

**CUTTEN ELEMENTARY SCHOOL DISTRICT  
BOARD OF TRUSTEES  
BOARD MEETING AGENDA  
August 25, 2025, 6:00PM**

Ridgewood Commons  
2060 Ridgewood Drive Cutten,  
Eureka, CA 95503

**1.0 CALL TO ORDER/FLAG SALUTE**

**2.0 CONSENT AGENDA**

- 2.1 Approval of Minutes-June 9, 2025, June 16, 2025, June 23, 2025, June 24, 2025
- 2.2 Approval of Warrants
- 2.3 Approval of Quarterly Report on William Uniform Complaints, Second Quarter
- 2.4 Approval of Salary Schedules for 2025-2026
- 2.5 Acceptance of 2.9 FTE Classified Resignations
- 2.6 Approval of 2025-26 Consolidated Application for Funding-Certification
- 2.7 Approval of 2025-2026 HCOE Cooperative Agreement Business Support
- 2.8 Approval of 2026-2027 Interdistrict Attendance Agreement
- 2.9 Approval Agreement for Legal Services Between HCOE & School & College Legal Services of California-Retainer 2025-26
- 2.10 Approval of CSBA GAMUT Policy Plus Contract

**3.0 VISITOR COMMENTS ON NON-AGENDA ITEMS**

The Board reserves the right to limit speakers to 3 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 PTA Report
- 4.2 HBTA Report
- 4.3 Enrollment Report
- 4.4 LCAP Report
- 4.5 Bond and Construction Report
- 4.6 Superintendent/Principals' Report

**5.0 INFORMATION/POSSIBLE ACTION ITEMS**

- 5.1 Consider Approval of Annual Evaluation of Conflict of Interest Code *BB 9270*
- 5.2 Discussion/ Consider Approval, Second Review of the Revised Cutten Elementary School District Board Policies: Index 12-18 CESD- 0000 Series: Philosophy, Goals, Objectives, and Comprehensive Plans 1000 Series: Community Relations 2000 Series: Administration 3000 Series: Business and Non Instructional Operations 4000 Series: Personnel 5000 Series: Students 6000 Series: Instruction 7000 Series: Facilities 9000 Series: Board Bylaws

# CUTTEN SCHOOL DISTRICT

## NOTICE OF PUBLIC HEARING

Posted on August 22, 2025

At the regularly scheduled board meeting on September 8, 2024, 6:00 pm,  
RIDGEWOOD SCHOOL  
Ridgewood Commons  
2060 Ridgewood Drive  
Cutten, CA 95503

1. The Cutten School District Governing Board will consider public input regarding Sufficiency of Standards Aligned Textbooks/Instructional Materials.

For more information, please contact:

Becky MacQuarrie  
District Superintendent  
707-441-3900

CUTTEN ELEMENTARY SCHOOL DISTRICT  
**BOARD OF TRUSTEES**  
**SPECIAL BOARD MEETING Minutes**  
**June 24, 2025 5:30 pm**  
Ridgewood Commons  
2060 Ridgewood Drive Cutten, CA 95503

**Board members in Attendance:** Becky Reece, Beth Johnston, Mindy Sehon

**1.0 CALL TO ORDER/FLAG SALUTE 6:00PM**

**2.0 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.

**3.0 INFORMATION / POSSIBLE ACTION ITEMS**

- 3.1 Consider Approval of 2025 – 2026 EPA and Spending Plan Resolution 2025-6
- 3.2 Consider Approval of 2025 – 2026 Local Accountability Plan (LCAP)
- 3.3 Consider Approval of 2025 – 2026 District Budget
- 3.4 Consider Approval of LCAP Federal Addendum Revision
- 3.5 Consider Approval of California Dashboard LCAP Local Indicators
- 3.6 Consider Approval of MOU Between HCOE and Cutten Elementary School District for Special Education Services. 2025-26

Beth Johnston motioned, Mindy Sehon Seconded, Motion passed unanimously

**4.0 BOARD MEMBER COMMENTS / COMMUNICATION**

**5.0 PUBLIC COMMENT ON CLOSED SESSION ITEM**

**6.0 CLOSED SESSION**

*6.1 CONFERENCE WITH LABOR NEGOTIATOR (GC § 54957.6)*

*Agency Negotiator: Dennis Reinholtsen*

*Name of organization representing employees: Principals*

*6.2 CONFERENCE WITH LABOR NEGOTIATOR (GC § 54957.6)*

*Agency Negotiator: Dennis Reinholtsen*

*Name of organization representing employees: Superintendent*

**7.0 RECONVENE TO OPEN SESSION**

Principals were granted a one time stipend of 3.5%

Principals & Superintendent contract approved for the 2025-26 school year.

Superintendent salary approved \$129,109 for the 2025-26 school year.

Beth Johnston motioned, Mindy Sehon Seconded, Motion passed unanimously

**8.0 ADJOURNMENT 6:48PM**

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 ELEMENTARY SCHOOL DISTRICT  
**BOARD OF TRUSTEES**  
**BOARD MEETING Minutes**  
**June 23, 2025 6:00 pm**  
Ridgewood Commons  
2060 Ridgewood Drive Cutten, CA 95503

Board members in attendance: Dennis Reinholtsen, Mary DeWald, Mindy Sehon, and Becky Reece

**1.0 CALL TO ORDER/FLAG SALUTE 6:02 pm called to order. Flag salute.**

**2.0 ADMINISTRATION OF OATH OF OFFICE:**

**PROVISIONAL BOARD MEMBER APPOINTMENT UNTIL NOVEMBER, 2026 ELECTION:**

**MINDY SEHON- Pledged herself into the governing Board**

Date of Vacancy May 12, 2025- Andy Sundquist Resignation

Unless a petition calling for special election pursuant to Ed Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment.

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment ( Ed code 5091)

Moved item to after comments section.

**3.0 PUBLIC COMMENT ON CLOSED SESSION ITEM- None**

**4.0 CLOSED SESSION - 7:29 pm opened**

*4.1 Hearing to Consider/Deliberations Regarding the Expulsion of a Student (Ed. Code sec. 48918)  
Case No. 1*

**5.0 RECONVENE TO OPEN SESSION** -Opened at 8:06 with decision of expulsion through spring semester of 2025 plan with rehabilitation plan which was recommended. Motioned by Becky Reece seconded by Mary DeWald. Carried 4-0.

5.1 Final Action on Expulsion of Pupil (Ed. Code §§ 48918, 72122) Case No. 1  
Board took action to expel Case No 1 until 6/11/2025

**6.0 CONSENT AGENDA - Moved as corrected. Moved by Becky Reece, Seconded by Mary DeWald. Moved 4-0.**

- 6.1 Approval of Minutes, May 12, 2025; June 9, 2025 4.0 and 4.2 z instead of C and 4.6 Moved but not by who; June 16, 2025 - Board members in attendance
- 6.2 Approval of Warrants and Payroll
- 6.3 Approval of 2025 Summer School Temporary Positions (Teachers, Aides, After-School Program Aides, After-School Director, Afterschool coordinator, and Summer School Principal)
- 6.4 Approval 2025-26 Consolidated Application for Funding
- 6.5 Approval of Resignations of .425 FTE Cutten ASP Coordinator .625 ASP Director, 1.31 FTE, ASP/Classroom Aides
- 6.6 Approval of a 1.0 FTE Resignation Ridgewood School Bus Driver/Custodial Position
- 6.7 Approval of a 1.0 FTE Ridgewood School Bus Driver/Custodial Position
- 6.8 Approval 1.0 FTE Classified Library Tech Position; .425 FTE Cutten ASP Coordinator .625 ASP Director, 1.31 FTE :ASP/Classroom Aide Positions.

