

CUTTEN ELEMENTARY SCHOOL DISTRICT

**BOARD OF TRUSTEES**

**BOARD MEETING AGENDA**

**August 9, 2021, 6:30 pm**

Join Zoom Meeting

<https://us06web.zoom.us/j/82381680492?pwd=YjBSMnJrdUNXUkhZZ3ZwMHhGSDVHUT09>

Meeting ID: 823 8168 0492

Passcode: Cutten

Join by Telephone: +1 669 900 6833

**1.0 CALL TO ORDER**

**2.0 CONSENT AGENDA**

- 2.1 Approval of Minutes – July 12, 2021, July 13, 2021, and August 4, 2021
- 2.2 Approval of Warrants and Payroll
- 2.3 Approval of Quarterly Report on William Uniform Complaints, Second Quarter

**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 HBTA Report
- 4.2 Registration Report

**5.0 INFORMATION / POSSIBLE ACTION ITEMS**

- 5.1 Consider Approval of 2021 -22 Bus Routes
- 5.2 Consider Adoption of BP/AG 6158 *Independent Study*, Second Reading
- 5.3 Consider Approval of Increase in ESY Salary Compensation
- 5.4 Consider Approval of Resolution 2022-1 for Conveyance of Certain Property - 4140 Walnut Drive Eureka, CA 95503

**6.0 SUPERINTENDENT AND PRINCIPAL REPORTS**

**7.0 BOARD MEMBER COMMENTS / COMMUNICATION**

**8.0 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 ELEMENTARY SCHOOL DISTRICT  
**BOARD MEETING MINUTES**  
July 12, 2021 6:30 pm

- 1.0 CALL TO ORDER** The meeting was called to order at 6:35 p.m.  
Board Members in attendance: Andy Sundquist, Dennis Reinholdtsen, Mary DeWald, Becky Reece and Beth Johnston
- 2.0 CONSENT AGENDA**  
Motion was made by Mary DeWald and seconded by Andy Sundquist to approve the consent agenda. Motion carried 5 – 0 via roll call vote.
- 3.0 VISITOR COMMENTS ON NON-AGENDA ITEMS** None
- 4.0 INFORMATION / POSSIBLE ACTION ITEMS**
- 4.1 Andy Sundquist recused himself. Motion was made by Dennis Reinholdtsen and seconded by Beth Johnston to approve the Concrete Slab Project Bid Award to ACGC, Inc. Motion carried 4 – 0 via roll call vote. One abstention.
- 4.2 No action was taken.
- 5.0 SUPERINTENDENT / PRINCIPAL REPORT**  
Becky has been busy during her first few days and appreciates the support she is getting from Sue. August has moved into his new office.
- 6.0 BOARD MEMBER COMMENTS / COMMUNICATION**  
Andy Sundquist reported that the house on Walnut is getting an additional appraisal.  
The meeting was adjourned at 7:04 p.m.

Respectfully submitted,



Becky MacQuarrie  
Secretary to the Board

CUTTEN ELEMENTARY SCHOOL DISTRICT  
SPECIAL BOARD MEETING MINUTES  
July 13, 2021 5:00 pm

**1.0 CALL TO ORDER**

The meeting was called to order at 5:00 p.m.

Board members in attendance: Mary DeWald, Andy Sundquist, Dennis Reinholtsen, Becky Reece and Beth Johnston.

**2.0 VISITOR COMMENTS ON NON-AGENDA ITEMS** None

**3.0 INFORMATION / POSSIBLE ACTION ITEMS**

3.1 The Board acknowledged DSA Approval for CESD Heating & Ventilation Project – Phase 1.

3.2 Motion was made by Dennis Reinholtsen and seconded by Mary DeWald to approve the Addendum of CESD Heating & Ventilation Project – Phase 1, Design-Build Contract. Motion carried via roll call vote 5 - 0.

**4.0 BOARD MEMBER & ADMINISTRATOR COMMENTS / COMMUNICATION**

The Board voiced that they would like to meet in person if possible when school starts.

**5.0 ADJOURNMENT**

The meeting was adjourned at 5:10 p.m.

