accounts payable and receivables functions. Be responsible for the maintenance and record keeping for the personnel/payroll database which includes tracking leave balances for all employees. Supervise the time keeping process including the personnel request creation, authorization, and payroll processing. Be responsible for all technical updates and initiate staff training as appropriate. In all systems function as the primary liaison between the District Office and the County Office of Education.

Organize, supervise and review assigned accounts payable programs in order to ensure compliance with federal and state laws, regulations, and codes, and school district policies. Participate in the interviewing and hiring of staff. Responsible to arrange for substitutes when employees are ill or not able to report to work. Prepare or direct the preparation and maintenance of a variety of financial, narrative and statistical reports, records and files related to assigned activities. Prepare or oversee the direction of, and administer, reports required by the State and Federal government.

Prepare reports for school board, administration, and school sites through various computer programs including the CECC Financial System, Excel, and Word. Responsible for budget development and year-end closing activities, including auditing functions. Attend board meetings, take and prepare minutes. Be prepared to keep Board of apprised of financial status of District.

Desirable Qualifications:

Education: B.A. Degree or higher, OR experience equivalent to the following:

Experience: Minimum of five years of experience in the development and control of public education funds. Direct experience in performing two or more of the following is required: financial or budget analysis; accounting operations analysis and systems development; income, expenditure or program accounting or auditing.

Knowledge of: Modern office procedures, general business practices, typing and record keeping. Possess word processing, computer spreadsheets and database management skills. All aspects of California

**BEFORE THE BOARD OF TRUSTEES
OF THE
CUTTEN SCHOOL DISTRICT**

**In the Matter of the Conveyance)
Of an Easement in Real Property)
For Utility Purposes)**

**R E S O L U T I O N
NO. 2022 - 06**

WHEREAS, pursuant to Education Code section 17566 et seq. a school district may convey an interest in real property to a public utility without a vote of the electors including an easement to lay, construct, reconstruct, maintain, and operate electrical utility systems upon any land belonging to the district on such terms and conditions as the parties agree;

WHEREAS, the Cutten School District (“District”) is the owner of certain real property located at and near 4182 Walnut Dr., Eureka, California (“Property”);

WHEREAS, the District is making certain improvements to the Property which requires that the District grant to PG&E an easement over a portion of such real property owned by the District;

WHEREAS, pursuant to Education Code section 17557 this Board has previously adopted a resolution indicating its intent to convey such easement and said resolution has been posted and published according to law; and

WHEREAS, this Board has held a public hearing regarding its intent to convey such easement.

NOW, THEREFORE, BE IT RESOLVED:

1. Pursuant to Education Code section 17556 et seq., this Board authorizes the conveyance of an easement to PG&E on a portion of the District property in the location depicted in the attached diagram.

2. The Superintendent is hereby authorized and directed to execute an easement deed for the property and to deliver it and upon such delivery and acceptance of the easement deed the conveyance is fully effective.

The foregoing Resolution was adopted upon motion of Trustee _____, seconded by Trustee _____, at a regular meeting on this 4th day of April 2022, by a vote of not less than two-thirds of all members as set forth below:

Trustee _____
Trustee _____
Trustee _____
Trustee _____
Trustee _____

AYES: _____ **NOES:** _____ **ABSENT/NOT VOTING:** _____

I hereby certify the foregoing to be a full, true, and correct resolution duly adopted by the Board of Trustees of the Cutten School District.

President
Cutten School District.

Attest:

Secretary of the Board

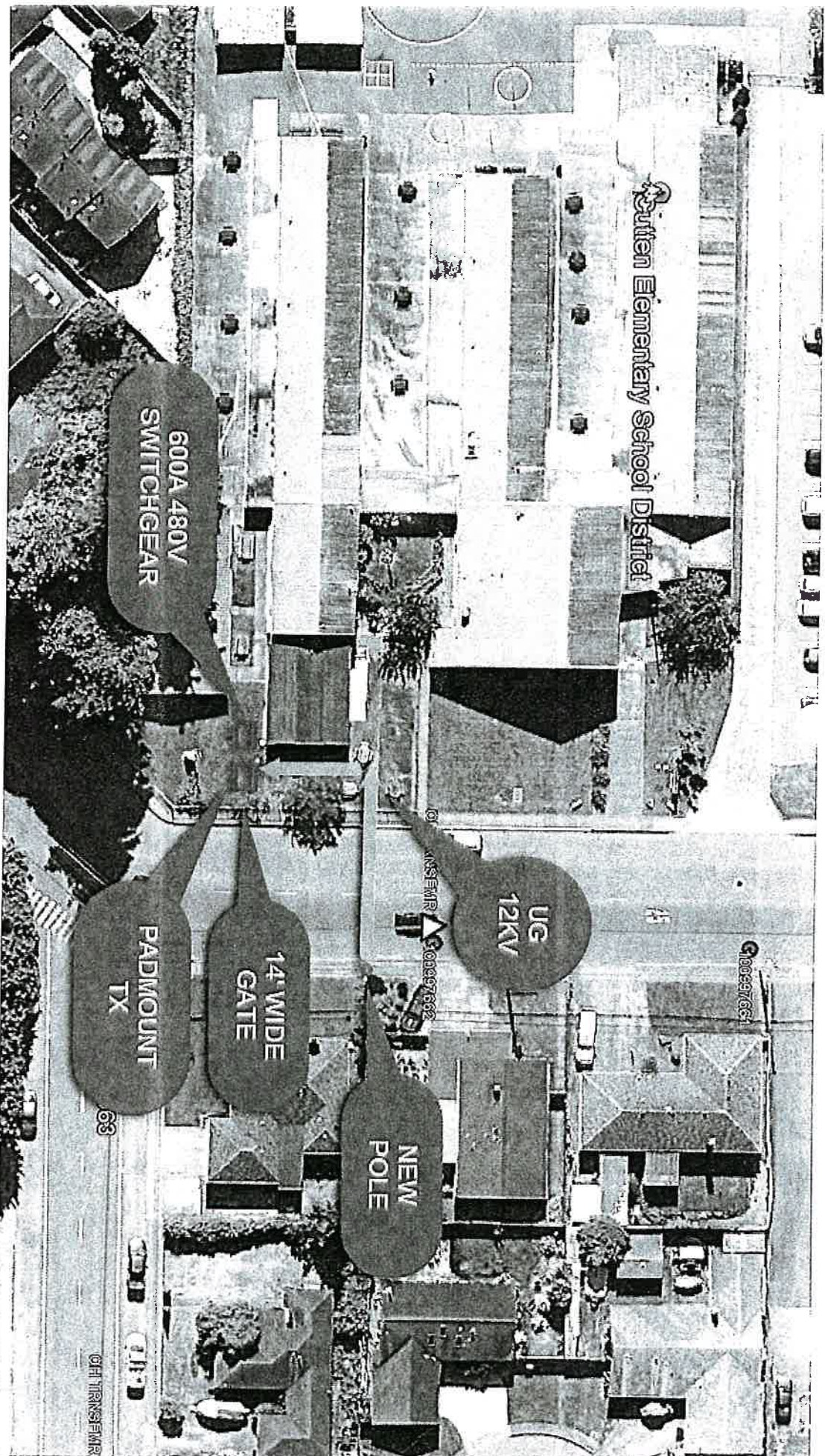


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