Revise DSA approved Plans & Specs Studio W Project Number 19006.1- Motioned by Becky Reece and seconded by Mindi Sehon. Moved 4-0.

- 11.3 Discussion/Consider Approval of Bid for Concrete Work at Cutten School(\$15,000-20,000 Estimate)- Motioned by Becky Reece and seconded by Mary Dewald. Moved 4-0.
- 11.4 Discussion/Consider Approval of Second Step Social Emotional learning Curriculum Upgrade (Using CalHope funding)- Motioned by Becky Reece and seconded by Mindi Sehon. Moved 4-0.
- 11.5 Discussion/Consider Approval of NextGen Math and Reflex Math Online Programs 1 Year ( Learning Recovery Funding/Educator Effectiveness Funding) - Motioned by Becky Reece seconded by Mindy Sehon. Moved 4-0.
- 11.6 Discussion First Review of the Revised Cutten Elementary School District Board Policies: Index 12-18 CESD- 0000 Series: Philosophy, Goals, Objectives, and Comprehensive Plans 1000 Series: Community Relations 2000 Series: Administration 3000 Series: Business and Non Instructional Operations 4000 Series: Personnel 5000 Series: Students 6000 Series: Instruction 7000 Series: Facilities 9000 Series: Board Bylaws
- 11.7 Discussion/ Approval of Mural Project Cutten School: Donation Linda Forbes- Motioned by Becky Reece seconded by Mary DeWald. Moved 4-0.

**12.0 BOARD MEMBER COMMENTS / COMMUNICATION-** Reinholtsen, enjoyed handing out diplomas to students.

**13.0 PUBLIC COMMENT ON CLOSED SESSION ITEM-** No comments

**14.0 CLOSED SESSION - closed again at 8:10**

*40.1 CONFERENCE WITH LABOR NEGOTIATOR (GC § 54957.6)*

*Agency Negotiator: Becky MacQuarrie*

*Name of organization representing employees: Humboldt Bay Teachers*

*Association*

*Moved 4-0.*

**15.0 RECONVENE TO OPEN SESSION-** 8:15 reconvening Motioned by Becky Reese seconded by Mindy Sehon with approval of HBTA agreement.

**16.0 ADJOURNMENT-** Meeting adjourned at 8:24

**CUTTEN ELEMENTARY SCHOOL DISTRICT  
BOARD OF TRUSTEES  
SPECIAL BOARD MEETING MINUTES  
June 16, 2025 5:30 pm  
Ridgewood Commons  
2060 Ridgewood Drive Cutten, CA 95503**

**Board Members in Attendance:** Becky Reece, Beth Johnston, Mindy Sehon, Dennis Reihnholsten, Mary DeWald

**1.0 CALL TO ORDER/FLAG SALUTE 5:30PM**

**2.0 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.

**3.0 INFORMATION / POSSIBLE ACTION ITEMS**

**3.1 Discussion Regarding Interview Process to Make a Provisional Appointment to Fill Vacancy on the  
Cutten Board of Trustees**

**Interview Process:**

- The Board received 4 letters of interest and resumes from all candidates in advance
- The Board determined the order of interviews in open session
- Each candidate was interviewed in open session using a consistent set of questions

**Candidate Interviews:**

**1. Mindy Sehon**

- Interview began at 5:50
- Interview ended at 6:02
- Board asked prepared set of questions

**2. Wendy Wright**

- Interview began at 6:04
- Interview ended at 6:30
- Board asked prepared set of questions (no summary of answers).

**3. Sean Allen**

- Interview began at 6:31
- Interview ended at 6:45
- Board asked prepared set of questions (no summary of answers).

**4. Nancy Corran**

- Interview began at 6:47
- Interview ended at 7:01
- Board asked prepared set of questions (no summary of answers).

**3.2 Consideration and Possible Action to Make a Provisional Appointment to Fill Vacancy on the Cutten  
Board of Trustees (Ed Code sect. 5091)**

CUTTEN ELEMENTARY SCHOOL DISTRICT  
BOARD OF TRUSTEES  
SPECIAL BOARD MEETING Minutes  
June 9, 2025 5:30 pm  
Ridgewood Commons  
2060 Ridgewood Drive Cutten, CA 95503

Members in attendance: Dennis Reimholtsen, Mary DeWald, Becky Reece, and Beth Johnston

**1.0 CALL TO ORDER/FLAG SALUTE** - meeting started at 5:38 with flag salute.

**2.0 CONSENT AGENDA**- None

**3.0 VISITOR COMMENTS ON NON-AGENDA ITEMS**- No Comments

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 INFORMATION / POSSIBLE ACTION ITEMS**

**4.1 Discussion/Consider Approval Education for Homeless Children BP 6173-No Changes Made-**  
Motioned by Becky Reece seconded by Beth Johnston. Motion carried 4-0.

**4.2 Discussion/Consider Approval Cutten Learning Continuity Plan (part of the Cutten School Safety Plan) 2025-26-** Site council has looked plan over as has leadership. Fix error on page 3 and on page 10. Motioned by Becky Reece seconded by Mary DeWald. Motion carried 4-0.

**4.3 Discussion/Consider Approval Cutten Workplace Violence Prevention Plan 2025-26-** What kind of training is performed? Keenan training required to be completed. Motioned by Becky Reece seconded by Beth Johnston. Motion carried 4-0.

**4.4 Discussion/Consider Approval Cutten Art & Music Plan 2025-26-** Motioned by Becky Reece seconded by Mary DeWald. Motion carried 4-0.

**4.5 Discussion/Consider Approval ELOP Plan 2025-26/Update-** Motioned by Becky Reece seconded by Mary DeWald. Motion carried 4-0.

**4.6 Discussion/Consider Approval ELOP-Afterschool Sliding Scale Fee Schedule 2025-26-**  
Motioned by Becky Reece seconded by Beth Johnston. Motion carried 4-0.

**4.7 Acceptance Resignation of Board Member Andy Sundquist Effective May 12, 2025-** Moved by Seconded by Mary DeWald. Motion carried 4-0.

**4.8 Discussion/Consider Process for Filling Cutten School Board Member Vacancy-Provisional Appointment until Nov., 2026 (BB 9222 & 9223) -** Will confirm with other two applicants for possible date of interviews.

**4.9 Discussion/Consider Approval to Move the August 11, 2025 Board Meeting to July 28, 2025 and/or August 25 2025-** Moved by Becky Reece seconded by Beth Johnston. Motion carried 4-0.

**5.0 BOARD MEMBER COMMENTS / COMMUNICATION**- Graduation is at 5:30 tomorrow at Cutten.

**6.0 PUBLIC COMMENT ON CLOSED SESSION ITEM**- None

**7.0 CLOSED SESSION**

**7.1 PUBLIC EMPLOYMENT (GC § 54957)**

*Agency Negotiator: Board President*

*Title: Classified Employee*

- Motioned by Beth Johnston seconded by Becky Reece. Motion carried 4-0.