Respectfully submitted,



Becky MacQuarrie  
Secretary to the Board

CUTTEN ELEMENTARY SCHOOL DISTRICT  
**BOARD MEETING MINUTES**  
August 4, 2021 5:30 pm

**1.0 CALL TO ORDER** The meeting was called to order at 5:38 p.m.  
Board Members in attendance: Andy Sundquist, Dennis Reinholdtsen, Mary DeWald, Becky Reece and Beth Johnston

**2.0 VISITOR COMMENTS ON NON-AGENDA ITEMS** None

**3.0 INFORMATION / POSSIBLE ACTION ITEMS**

- 3.1 The Board considered the adoption of BP 6158. The AR that goes along with this Board policy was also reviewed. No action was taken.
- 3.2 Superintendent Becky MacQuarrie shared the updated Covid-19 safety guidelines and school re-opening plans. Student desks that were back ordered will be shipped before school starts which will help with social distancing in classrooms.

**4.0 BOARD MEMBER COMMENTS / COMMUNICATION**

The meeting was adjourned at 6:17 p.m.

**Respectfully submitted,**



Becky MacQuarrie  
Secretary to the Board

EARNINGS by Earnings Code		Income	Adjustments	TAXES		Employee	Employer	Total	Subject Grosses
No Gross Pay			4.00	Federal Withholding	7,870.64			7,870.64	103,089.32
Regular		115,177.29		State Withholding	2,994.15			2,994.15	103,089.32
				Social Security	2,495.29	2,495.29		4,990.58	40,246.66
				Medicare	1,640.87	1,640.87		3,281.74	113,162.83
				SUI		565.86		565.86	113,162.83
				Workers' Comp		2,614.03		2,614.03	113,162.83
<b>TOTAL</b>		<b>115,177.29</b>	<b>4.00</b>	<b>SUBTOTAL</b>	<b>15,000.95</b>	<b>7,316.05</b>		<b>22,317.00</b>	

EARNINGS by Group		Income	Adjustments	REDUCTIONS		Employee	Employer	Total	Subject Grosses
Base Pay		43,869.20		PERS	1,485.62	1,485.62	4,862.21	6,347.83	21,223.09
Miscellaneous			4.00	PERS / 62	979.34	979.34	3,205.26	4,184.60	13,990.68
Overtime		2,573.09		STRS / 60	6,117.38	6,117.38	10,098.13	16,215.51	59,681.67
Stipends		68,547.50		STRS / 62	1,141.17	1,141.17	1,892.08	3,033.25	11,182.50
Substitutes		187.50		Tax Sheltered Annuit	350.00	350.00		350.00	
				Health & Welfare	1,728.00	1,728.00	12,785.00	14,513.00	
				Supplemental Insuran	94.80	94.80		94.80	
				Flex Medical Savings	191.66	191.66		191.66	
<b>TOTAL</b>		<b>115,177.29</b>	<b>4.00</b>	<b>SUBTOTAL</b>	<b>12,087.97</b>	<b>32,842.68</b>		<b>44,930.65</b>	

EARNINGS		Person Type	Female Employees	DEDUCTIONS		Employee	Employer	Total	Subject Grosses
Certificated	16	73,584.17	13	Supplemental Insuran	474.77	474.77		474.77	
Classified	19	41,593.12	14	Voluntary STRS	117.25	117.25		117.25	
<b>TOTAL</b>	<b>35</b>	<b>115,177.29</b>	<b>27</b>	<b>SUBTOTAL</b>	<b>592.02</b>	<b>.00</b>		<b>592.02</b>	
				<b>TOTALS</b>	<b>27,680.94</b>	<b>40,158.73</b>		<b>67,839.67</b>	

Vendor Summary for Pay Date 07/30/2021

Vendor Checks	Reissued	
Vendor Liabilities	Cancel Checks	
	Void ACH	

BALANCING DATA

Gross Earnings	115,177.29	87,496.35	Net Pay	8
District Liability	40,158.73	27,680.94	Deductions	27
	<b>155,336.02</b>	<b>40,158.73</b>	Contributions	
		<b>155,336.02</b>	Negative Net	
			Check Holds	
			Zero Net	
			<b>TOTAL</b>	<b>35</b>