## Checks Dated 07/01/2025 through 07/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
3000283613	07/16/2025	EMPLOYMENT DEVELOPMENT DEPT	01-9540		676.78
3000283614	07/16/2025	(HARRIS) SHAFER'S ACE HARDWARE	01-4374		571.24
3000283615	07/16/2025	CASTO CH. 18	01-5210		125.00
3000283616	07/16/2025	CRYSTAL CREAMERY	13-4711		484.01
3000283617	07/16/2025	CRYSTAL SPRINGS BOTTLED WATER	01-5531		34.00
3000283618	07/16/2025	DEMCO SUPPLY INC	01-4450		222.32
3000283619	07/16/2025	FRANZ FAMILY BAKERY	13-4710		104.16
3000283620	07/16/2025	MENDES SUPPLY COMPANY	01-4374		4,203.84
3000283621	07/16/2025	MISSION LINEN SUPPLY	01-5550	493.22	
			01-5881	7.39	500.61
3000283622	07/16/2025	P G & E	01-5520		36.28
3000283623	07/16/2025	SYSCO SACRAMENTO	01-4710	882.31	
			13-4396	636.74	
			13-4710	5,229.78	
			13-5623	147.85	6,896.68
3000283624	07/16/2025	Verizon Wireless	01-5921		396.58
3000283625	07/16/2025	AT&T CALNET 2	01-5909		335.30
3000283626	07/16/2025	P G & E	01-5511	36.25	
			01-5520	8,165.81	8,202.06
3000283627	07/16/2025	U.S. BANK EQUIPMENT FINANCE	01-5637		1,618.37
3000283628	07/16/2025	VALLEY PACIFIC PETROLEUM SVCS	01-4364	588.84	
			01-4365	1,960.83	2,549.67
3000283629	07/16/2025	BESC Inc.	01-6250		138,383.00
3000283630	07/16/2025	Benbow, Tracy L	01-4310		58.25
3000283631	07/16/2025	Bon, Melinda J	01-4310		136.52
3000283632	07/16/2025	Escutia, Elizabeth M	01-4310		147.87
3000283633	07/16/2025	Gabbert, Stacey E	01-4310		199.30
3000283634	07/16/2025	Girard, Anne E	01-4310		15.21
3000283635	07/16/2025	Hulstrom, Michael E	01-4310		43.88
3000283636	07/16/2025	Kencke, Joseph T	01-4310		65.08
3000283637	07/16/2025	Seghetti, Nadine M	01-4310		102.00
3000283638	07/16/2025	Seymour, Melissa T	01-4310		60.57
3000283639	07/16/2025	Sligh, Annette M	01-5201		344.38
3000283640	07/16/2025	Watson, Harriet J	01-5800		280.00
3000283641	07/16/2025	Luciani, Ashly C	01-4310		503.17
3000283642	07/16/2025	Watson, Harriet J	01-4310		91.09
3000284808	07/30/2025	Carillo-Salas, Vanesa	01-5201	108.08	
			01-5950	2.03	110.11
3000284809	07/30/2025	Dean Garrett, Sage A	01-5201		59.71
3000284810	07/30/2025	REVOLVING CASH FUND	01-4310	147.64	
			01-5886	2.00	
			01-5950	14.27	
			13-4310	137.81	
			13-4396	6.69	

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 07/01/2025 through 07/31/2025**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
3000284810	07/30/2025	REVOLVING CASH FUND	13-4710	347.90	656.31
3000284811	07/30/2025	U.S. BANK	01-4210	714.50	
			01-4310	4,022.16	
			01-4393	103.01	
			01-4445	303.05	
			01-4450	789.81	
			01-5210	898.00	
			01-5841	350.95	7,181.48
3000284812	07/30/2025	2ndGear LLC	01-4450		430.65
3000284813	07/30/2025	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5861		96.00
3000284814	07/30/2025	EUREKA OVERHEAD DOOR CO INC.	01-5635		135.00
3000284815	07/30/2025	EUREKA RUBBER STAMP COMPANY	01-4391		28.66
3000284816	07/30/2025	LIFE TOUCH	01-4310		1,463.85
3000284817	07/30/2025	P G & E	01-5511	460.00	
			01-5520	35.46	495.46
3000284818	07/30/2025	Rotary Club SouthWest Eureka	01-4312		233.00
3000284819	07/30/2025	Sarah Lynn Goodwin	01-5800		3,500.00
3000284820	07/30/2025	Seeger, Justin D	01-4393		73.40
3000284821	07/30/2025	KEENAN ASSOCIATES	01-5450	71,771.00	
			01-9542	64,694.50	136,465.50
<b>Total Number of Checks</b>			<b>44</b>		<b>318,316.35</b>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	42	311,221.41
13	CAFETERIA FUND	4	7,094.94
Total Number of Checks		44	318,316.35
Less Unpaid Tax Liability			.00
Net (Check Amount)			318,316.35

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.

Pay Date 07/31/2025

Fiscal Year 2025/26

EARNINGS by Earnings Code		Income	Adjustments
No Gross Pay			4.00
Regular		121,407.30	
TOTAL		121,407.30	4.00

EARNINGS by Group		Income	Adjustments
Base Pay		66,364.14	
Extra Duty		54,883.16	
Miscellaneous			4.00
Stipends		160.00	
TOTAL		121,407.30	4.00

EARNINGS		Person Type	Female Employees
Certificated	12	60,106.15	9
Classified	30	61,301.15	22
TOTAL	42	121,407.30	31

Vendor Summary for Pay Date 07/31/2025

Vendor Checks	1,781.36	3
Vendor Liabilities	77,613.81	16
	79,395.17	19

BALANCING DATA

Gross Earnings	121,407.30	90,430.72	Net Pay	31
District Liability	48,418.59	30,976.58	Deductions	11
	169,825.89	48,418.59	Contributions	
		169,825.89		

TAXES		Employee	Employer	Total	Subject Grosses
Federal Withholding		7,418.65		7,418.65	107,018.96
State Withholding		2,324.94		2,324.94	107,018.96
Social Security		3,651.10	3,651.10	7,302.20	58,888.68
Medicare		1,715.25	1,715.25	3,430.50	118,290.89
SUI			59.16	59.16	118,290.89
Workers' Comp			3,289.31	3,289.31	118,290.89
SUBTOTAL		15,109.94	8,714.82	23,824.76	

REDUCTIONS		Employee	Employer	Total	Subject Grosses
PERS		1,859.57	7,122.11	8,981.68	26,565.10
PERS / 62		2,519.05	8,442.01	10,961.06	31,488.19
STRS / 60		5,368.24	9,961.35	15,329.59	52,511.15
STRS / 62		775.07	1,450.65	2,225.72	7,595.00
Tax Sheltered Annuit		750.00		750.00	
Health & Welfare		2,813.35	12,727.65	15,541.00	
Supplemental Insuran		136.40		136.40	
Flex Medical Savings		166.66		166.66	
SUBTOTAL		14,388.34	39,703.77	54,092.11	

DEDUCTIONS		Employee	Employer	Total	Subject Grosses
Miscellaneous		850.00		850.00	
Supplemental Insuran		628.30		628.30	
SUBTOTAL		1,478.30	.00	1,478.30	
TOTALS		30,976.58	48,418.59	79,395.17	

Cancel/Reissue for Process Date 07/31/2025

Reissued	
Cancel Checks	
Void ACH	

NET

Direct Deposits	77,541.67	31
Checks	12,889.05	11
Partial Net ACH		
Negative Net		
Check Holds		
Zero Net		
TOTAL	90,430.72	42

Selection Grouped by Org, Filtered by (Org = 9, Fiscal Year = 2026, Starting Pay Date = 7/1/2025, Ending Pay Date = 7/31/2025)



Becky MacQuarrie <bmacquarrie@cuttensd.org>

---

**2025 Williams 2nd Quarter Report from 4/1/25 to 6/30/25. Report Due by 8/30/2025**

1 message

---

**Google Forms** <forms-receipts-noreply@google.com>

To: bmacquarrie@cuttensd.org

Tue, Aug 19, 2025 at 9:32 AM

Thanks for filling out 2025 Williams 2nd Quarter Report from 4/1/25 to 6/30/25. Report Due by 8/30/2025

Here's what was received.