HUMBOLDT COUNTY OFFICE OF EDUCATION  
Employee Payroll Earnings Prolist



Fiscal Year: 2021

Pay Cycle: 06 Cycle Type: R W-Date: 06/30/2021  
Pay Cal: CEMEND, CLMEND

Payroll Totals - District 09	87	First Time Paid Employees	0	STRS P/U	32.0	B/O	0.0	REG	0.0	RET	1
Total Employees Paid	15	DNP Payout only	0	NWP/U	6.0	B/O	0.0	REG	0.0	RET	1
Receiving Warrants	72	EFT/Prenote Restriction	0	PERS P/U	11.0	B/O	0.0	REG	0.0	RET	1
EFT Payments		EFT/Prenote (Receiving Warrant)	0	NWP/U	17.0	B/O	0.0	REG	0.0	RET	1
				Non-Mem	19.0	ARS	0.0	REG	0.0	RET	1

Salary Totals	333,056.03	Longevity	0.00	Shift	0.00	Oth Base	400.00	Tot Base	333,456.03	Non-Base	25,635.75	GROSS	359,091.78
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Totals By Pty	P	POSITION- MAGIC	337,142.91	PA	POSITION ADJ	0.00	PD	POSITION DOCK	0.00	PD	0.00	RET	-4,086.88
	PR	POSITION- RETRO	0.00	PX	GENERATED ADJ	0.00	PY	GENERATED ADJ 2	0.00	PY	0.00	RET	0.00
	PZ	GENERATED ADJ 3	0.00	PT	GENERATED ADJ 4	0.00	PU	GENERATED ADJ 5	0.00	PU	0.00	RET	0.00
	PV	GENERATED ADJ 6	0.00	PK	POSITION DOCK %	0.00	O	OTHER BASE EARN	0.00	O	400.00	RET	400.00
	OA	OTHER BASE ADJ	0.00	OD	OTHER BASE DOCK	0.00	M	MANUAL PAY LINE	0.00	M	19,537.84	RET	19,537.84
	MD	MANUAL DOCK	0.00	R	RATE PAY LINE	0.00	C	CASH INLIEU	6,097.91	C	0.00	RET	0.00
	CA	CASH INLIEU ADJ	0.00									RET	0.00

Totals By Earn Type	12BR	REFUND-IRC125 CONTRI	0.00	ADD1	ADD EARN/PERS-STRS C	0.00	ADD2	ADD EARNINGS/NON-CRE	0.00	ADD2	0.00	RET	0.00
	CELL	CELL PHONE ALLOWANCE	320.00	DNP	**DO NOT	0.00	MAST	MASTER STIPEND	0.00	MAST	400.00	RET	400.00
	NML	NORMAL PAY	345,912.76	OFFS	OFF SCHEDULE SALARY	0.00	OT-1	OT/PERS UNDR 40 HR W	0.00	OT-1	0.00	RET	0.00
	OT-2	OT/PERS OVR HR WK/ST	0.00	PROF	PROFESSIONAL GROWTH-	0.00	STP1	STIPEND/PERS & STRS	0.00	STP1	5,809.02	RET	5,809.02
	STP2	STIPEND/PERS & STRS	2,600.00	SUB	SUBSTITUTE	0.00	SUB9	SUBSTITUTE WORK/OVER	4,050.00	SUB9	0.00	RET	0.00
	WC01	WORKERS COMP PAYMENT	0.00									RET	0.00

Total Hours	604.3200	Total Days	26.0000
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Employee Deductions	T403B	7,125.00	STRS GR	261,295.92	FICA GR	90,218.24	FIT	23,560.19	HW DED	0.00	SUBJ DNP	164,017.52
	T457B	0.00	STRS	26,888.63	FICA	5,593.55	AFIT	1,520.98	VOL DED	5,819.16	DNP IN	27,114.85
	S125	8,434.21	PERS GR	68,912.52	MEDI GR	350,657.57	SIT	7,020.65	INV DED	0.00	DNP OUT	0.00
	NTX GR	0.00	PERS	4,823.89	MEDI	5,084.52	ASIT	826.00	R403B	0.00	DNP PROJ	264,067.59
	NTX RET	31,712.52	ARS GR	0.00	SIB	0.00	EIC	0.00	SDI GR	0.00	DNP YTD	264,067.59
	FIT GR	311,820.05	SIT GR	311,820.05	ARS	0.00	HSA	0.00	SDI	0.00	NET PAY	235,280.15