---

**2025 Williams 2nd Quarter Report from  
4/1/25 to 6/30/25. Report Due by  
8/30/2025**

Email \*

[bmacquarrie@cuttensd.org](mailto:bmacquarrie@cuttensd.org)

# CUTTEN SCHOOL DISTRICT 2025-26

## Certificated Salary Schedule

Effective July 1, 2025

STEP	CLASS 1 BA/BS DEGREE + CA TEACHING CREDENTIAL	CLASS 2 BA/BS DEGREE PLUS 45 SEM. UNITS	CLASS 3 BA/BS DEGREE PLUS 60 SEM. UNITS	CLASS 4 BA/BS DEGREE PLUS 75 SEM. UNITS	CLASS 5 BA/BS DEGREE PLUS 90 SEM. UNITS	CLASS 6 BA/BS DEGREE PLUS 105 SEM. UNITS
	Year	Year	Year	Year	Year	Year
1	53,078	53,155	55,323	58,885	62,533	66,046
2	53,155	53,742	57,448	60,997	64,588	68,091
3	53,231	55,798	59,595	63,031	66,647	70,130
4	54,057	57,718	61,427	65,155	68,772	72,232
5	56,024	59,638	63,573	67,102	70,669	74,087
6	58,057	61,655	65,606	69,154	72,860	76,245
7	59,999	63,664	67,573	71,301	74,918	78,248
8	62,849	65,697	69,720	73,269	76,999	80,270
9	63,936	67,573	71,642	75,395	79,077	82,281
10	65,834	69,610	73,725	77,406	81,178	84,308
11	67,915	71,595	75,755	79,506	83,190	86,233
12-13					85,180	88,132
14-15					87,077	89,921
16-17						91,699
18-19						93,076
20-24						94,472
25						95,890

A \$1500 annual stipend will be granted to any employee placed on the Certificated Salary Schedule (.50 Full Time Equivalency or greater) with one or more Master Degrees, not to exceed \$1500 annually. 8/25/25

Approved Teacher/Consultants = 10 additional days at daily rate

May 14, 2018: 2% Added to Salary Schedule retroactive to 7/1/2017

December 6, 2018: Updated to reflect 183 work days, retroactive to 8/21/2018

March, 2019: 3% added to Salary Schedule retroactive to 7/1/2018

March, 2019: 2% added to Salary Schedule effective 7/1/19

March, 2021: 2% added to Salary Schedule effective 7/1/21

June, 2023 7% added to Salary Schedule effective 7/1/23

June, 2023 for 2024/25 2% added to Salary Schedule effective 7/1/24

Substitute Rate \$150 per day. Long Term Substitute Rate \$200 per day.

August, 2025 one time stipend of 3.5% of salary for all employees based on FTE's

# CUTTEN SCHOOL DISTRICT 2025-26

## Speech Language Pathologist Salary Schedule

Effective as of July 1, 2025

Step	California Speech & Language Pathologist Credential	California Speech & Language Pathologist Credential + 45 units	California Speech & Language Pathologist Credential + 60 units	California Speech & Language Pathologist Credential plus MA
1	54,399	58,901	63,403	67,904
2	56,359	61,054	65,750	70,447
3	58,314	63,205	68,100	72,994
4	60,269	65,360	70,447	75,538
5	60,269	67,511	72,799	78,081
6	60,269	69,985	75,465	80,948
7	60,269	72,285	77,950	83,617
8	60,269	74,582	80,437	86,287
9	62,288	77,082	83,133	89,179
10	64,377	79,665	85,917	92,168
11 - 13	66,465	81,846	88,204	94,454
14 - 16	68,554	84,029	90,489	96,740
17 - 20	70,642	86,210	92,774	99,025

Same additions as credentialed salary schedule except no additional stipend for Masters degree

**2025–26 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes
---------------------------------------------------------------------------------------------------------------------------------	-----

**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	No
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----

**Application for Categorical Programs**

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

<b>Title I, Part A (Basic Grant)</b> ESSA Sec. 1111 et seq. SACS 3010	Yes
<b>Title II, Part A (Supporting Effective Instruction)</b> ESEA Sec. 2104 SACS 4035	Yes
<b>Title III English Learner</b> ESEA Sec. 3102 SACS 4203	No
<b>Title III Immigrant</b> ESEA Sec. 3102 SACS 4201	No
<b>Title IV, Part A (Student and School Support)</b> ESSA Sec. 4101 SACS 4127	Yes

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.



**2025–26 Protected Prayer Certification**

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Miguel Cordova, Title I Policy, Program, and Support Office, [MCordova@cde.ca.gov](mailto:MCordova@cde.ca.gov), 916-319-0381

**Protected Prayer Certification Statement**

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Becky MacQuarrie
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	05/29/2025
Comment	
If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2025–26 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education (CDE) oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

**CDE Program Contact:**  
Hilary Thomson, Fiscal Oversight and Support Office, [HThomson@cde.ca.gov](mailto:HThomson@cde.ca.gov), 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the CDE web site at <https://www.cde.ca.gov/fg/ac/sa/>.

2025–26 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	



2025–26 Nonprofit Private School Consultation

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

School Name	School Code	Enrollment	Consultation Occurred	Was Consultation Agreement Met	Signed Written Affirmation on File	Consultation Code	School Added
-------------	-------------	------------	-----------------------	--------------------------------	------------------------------------	-------------------	--------------

\*\*\*Warning\*\*\*  
The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2024–25 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

### CDE Program Contact:

Karmina Barrales, Integrated Student Support and Programs Office, [KBarrales@cde.ca.gov](mailto:KBarrales@cde.ca.gov), 916-327-9692  
Deborah Avalos, Integrated Student Support and Programs Office, [DAvalos@cde.ca.gov](mailto:DAvalos@cde.ca.gov), 916-319-0599

## Homeless Education Certification

The LEA hereby assures that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths;
2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
  - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless;
  - b) Includes a dispute resolution process;
  - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison;
3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

### Homeless Liaison Contact Information

Homeless liaison first name	Anne
Homeless liaison last name	Girard
Homeless liaison title	Social Worker
Homeless liaison email address (Format: abc@xyz.zyx)	agirard@cuttensd.org
Homeless liaison telephone number (Format: 999-999-9999)	707-441-3900
Homeless liaison telephone extension	
Enter the full-time equivalent (FTE) for all personnel directly responsible for the implementation of homeless education (Format: 0.00)	1.0

### Homeless Liaison Training Information

#### \*\*\*Warning\*\*\*

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2024–25 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA’s homeless liaison.