Employer Costs	STRS	42,199.34	PERS	14,264.88	PERS B/O	0.00	ARS	0.00	FICA	5,593.55	MEDI	5,084.52	HSA	0.00
	WC	7,889.77	SUI	175.31	HW	74,004.67	SUI GR	350,657.57	WC GR	350,657.57	TOTAL	149,212.04		

ReqPay12c

Board Report

Board Meeting Date 8/9/2021

Checks Dated 06/01/2021 through 07/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000140088	06/01/2021	Fidelity National Title	01-5800	Escrow		5,000.00
3000140089	06/01/2021	MENDES SUPPLY COMPANY	01-4374	Custodial Supplies		307.38
3000141143	06/14/2021	(HARRIS) SHAFER'S ACE HARDWARE	01-4381	Maintenance Supplies		9.29
3000141144	06/14/2021	ADVANCED SECURITY SYSTEM	01-5804	4182 Walnut 6/21-8/21 Monitoring		121.50
3000141145	06/14/2021	AT&T CALNET 2	01-5909	Phone Service May21		281.57
3000141146	06/14/2021	CRYSTAL SPRINGS BOTTLED WATER	01-5531	Bottled Water	8.00	
				Water Dispenser Rent	14.00	22.00
3000141147	06/14/2021	DAVID L. MOONIE & CO. LLP	21-5800	19-20 Bond Audit		5,500.00
3000141148	06/14/2021	HEINEMANN	01-4310	Summer School Materials		9,313.50
3000141149	06/14/2021	HUMB COMMUNITY SERVICES DIST	01-5530	Water Service Jun21	261.90	
				Water Service May21	441.40	703.30
3000141150	06/14/2021	Ivey, Susan M	01-4310	S. Ivey Reimbursement	3,257.02	
			01-4374	S. Ivey Reimbursement	105.60	
			01-4377	S. Ivey Reimbursement	101.90	
			01-4391	S. Ivey Reimbursement	604.19	4,068.71
3000141151	06/14/2021	J.W. PEPPER & SON INC.	01-4310	Music Supplies		378.71
3000141152	06/14/2021	Library Journals LLC	01-5210	LJ Online Workshops		450.00
3000141153	06/14/2021	MENDES SUPPLY COMPANY	01-4374	Custodial Supplies		2,402.08
3000141154	06/14/2021	MISSION LINEN INDUST. SERV	01-5550	Laundry		730.94
3000141155	06/14/2021	Ng, Christine M	01-4310	Classroom Funds		88.81
3000141156	06/14/2021	P G & E	01-5631	Engineering Advance		2,000.00
3000141157	06/14/2021	PRESENCELEARNING	01-5800	SLP Services		4,055.00
3000141158	06/14/2021	RAY MORGAN CO	01-5637	Maintenance Contract		943.84
3000141159	06/14/2021	SCHOOL INNOVATIONS & ACHIEVEME	01-5800	Program Advisory Services		4,500.00
3000141160	06/14/2021	SUDDENLINK	01-5800	Cable in the Classroom Jun21		16.16
3000141161	06/14/2021	U.S. BANK	01-4310	Social-Emotional Supplies	544.40	
			01-4351	Office Supplies	32.71	
			01-4393	Workshop Refreshments	146.33	
			01-5800	Zoom Subscription	459.77	1,183.21
3000141162	06/14/2021	U.S. BANK EQUIPMENT FINANCE	01-5637	Printer/Copier Lease		241.91
3000141163	06/14/2021	US CELLULAR	01-5909	ASP Phone		169.10
3000141164	06/14/2021	VALLEY PACIFIC PETROLEUM SVCS	01-4364	Gasoline	224.06	
			01-4365	Diesel Fuel	20.51	244.57
3000141399	06/17/2021	BESC Inc.	01-6200	HVAC Project Phase I		99,797.00
3000141400	06/17/2021	Code, Jennifer K	01-4310	Classroom Monies		72.19
3000141401	06/17/2021	Deshais, August M	01-4391	Admin Workshop/Supplies	133.68	
			01-5210	Admin Workshop/Supplies	249.00	382.68

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.