**CDE Program Contact:**  
Karmina Barrales, Integrated Student Support and Programs Office, [KBarrales@cde.ca.gov](mailto:KBarrales@cde.ca.gov), 916-327-9692  
Deborah Avalos, Integrated Student Support and Programs Office, [DAvalos@cde.ca.gov](mailto:DAvalos@cde.ca.gov), 916-319-0599

Amount of 2024–25 Title I, Part A funds expended or encumbered for direct or indirect services for homeless children	\$719
Homeless services provided  (Maximum 500 characters)	Gas cards, hygiene supplies, bus cards.
No expenditures or encumbrances comment  Provide an explanation why there are no Title I, Part A expenditures or encumbrances for homeless services. (Maximum 500 characters)	

**COOPERATIVE AGREEMENT FOR  
SCHOOL BUSINESS SUPPORT SERVICES  
2024-2025**

With District concurrence, the Humboldt County Office of Education (HCOE) will enter into an agreement to provide school business support services to the **Cutten School District**.

HCOE shall provide the services of a qualified individual to perform the specified business services as described in Attachment A. Such person shall be housed at the county office site but will be available to travel to the District to work as needed. HCOE shall provide the Workers' Compensation coverage as required by law. The parties acknowledge that the person employed by HCOE to provide these services is an employee of HCOE and does not have an employment relationship with the District. The overall supervision, direction, and evaluation of this person will be provided by the HCOE Business Services administration with input from the District administration.

The District agrees to reimburse HCOE in the amount of **\$60.00** per hour, which represents staff compensation, materials, supplies, and travel time necessary to carry out the assigned duties. Payments shall be paid on a monthly basis by inter-district transfer prepared by HCOE. HCOE shall provide time sheets as a backup for the monthly transfers.

The term of this agreement shall be from **July 1, 2024**, through **June 30, 2025**, and will be provided on a year-to-year basis. During the contract period, this agreement may be terminated at any time 60 days after mutual agreement by both parties.

HCOE and the District shall indemnify, hold harmless, and defend each other and their Boards of Trustees, officers, agents, and employees from and against all claims, damages, losses, and expenses, including reasonable costs and attorneys' fees, arising out of or resulting from the performance of this agreement, excepting only such injury or harm as may be caused solely and exclusively by the fault or negligence of HCOE or the District.

The District shall waive any and all possible conflicts of interest by HCOE that may occur because of the requirements on HCOE to carry out its fiscal monitoring and other fiduciary responsibilities.

Notice pursuant to this agreement shall be by first class United States mail, postage prepaid addressed as follows:

HCOE: Michael Davies-Hughes, Superintendent  
Humboldt County Office of Education  
901 Myrtle Avenue, Eureka, CA 95501

DISTRICT: Becky MacQuarrie, Superintendent  
Cutten School District  
4182 Walnut Drive, Eureka, CA 95503

This agreement contains all of the terms agreed to by HCOE and the District on this matter, and any oral representations or other agreements by the parties are of no force or effect.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Michael Davis-Hughes, Superintendent

By: \_\_\_\_\_  
Becky MacQuarrie, Superintendent

**INTERDISTRICT ATTENDANCE  
AGREEMENT**  
*Effective July 1, 2025*

This Multi-District Interdistrict Attendance Agreement (“Agreement”) is made and entered into by the school districts of Humboldt County listed in Attachment A to this Agreement, and is made pursuant to California Education Code section 46600 *et seq.* The parties agree to the terms of this Agreement through June 30, 2026. This Agreement affects student enrollment upon district board approval of this Agreement and through the 2026-2027 school year.

**I. RECITALS:**

- A.** California’s Education Code permits two or more school districts to enter into an agreement for a term not to exceed five (5) years to allow pupils to enroll in a school district that is not their district of residence through a process known as “interdistrict transfer.”
- B.** California Education Code requires school districts to respond to a Parent’s request for an interdistrict transfer, if made in the current year, within thirty (30) calendar days of the request; and allows for Parents to appeal any denial of their request.
- C.** California’s Education Code requires school districts to respond to “future year” requests for interdistrict transfers as soon as possible but no later than 14 calendar days after the commencement of instruction in the year for which the interdistrict transfer is sought.
- D.** Humboldt County has a history of allowing pupils to attend school districts that are not the pupil’s district of residence where the capacity exists at the receiving district.
- E.** This Agreement addresses the interdistrict transfer process for parent requests to transfer a pupil during the current year or to transfer a pupil in the future school year. Parents benefit from knowing if the student will attend their preferred district in the future school year. Districts benefit from knowing accurate student enrollment projections by early February for the upcoming school year, to determine if layoff notices are warranted in advance of the legally mandated March 15 deadline to issue layoff notices. Districts need to analyze projected enrollment and school boards must consider taking action on layoffs, usually at their February board meetings.
- F.** This Agreement establishes deadlines for interdistrict transfers. The parties recognize that a countywide information dissemination campaign will be critical to this Agreement’s success.

3. A denial by the District of Proposed Enrollment when no permit has been first issued by the District of Residence

**District of Proposed Enrollment or “DPE”:** A school district other than the school district in which the Parent of a pupil resides, and in which the Parent of the pupil intends to enroll the pupil through an interdistrict transfer.

**District of Residence or “DOR”:** A school district in which the Parent of a pupil resides and in which the pupil would otherwise be required to enroll pursuant to the compulsory education requirements.

**Enrollment Window:** The period of time that interdistrict transfer requests for the upcoming year shall be considered by both the District of Residence and the District of Proposed Enrollment.

**Future year request:** A request for interdistrict transfer received up until 15 calendar days before the commencement of instruction in the school year for which interdistrict transfer is sought. A request received 15 calendar days before or thereafter is a “current year” request.

**Hardship:** Extreme difficulty or suffering.

**Interdistrict transfer or “IDT”:** Interdistrict transfer; the act of a student attending a school district that is not the student’s district of residence.

**IDT Permit:** The form which authorizes an individual interdistrict transfer, signed by the District of Residence, the District of Proposed Enrollment, and the Parent. The form is attached as Attachment B to this Agreement. Permits are good for one (1) school year. Parents must re- apply for each school year.

**IDT Request:** The formal process of a Parent seeking written permission from both the District of Residence and the District of Proposed Enrollment for the child to attend a school district outside of his or her District of Residence. A District of Residence makes the initial determination as to whether an interdistrict transfer request shall be granted; the District of Proposed Enrollment then reviews the request and determines whether it will grant the request for the transfer to the District of Proposed Enrollment.

**New Sibling Requests:** Requests for a student to attend a District of Proposed Enrollment when the student’s sibling(s) will be enrolled at the District of Proposed Enrollment in the same year.

**Parent:** The natural or adoptive parent or guardian, the person having legal custody, or other educational rights holder.

**Reasonable Enrollment Activities:** Activities that a District of Residence may require a Parent to participate in to demonstrate the District of Residence’s ability to meet the student

approved IDT Permit from the DOR, whichever is later) to approve or deny the IDT Request and to notify both the Parent and DOR of the DPE's decision.

4. Renewals and New Sibling Requests will be approved and will follow the same timelines listed within Priority One, above.
5. A DOR may require a Parent to participate in Reasonable Enrollment Activities prior to granting a renewal when the student transfer involves a School Level Transition (defined above).

**B. Priority Two Enrollment Window – Requests for an IDT for the Future School Year Received After February 1 and for Requests Made In the Current School Year**

IDT Requests received from a Parent for the current school year, and for the future year received after the February 1 enrollment window, will be processed and approved by a DOR under the following circumstances:

1. Parent did not reside in Humboldt County school districts' boundaries prior to Priority One deadline.
2. Parent moved from one district to another district subsequent to the Priority One deadline.
3. Parent has a reasonable argument and a compelling reason, including hardship, such as medical conflicts, work schedule, child care, transportation, language barriers, for why the Priority One deadline was not met, or why the circumstance did not warrant a request for an IDT at the time of the Priority One deadline.
4. Parent has a reasonable explanation for not being able to participate in DOR Reasonable Enrollment Activity.
5. The DOR may require the Parent to participate in Reasonable Enrollment Activities as outlined in Subsection IV.A.2. (Priority One). If approved by the DOR, IDT Requests will be forwarded to the DPE for approval or denial.



Failure to appeal within the required time is good cause for denial of an appeal.

Students who are under consideration for expulsion, or who have been expelled pursuant to California Education Code sections 48915 and 48918, may not appeal interdistrict attendance denials or rescissions while expulsion proceedings are pending, or during the term of the expulsion.

Appeals must be filed by the Parent within thirty (30) days of a denial of a request. See “definitions” above for the definition of a denial.

**Provisional Enrollment in DPE Pending Appeal:** The parties agree that no DPE will grant provisional enrollment of a pupil pending an appeal before Humboldt County Office of Education (“HCOE”), except that a DPE may provisionally enroll a student who has been attending a DPE school in the immediate past and who has been historically continuously enrolled. For example, a Parent moves from District A in April to District B, but wants her child to continue attending District A for continuity. A pupil shall be eligible for provisional attendance only upon providing reasonable evidence that a final decision for a request for interdistrict transfer is pending either with the DOR, the DPE, or HCOE. Where provisional enrollment is granted under these limited circumstances, and for a period not to exceed two school months, the governing board of a DPE may provisionally admit to the schools of the school district a pupil who resides in another school district, pending a decision of the governing boards of the two school districts, or by HCOE upon appeal, regarding the interdistrict attendance. The period of provisional attendance begins on the first day of the pupil's attendance in the school. If a decision by the school districts or HCOE has not been rendered by the conclusion of two school months, and the school districts or HCOE are still operating within the prescribed timelines, the pupil shall not be allowed to continue attendance at the DPE. If the pupil is subject to compulsory full-time education pursuant to California Education Code section 48200, he or she shall enroll in the DOR or in another educational program.

Provisional attendance shall not guarantee that a school district or HCOE will approve a request for interdistrict transfer.

## **VII. REVOCATIONS:**

Neither a DOR nor a district that has accepted a student on an interdistrict transfer may revoke an IDT for a student after June 30 following the completion of grade 10, or for pupils in grades 11 or 12. Any other IDT Permit may be revoked pursuant to the policies and regulations of either the district that has accepted a student on an interdistrict transfer or DOR, or as set forth on the IDT Permit itself, as permitted by law. If a school district revokes an IDT Permit, it will promptly provide written notice of the revocation to the other district.

## **VIII. CHANGES IN LAW:**

If any law modifies or conflicts with a provision of this Agreement, the new law shall prevail as



For Each Party:

\_\_\_\_\_ School District

\_\_\_\_\_  
Signature of Superintendent and Date:

Board approval:

Date: \_\_\_\_\_

**AGREEMENT FOR LEGAL SERVICES  
BETWEEN  
HUMBOLDT COUNTY OFFICE OF EDUCATION  
AND  
SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA**

**North Coast Schools Legal Consortium**

This Agreement is by and between Humboldt County Office of Education (hereinafter “County Office of Education”), Arcata School District, Big Lagoon Union Elementary School District, Blue Lake Union Elementary School District, Bridgeville Elementary School District, Cuddeback Union School District, Cutten Elementary School District, Ferndale Unified School District, Fieldbrook Elementary School District, Fortuna Elementary School District, Fortuna Union High School District, Freshwater Elementary School District, Garfield Elementary School District, Green Point School District, Humboldt County Office of Education, Humboldt Del Norte SELPA, Hydesville Elementary School District, Jacoby Creek School District, Klamath Trinity Joint Unified School District, Kneeland Elementary School District, Loleta Union Elementary School District, Maple Creek Elementary School District, Mattole Unified School District, McKinleyville Union School District, Northern Humboldt Union HSD, Orick Elementary School District, Pacific Union School District, Peninsula Union School District, Redwoods Community College District, Rio Dell Elementary School District, Scotia Union School District, South Bay Union School District, Southern Humboldt Unified School District, Trinidad Union School District. (hereinafter individually referred to as “Client”) and SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA, a legal service program operating under a Joint Powers Agreement pursuant to California Government Code sections 6500 *et seq.*, (hereinafter referred to as “Counsel”) (each a “Party” and collectively “Parties”). In consideration of the promises and mutual agreements hereinafter contained, the Parties agree as follows:

1. **North Coast Schools Legal Consortium.** County Office of Education operates the North Coast Schools Legal Consortium (“Consortium”) for the benefit of the following Humboldt County school districts:

Arcata School District, Big Lagoon Union Elementary School District, Blue Lake Union Elementary School District, Bridgeville Elementary School District, Cuddeback Union School District, Cutten Elementary School District, Ferndale Unified School District, Fieldbrook Elementary School District, Fortuna Elementary School District, Fortuna Union High School District, Freshwater Elementary School District, Garfield Elementary School District, Green Point School District, Humboldt County Office of Education, Humboldt Del Norte SELPA, Hydesville Elementary School District, Jacoby Creek School District, Klamath Trinity Joint Unified School District, Kneeland Elementary School District, Loleta Union Elementary School District, Maple Creek Elementary School District, Mattole Unified School District, McKinleyville Union School District, Northern Humboldt Union HSD, Orick Elementary School District, Pacific Union School District, Peninsula Union School District, Redwoods Community College District, Rio

professional conduct.

3. **County Office of Education Duties.** The County Office of Education agrees to pay all fees and costs for legal work performed for Consortium members by Counsel pursuant to this Agreement. County Office of Education is responsible for collecting funds from Consortium Members to place on deposit with the County Office of Education, replenishing retainer deposits when necessary, and maintaining said accounts in accordance with County Office of Education's fiscal rules and procedures. Client acknowledges and agrees that Counsel shall have no duty to account for Client's funds held on account with County Office of Education.
4. **Client Duties.** Client agrees to be truthful and forthcoming with Counsel, to cooperate with Counsel in protecting Client's interests, and to keep Counsel fully informed of developments material to Counsel's representation of Client. Client agrees to abide by this Agreement and to pay Counsel's bills in a timely manner. Client will assist Counsel in providing information and documents necessary for Counsel's representation of Client.
5. **Retainer Deposit.** County Office of Education agrees to pay Counsel a Retainer Fee Deposit upon commencement of this Agreement, which money is to be held in trust by Counsel in accordance with the Rule 1.15 (Safekeeping Funds and Property of Clients and Other Persons) of the California Rules of Professional Conduct and the requirements set forth in the California Business & Professions Code sections section 6091.2, 6211, 6212 and 6213 ("Trust Account").  
County Office of Education agrees to deposit a Retainer Fee of \$300,000.00 on behalf of all Consortium Members in one or more installments.  
Counsel will charge all costs, expenses, and fees for legal services performed under this Agreement during each monthly billing cycle against the Retainer Fee Deposit and County Office of Education hereby authorizes Counsel to withdraw sums from the Trust Account to pay said costs, expenses, and fees. The Retainer Fee Deposit is fully refundable. In the event County Office of Education terminates this Agreement, any money not used for costs, expenses, and fees for legal services to Consortium Members will be refunded to County Office of Education.
6. **Fees and Billing Practices.** County Office of Education shall compensate Counsel for all time spent on Consortium Members' matter(s) at the rates specified in the attached Fee Schedule. Actual travel time and time spent attending in-person or remote meetings is charged in accordance with the Fee Schedule. The rates on the Fee Schedule are subject to change with 30 days' written notice to Consortium Members and County Office of Education.  
Counsel shall bill time in an initial minimum increment of two-tenths (0.2) of an hour (i.e., 12-minute minimum) for the first substantive communication to Client of any day and one-tenth (0.1) of an hour thereafter. Agreements for legal fees at rates other than