ReqPay12c

Board Report

Board Meeting Date 8/9/2021

Checks Dated 06/01/2021 through 07/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000141402	06/17/2021	Dickinson, Lori J	01-4310	Classroom Monies		75.78
3000141403	06/17/2021	Escutia, Elizabeth M	01-4310	Classroom Monies		305.52
3000141404	06/17/2021	Goodman, Kimberly A	01-4310	Speech Supplies	340.27	
			01-5210	Speech Supplies	100.00	
			01-5800	Speech Supplies	77.70	517.97
3000141405	06/17/2021	Hinrichs, Danielle G	01-4310	Classroom Monies		32.28
3000141406	06/17/2021	Johnston, Aimee M	01-4310	SW Supplies	100.85	
			01-5201	Johnston Apr-Jun Mileage	104.83	205.68
3000141407	06/17/2021	MISSION LINEN INDUST. SERV	01-5550	Laundry 6/11/21		209.23
3000141408	06/17/2021	P G & E	01-5511	Natural Gas June		653.21
3000141409	06/17/2021	REVOLVING CASH FUND	13-4710	Cafeteria Food	79.97	
			21-6230	DSA Fees	440.88	520.85
3000141410	06/17/2021	Seymour, Melissa T	01-4310	Classroom Monies		197.55
3000141411	06/17/2021	Yip, Andrea N	01-4310	Classroom Monies	203.92	
				Student Council Supplies	53.86	257.78
3000141412	06/17/2021	Goodman, Kimberly A	01-4310	PPE		144.73
3000142125	06/24/2021	360 Degree Property Services	01-5800	4140 Walnut Home Inspection		530.00
3000142126	06/24/2021	Anwood, Thor V	01-4351	Office Supplies	9.49	
			01-5201	Employee Mileage	85.24	94.73
			01-4421	Furniture		603.80
3000142127	06/24/2021	Carlson, Carrie A	01-4310	Classroom Monies		29.50
3000142128	06/24/2021	Escutia, Elizabeth M	01-5950	Postage		22.10
3000142129	06/24/2021	Hassler, Jeannette R	01-4310	Classroom Monies		44.25
3000142130	06/24/2021	Hinrichs, Danielle G	01-4310	Classroom Monies		24.50
3000142131	06/24/2021	Hoertkorn-Rice, Suzanne K	01-4310	Reimb-Ivey Supplies	1,442.23	
3000142132	06/24/2021	Ivey, Susan M	01-4377	Reimb-Ivey Supplies	18.66	1,460.89
			01-4374	Custodial Supplies		1,764.67
3000142133	06/24/2021	MENDES SUPPLY COMPANY	01-5550	Laundry		209.97
3000142134	06/24/2021	MISSION LINEN INDUST. SERV	01-5511	Natural Gas		383.53
3000142135	06/24/2021	P G & E	01-4351	Staples for Copier		203.11
3000142136	06/24/2021	RAY MORGAN CO	01-4381	Maintenance Supplies		15.17
3000142137	06/24/2021	SHAFERS HARDWARE	13-4396	Cafe Food-Milk	54.09	
3000142138	06/24/2021	SYSCO SACRAMENTO		Food Service Supplies	371.42	
			13-4710	Billing Misc Regular	15.25-	
				Cafe Food	802.47	
				Cafe Food-Milk	1,428.40	
				Cafeteria Food	92.73	