unencrypted email, text, facsimile and other common business communication methods. Client acknowledges and agrees that any such communications may include confidential information unless Client has instructed Counsel otherwise. Accordingly, Client should only provide Counsel with cellular numbers, facsimile numbers and email addresses which are acceptable to Client for receiving confidential communications from Counsel.

**9. Retention of Client Records.** Counsel will maintain Client records for at least ten (10) calendar years. After a file on a matter is closed, Client has a right to request Counsel return the file to Client. Absent such a request, the Counsel shall retain the file on Client's behalf for a period of ten (10) calendar years. Following this period of time, Counsel will contact Client by letter to inform Client that the records will be destroyed unless Client responds within 90 calendar days that Client would like to take possession of the records. Absent Client's timely request to return the records, Counsel may destroy the file.

**10. Discharge and Withdrawal.** Client may discharge Counsel at any time. Counsel may withdraw with Client's consent, for good cause or as allowed or required by law upon ten (10) days written notice. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Counsel's advice on a material matter or any fact or circumstance that would render Counsel's continuing representation unlawful or unethical. When Counsel's services conclude, all unpaid charges will immediately become due and payable.

**11. Miscellaneous.**

Entire Agreement. This Agreement with its exhibit supersedes any and all other prior or contemporaneous oral or written agreements between the Parties. The Parties acknowledge that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. Furthermore, any modification of this Agreement shall only be effective if in writing signed by all Parties hereto.

Severability. Should any provision of this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, but the remainder of the Agreement can be enforced without failure of material consideration to any Party, then this Agreement shall not be affected and it shall remain in full force and effect, unless amended or modified by mutual consent of the Parties; provided, however, that if the invalidity or unenforceability of any provision of this Agreement results in a material failure of consideration, then, to the extent allowed by law, the Party(ies) adversely affected thereby shall have the right in its sole discretion to terminate this Agreement upon providing written notice of such termination to the other Parties.

Non-Waiver. None of the provisions of this Agreement shall be considered waived by any Party unless such waiver is specified in writing.

**ARCATA SCHOOL DISTRICT**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Luke Biesecker  
Superintendent

**BIG LAGOON UNION ELEMENTARY SCHOOL DISTRICT**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Rosie Slentz  
Interim Superintendent

**BLUE LAKE UNION ELEMENTRAY SCHOOL DISTRICT**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
DeAnn Waldvogel  
Superintendent and Principal

**BRIDGEVILLE ELEMENTARY SCHOOL DISTRICT**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Don Boyd  
Superintendent and Principal

**CUDDEBACK UNION SCHOOL DISTRICT**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Blaine Sigler  
Superintendent and Principal

**CUTTEN ELEMENTRAY SCHOOL DISTRICT**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Becky MacQuarrie  
Superintendent

**FERNDAL UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Beth Anderson  
Superintendent and Principal

**CUTTEN SCHOOL DISTRICT Certificated Staffing / Enrollment for 2025-2026**

**August 2025**

Grade Level	Classroom Teacher	Classroom Aide	1st Day Class Size	Class Size	Grade	Grade Totals	School Totals
SDC	Veeh, Tom	Hartridge, Macias	11	11	SDC	11	Ridgewood Total 274
TK	Chastain, Amy	O'Kane, Taryn	18	18	TK	39	
TK	Seghetti, Nadine	Copeland, Linda	16	16			
TK	Seymour, Melissa	Morris, Melissa	5	5			
K	Gabbert, Stacey	Emerson, Lilly	19	19	Kindergarten	74	
K	Lemmon, Katrin	Thayer, Tracy	21	21			
K	Seymour, Melissa	Morris, Melissa	14	14			
K	Escutia, Liz	Moser, Shara	20	20			
1	Felmler, Jamie	Blacketer, Kacie	22	22	First	74	
1	Kencke, Joe	Urban, Michelle	22	22			
1	Hinrichs, Dani	Wagner, Ella	22	22			Cuttan Total 303
1	Richards, Mike	Kidd, Lorna	8	8			
2	Bon, Mindi	Holgerson, Ashlei	21	21	Second	76	
2	Ibbitson, Bethany	Houseworth, Step	22	22			
2	Rice, Suzanne	Blaisdell, Lena	22	22			
2	Richards, Mike	Kidd, Lorna	11	11			
SDC	Jones, Taylor	Burton, Gonzalez	10	10		10	
3	Watkins, Lindsay	Pino, Karen	20	20	Third	75	
3	Standish Tina	Hulstrom, Gidget	20	20			
3	Troyer, Chara	Morgan, Aubrie	17	17			
3	Bise, Deirdre	Hulstrom, Mike	18	18			Cuttan Total 303
4	Hague, Jaime	Lawson, Brandi	24	24	Fourth	70	
4	Benbow, Tracy	Kovaly, Anna	23	23			
4	Cudahy, Emily	Smith, Jessica	23	23			
5	Code, Jen	Gonzalez, Destiny	26	26	Fifth	62	
5	Stokes, MaryBeth	Lane, Amaia	25	25			
5	Atkins, Shandi	Martin, Emily	11	11			
6	Cook, Kaycee	Christiansen, Tyle	26	26	Sixth	85	
6	Mitchell, Brandee	Creason, Valerie	25	25			
6	Yip, Andrea	Clark, Tyler	25	25			
6	Atkins, Shandi	Martin, Emily	9	9			School Total
Home/Hospital	Catalano, Janel		1	1		1	
		<b>Totals</b>	577	577			
							577

**CONFLICT OF INTEREST**

The Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the Cutten School District and the public. In accordance with law, Board members and designated employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in related decisions.

Board members shall not be financially interested in any contract made by the Board or any contract made acting in their capacity as Board members.

A Board member shall not be considered to be financially interested in a contract if any of the exceptions set forth in Government Code 1091.5 apply to the Board member.

A Board member who maintains a remote interest in a contract considered by the Board as defined in Government Code 1091 shall disclose the interest in a meeting of the Board and have the disclosure noted in the official minutes of the Board. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity which is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties.

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700. A Board member who leaves office, or a designated employee who leaves Cutten Elementary School District employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last statement and the date of leaving office or employment.

No spouse or dependent of a Board member shall enter into employment with the Cutten School District except as provided below:

1. A Board member shall not be deemed to be financially interested in a contract between the Board and the Board member's minor child as long as the Board member's interest in the contract is disclosed to the Board, noted in the minutes of the Board, and thereafter the Board authorizes, approves or ratifies the contract by a vote sufficient for the purpose. The Board member shall abstain from voting on the contract and shall not attempt to influence other members of the Board to approve the contract.
2. A Board member shall not be deemed to be interested financially in a contract between the board member's spouse and the Cutten School District provided the Board member's spouse has been employed there for at least one year prior to the Board member's selection or appointment.