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 06/01/2021 through 07/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000142138	06/24/2021	SYSCO SACRAMENTO	13-4711	Cafe Food-Milk	438.04	
				Returned Milk	155.79	3,016.11
3000142139	06/24/2021	Therapy Kids	01-5800	Physical Therapy		1,050.00
3000142140	06/24/2021	U.S. BANK EQUIPMENT FINANCE	01-5637	Printer/Copier Lease		1,127.04
3000142141	06/24/2021	Watson, Harriet J	01-4310	Classroom Monies		280.08
3000142982	07/14/2021	ADVANCED SECURITY SYSTEM	01-5804	Replace Motion Detector		192.65
3000142983	07/14/2021	AT&T CALNET 2	01-5909	Phone Service Jun-21		286.96
3000142984	07/14/2021	BESC Inc.	01-6200	HVAC Project Billing Jun-21		101,942.00
3000142985	07/14/2021	CAMPTON ELECTRIC	01-4381	Maintenance Supplies		191.50
3000142986	07/14/2021	County of Humboldt Office of Elections	01-5821	Nov 2020 Election Costs		2,701.22
3000142987	07/14/2021	CRYSTAL SPRINGS BOTTLED WATER	01-5531	Water Service		14.00
3000142988	07/14/2021	Dawn Adams	01-5800	Property Appraisal		500.00
3000142989	07/14/2021	HUMB COMMUNITY SERVICES DIST	01-5530	Water/Sewer Jun-21		437.02
3000142990	07/14/2021	Kencke, Joseph T	01-4310	Classroom Monies		63.64
3000142991	07/14/2021	MISSION LINEN INDUST. SERV	01-5550	Laundry		198.33
3000142992	07/14/2021	PRESENCELEARNING	01-5800	Speech Services Jun-21		1,431.15
3000142993	07/14/2021	RURAL COMM. ASSISTANCE CORP.	01-5800	Water Fountain Grant		250.00
3000142994	07/14/2021	U.S. BANK EQUIPMENT FINANCE	01-5637	Printer/Copier Lease		130.35
3000142995	07/14/2021	US CELLULAR	01-5909	ASP Phone		44.71
3000142996	07/14/2021	VALLEY PACIFIC PETROLEUM SVCS	01-4364	Unleaded Gasoline		117.83
3000142997	07/14/2021	WESTERN CHAIN SAW COMPANY	01-4381	Maintenance Supplies		27.11
3000144051	07/28/2021	CALIFORNIA DEPARTMENT OF ED	13-4710	Food for Cafeteria		333.45
3000144052	07/28/2021	HUMB COMMUNITY SERVICES DIST	01-5530	June Water/Sewer		202.92
3000144053	07/28/2021	MENDES SUPPLY COMPANY	01-4374	Custodial Supplies		57.77
3000144054	07/28/2021	P G & E	01-5511	PG&E June 21	263.07	
			01-5520	PG&E June 21	1,357.23	1,620.30
3000144055	07/28/2021	PIERSON BLDG CENTER	01-4381	Maintenance Supplies		43.39
3000144056	07/28/2021	T-MOBILE	01-5841	Mobile Hotspots		1,600.00
3000144057	07/28/2021	U.S. BANK	01-4310	Cal Card June 2021	430.57	
			01-4381	Cal Card June 2021	1,427.69	
			01-5831	Cal Card June 2021	2,034.22	
			01-5841	Cal Card June 2021	459.77	
			01-5950	Cal Card June 2021	177.00	4,529.25
<b>Total Number of Checks</b>					<b>78</b>	<b>273,879.03</b>

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.

Board Report

ReqPay12c

Board Meeting Date 8/9/2021

Checks Dated 06/01/2021 through 07/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
Fund Summary						
<b>Fund</b>	<b>Description</b>	<b>Check Count</b>	<b>Expensed Amount</b>			
01	GENERAL FUND	74	264,508.62			
13	CAFETERIA FUND	3	3,429.53			
21	BUILDING FUND	2	5,940.88			
	Total Number of Checks	78	273,879.03			
	Less Unpaid Sales Tax Liability		.00			
	<b>Net (Check Amount)</b>		<b>273,879.03</b>			

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 Anwood (TARWOOD), Aug 5 2021 10:16AM



# Cuttan School District

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

SUPERINTENDENT/PRINCIPAL  
Sue Ivey

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

### Quarterly Reporting Period (please check one)

- First Quarter 2021 January 1 through March 31, 2021
- Second Quarter 2021 April 1 through June 30, 2021
- Third Quarter 2021 July 1 through September 30, 2021
- Fourth Quarter 2021 October 1 through December 31, 2021

### 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 MIs assignment	0		
Facilities Conditions	0		
<b>TOTALS</b>	<b>0</b>		

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  
or Fax: 707-445-7149

by: Quarter 1 due:	04/15/2021
Quarter 2 due:	07/15/2021
Quarter 3 due:	10/15/2021
Quarter 4 due:	01/15/2021