Board members shall adhere to the Conflict of Interest Code adopted pursuant to the provisions of Government Code 87300, et seq., and to the California Code of Regulations, Title 2, 18100, et seq. (Regulations of the Fair Political Practices Commission).



## Cutten Elementary School District

1125-1129 *Incompatible activities*  
81000-91014 *Political Reform Act of 1974, especially:*  
82011 *Code reviewing body*  
87100-87103.6 *General prohibitions*  
87200-87210 *Disclosure*  
87300-87313 *Conflict of interest code*  
87500 *Statements of economic interests*  
89501-89503 *Honoraria and gifts*  
91000-91014 *Enforcement*  
PENAL CODE  
85-88 *Bribes*  
CODE OF REGULATIONS, TITLE 2  
18110-18997 *Regulations of the Fair Political Practices Commission, especially:*  
18702.5 *Public identification of a conflict of interest for Section 87200 filers*  
COURT DECISIONS  
*Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469*  
*Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th 655*  
*Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511*  
ATTORNEY GENERAL OPINIONS  
92 *Ops.Cal.Atty.Gen. 26 (2009)*  
92 *Ops.Cal.Atty.Gen. 19 (2009)*  
89 *Ops.Cal.Atty.Gen. 217 (2006)*  
86 *Ops.Cal.Atty.Gen. 138(2003)*  
85 *Ops.Cal.Atty.Gen. 60 (2002)*  
82 *Ops.Cal.Atty.Gen. 83 (1999)*  
81 *Ops.Cal.Atty.Gen. 327 (1998)*  
80 *Ops.Cal.Atty.Gen. 320 (1997)*  
69 *Ops.Cal.Atty.Gen. 255 (1986)*  
68 *Ops.Cal.Atty.Gen. 171 (1985)*  
65 *Ops.Cal.Atty.Gen. 606 (1982)*  
63 *Ops.Cal.Atty.Gen. 868 (1980)*

Adopted: October 2014





550 E. Swedesford Road, Suite 360, Wayne, PA 19087

**MASTER SERVICES AGREEMENT**

This Master Services Agreement is made effective as of the date of the signature below (the "Effective Date") by and between Frontline Technologies Group LLC dba Frontline Education, its subsidiaries and affiliates with an address at 550 E. Swedesford Road, Suite 360, Wayne, PA 19087 (collectively "Frontline"), and the client identified below ("Client"). Frontline and Client are sometimes referred to herein, individually, as a "Party" and, collectively, the "Parties."

By signing below, the Parties agree to be legally bound by the terms and conditions contained in the Frontline Master Services Agreement ("Master Services Agreement", which is available at <https://www.frontlineeducation.com/master-services-agreement/> and is incorporated herein by reference. The attached Order Form, exhibits (if any), Statements of Work and the referenced Master Services Agreement are collectively the "Agreement". To place orders subject to this Agreement, at least one Order Form (as defined in the Master Services Agreement) must be incorporated into this Agreement. Client may make future purchases of products and services from Frontline (and its subsidiaries and affiliates) under this Master Services Agreement by executing an Order Form and any future Order Forms without an attached or referenced Master Services Agreement will be deemed subject to this Master Services Agreement. This Agreement constitutes the complete and exclusive statement of the agreement between the Parties with respect to the Software and the Services set forth herein and any other software, products or other services provided by Frontline or any of its affiliates or predecessors prior to the Effective Date. For the avoidance of doubt, this Agreement supersedes any and all prior oral or written communications, proposals, RFPs, contracts, and agreements (including all prior license and similar agreements) and the Parties hereby terminate any such agreements. In the event of a conflict between the provisions of the Terms and Conditions and the provisions of any Statement of Work or any Order Form or any Order Form Terms and Conditions, the provisions of the Statement of Work or Order Form or Order Form Terms and Conditions, as applicable, shall govern, but only with respect to the services forth in the Statement of Work or that particular Order Form.

<b>Frontline Technologies Group LLC dba Frontline Education</b>	<b>Cutten Elementary School District</b>
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Address: 550 E. Swedesford Road, Suite 360 Wayne, PA 19087	Address: 4182 Walnut Dr EUREKA, California 95503-6223
Email: <a href="mailto:billing@frontlineed.com">billing@frontlineed.com</a>	Email: _____
Effective Date: _____	



## Exhibit A Frontline Customer Order Form

Q-226533

MSA-001f400000S9GkY

07/09/2025

550 E. Swedesford Road, Suite 360, Wayne, PA 19087

Customer:	Order Form Details:
Cutten Elementary School District 4182 Walnut Dr EUREKA, California, 95503-6223 United States	<b>Pricing Expiration:</b> 8/06/2025 <b>Quote Currency:</b> USD <b>Account Manager:</b> Scott Fehr
<b>Contact:</b> Becky MacQuarrie <b>Title:</b> Superintendent <b>Phone:</b> 7074413900 <b>Email:</b> bmacquarrie@cuttensd.org	<b>Startup Cost Billing Terms:</b> One-Time, Invoiced after signing <b>Subscription Billing Frequency:</b> Annual <b>Sale Type:</b> New <b>Initial Term:</b> 9/01/2025 – 8/31/2026

Pricing Overview	Amount
<b>One-Time Fees</b>	<b>\$0.00</b>
<b>Annual Recurring Fees</b>	<b>\$3,000.00</b>

One-Time Fees Itemized Description	Quantity	Amount (each)	Amount
Annual Recurring Fees Itemized Description	Subscription Start	Subscription End	Amount
Comparative Analytics Subscription - powered by Forecast5, usage for up to 5 employees	9/01/2025	8/31/2026	\$3,000.00



**Phone:** (707) 441-8855 **Email:** info@shn-engr.com **Web:** shn-engr.com  
812 W. Wabash Avenue, Eureka, CA 95501-2138

Reference: 025000.041

July 29, 2025

Becky MacQuarrie, Superintendent  
Cutten Elementary School District  
4182 Walnut Dr.  
Eureka CA. 95503-6233

**Subject: Proposal for the Cutten Elementary School Topographic Survey and Mapping**

Dear Becky MacQuarrie:

Thank you for the opportunity to provide the Cutten Elementary School District (CESD) with this proposal for topographic survey and mapping.

## **Project Understanding**

To facilitate the project design team, CESD is requesting proposals to perform a topographic survey and mapping for the survey boundary on the attached Site Plan (Appendix 1).

## **Project Approach**

SHN's surveyors will base the topographic survey and mapping on the horizontal datum: North American Datum of 1983 and on the vertical datum: North American Vertical Datum of 1988 derived from GPS observations. Surface features necessary for the design of the project will be located and incorporated into the project mapping compiled in AutoCAD Civil 3D Version 2025. The final survey will be provided in a digital and hard copy format.

## **Assumptions and Limitations**

We have based the following cost and schedule on our understanding that the field survey work will be subject to the California Department of Industrial Relations Prevailing Wage Rates. We have limited our survey to the attached Site Plan. We understand that the site is located on CESD property and will not require a property boundary survey or field location of property lines. CESD staff and agents will provide SHN surveyors with access to the site.