**2021 – 2022  
Projected Class Sizes**

<b>Grade</b>	<b>Teacher</b>	<b># of students</b>	<b>Total</b>
<b>SDC</b>	Delaney Rice	9	9
<b>TK</b>	Amy Chastain	17	17
<b>K</b>	Stacey Gabbert	19	78
	Katrin Lemmon	19	
	Nadine Seghetti	20	
	Melissa Seymour	20	
<b>1</b>	Lori Dickinson	19	76
	Liz Escutia	19	
	Joe Kencke	19	
	Lindsay Watkins	19	
<b>2</b>	Dani Hinrichs	22	89
	Audrea Filbey	22	
	Suzanne Rice	22	
	Mike Richards	23	
<b>3</b>	Christy Ng	23	79
	Darcie Rutter	23	
	Harriet Watson	24	
<b>3</b> <b>4</b>	Annette Sligh	9	86
		14	
<b>4</b>	Sydney Bradbury	24	
	Jen Code	24	
	Bethany Ibbitson	24	
<b>5</b>	Tracy Benbow	23	95
	Jaime Hague	24	
	Jesse Wheeler	24	
	Andrea Yip	24	
<b>6</b>	Kaycee Cook	23	71
	Brandee Mitchell	24	
	Scott Nelson	24	
	<b>TOTAL</b>	<b>600</b>	<b>600</b>

# 2021 – 2022 Bus Schedule

All times are departure times

## Cutten & Ridgewood

### MORNING

#### Bus 28

7:47 Cutten School  
 7:50 Babe's Pizza  
 7:51 3857 Walnut Dr.  
 Real Estate Office  
 7:55 2232 Hemlock St.  
 Powell's Daycare  
 7:57 3990 Walnut Dr.  
 Insurance Office  
 7:59 Walnut & Aldo Ct.  
 8:00 Walnut & Pleasant  
 8:01 Walnut & Greenbriar  
 8:08 Ridgewood School  
**Cutten School (arrives 8:15)**

#### Bus 24

7:30 5975 Walnut Dr  
 Jackie's Daycare  
 7:31 Walnut Dr. & Home Dr.  
 East Side  
 7:32 Northridge & Ardagh  
 7:33 Northridge & Hurst  
 7:36 Excelsior & Gage Ln.  
 7:37 Excelsior & McClaskey  
 7:38 4145 Excelsior Rd.  
 7:39 1525 Fern St.  
 7:40 Fern & Vista  
 7:43 Campton & Leslie Ct.  
 7:44 Campton & Herron  
 7:46 Scott Way  
 7:49 5594 Walnut Dr. at  
 Stradbrook Court  
 7:50 Walnut Dr. & Home  
 West Side  
 7:51 5900 Walnut Dr.  
 Wendy's Daycare  
 7:52 6060 Walnut Dr.  
 7:53 1571 Ridgewood Dr.  
 7:54 1285 Ridgewood Dr.  
 7:55 881 Westgate  
 7:56 Westgate & Hilma  
 7:58 1470 Ridgewood Dr.  
**Ridgewood School (arrives 8:00)**

## Ridgewood

### AFTERNOON

#### Bus 28

2:15 Ridgewood School  
 2:16 5865 Walnut Dr.  
 Jackie's Daycare  
 2:17 Walnut & Home Dr.  
 East Side  
 2:19 Northridge & Ardagh  
 2:20 Northridge & Hurst  
 2:22 Walnut & Greenbriar  
 2:24 5426 Walnut Drive  
 2:25 Walnut & Home Dr.  
 West Side  
 2:27 5900 Walnut Dr.  
 Wendy's Daycare  
 2:29 4015 Walnut Dr.  
 Babe's Pizza  
 2:31 3857 Walnut Dr.  
 Real Estate Office  
 2:33 Russell St.  
 2:35 2232 Hemlock St.  
 Powell's Daycare  
 2:37 Insurance Office  
 2:39 Walnut & Aldo Ct.  
 2:41 Campton & Scott Way  
**Cutten School (arrives 2:45)**

#### Bus 24

2:15 Ridgewood School  
 2:16 6060 Walnut Dr.  
 2:19 881 Westgate Rd.  
 2:21 Westgate & Hilma Dr.  
 2:24 Walnut & Eggert Rd.  
 2:28 Excelsior & Gage Ln.  
 2:30 Excelsior & McClaskey  
 2:32 4141 Excelsior Rd.  
 2:34 1525 Fern St.  
 2:35 Fern & Vista  
 2:39 Campton & Leslie  
 2:41 Campton & Herron  
**Cutten School (arrives 2:45 )**

## Cutten

### AFTERNOON

#### Bus 24

2:58 Cutten School  
 3:01 4144 Excelsior  
 3:02 1525 Fern  
 3:03 Fern & Vista  
 3:05 Campton & Leslie  
 3:09 Campton & Herron  
 3:10 Excelsior & Gage  
 3:11 Excelsior & McClaskey  
 3:12 Walnut Dr. & Aldo Ct.  
 3:13 Walnut Dr. & Pleasant  
 3:15 Walnut Dr. & Greenbriar  
 3:16 5594 Walnut Dr. at  
 Stradbrook Ct.  
 3:17 Walnut Dr. & Home  
 West Side  
 3:18 5900 Walnut Dr.  
 Wendy's Daycare  
 3:19 6060 Walnut Dr. at  
 Landreth Dr.  
 3:22 881 Westgate  
 3:23 Westgate & Hilma  
 3:27 Ridgewood Dr. & Eggert  
 3:29 Ridgewood School  
 3:32 5865 Walnut Dr.  
 Jackie's Daycare  
 3:33 Walnut & Home Dr.  
 East Side  
 3:34 Northridge & Ardagh  
**Ridgewood School (arrives 3:38)**

## Alternate Afternoon Bus Schedule - One Bus

### **RIDGEWOOD ROUTE - DISMISSAL 2:00**

		3:07	4144 Excelsior
2:09	Ridgewood School	3:08	1525 Fern
2:10	6060 Walnut Dr.	3:09	Fern & Vista
2:13	881 Westgate Rd.	3:11	Campton & Leslie
2:15	Westgate & Hilma Dr.	3:13	Campton & Herron
2:18	Ridgewood Dr. & Eggert Rd.	3:14	Excelsior & Gage
2:21	Walnut & Home Dr. East Side	3:15	Excelsior & McClaskey
2:23	Northridge & Ardagh	3:16	Walnut Dr. & Aldo Ct.
2:24	Northridge & Hurst	3:17	Walnut & Pleasant
2:25	Walnut & Greenbriar	3:19	Walnut & Greenbriar
2:27	5426 Walnut Dr	3:20	5594 Walnut at Stradbrook Ct
2:28	Walnut & Home Dr. West Side	3:21	Walnut & Home west side
2:30	5900 Walnut Dr. Wendy's Daycare	3:24	5900 Walnut Dr. Wendy's Daycare
2:33	4015 Walnut Dr. Babe's Pizza	3:25	6060 Walnut Dr. at Landreth Dr.
2:34	3857 Walnut Dr. Real Estate Office	3:28	881 Westgate
2:36	Russell (exclusive for Zoo Daycare)	3:29	Westgate & Hilma
2:39	2232 Hemlock St. Powell's Daycare	3:33	Ridgewood Dr. & Eggert
2:41	3990 Walnut Dr. Insurance Office	3:35	Ridgewood School
2:43	Walnut & Aldo Ct.	3:38	5865 Walnut Dr. Jackie's Daycare
2:46	Excelsior & Gage Ln.	3:39	Walnut & Home Dr. East Side
2:47	Excelsior & McClaskey	3:40	Northridge & Ardagh
2:48	4141 Excelsior	3:44	Ridgewood School
2:49	1525 Fern St		
2:50	Fern & Vista		
2:53	Campton Rd. & Leslie		
2:54	Campton & Herron		
2:56	Campton & Scott		
2:59	Cutten School		

### **CUTTEN ROUTE – DISMISSAL 2:50**

3:05 Cutten School

## Alternate Morning Schedule - One Bus

<b>7:30</b>	5975 Walnut Dr Jackie's Daycare	<b>8:05</b>	Babe's Pizza
<b>7:31</b>	Walnut Dr. & Home Dr. East Side	<b>8:06</b>	3857 Walnut Dr. Real Estate Office
<b>7:32</b>	Northridge & Ardagh	<b>8:10</b>	2232 Hemlock St. Powell's Daycare
<b>7:33</b>	Northridge & Hurst	<b>8:12</b>	3990 Walnut Dr. Insurance Office
<b>7:36</b>	Excelsior & Gage Ln.	<b>8:14</b>	Walnut & Aldo Ct.
<b>7:37</b>	Excelsior & McClaskey	<b>8:15</b>	Walnut & Pleasant
<b>7:38</b>	4145 Excelsior Rd.	<b>8:17</b>	Ridgewood School
<b>7:39</b>	1525 Fern St.	<b>8:23</b>	Cutten School
<b>7:40</b>	Fern & Vista		
<b>7:43</b>	Campton & Leslie Ct.		
<b>7:44</b>	Campton & Herron		
<b>7:46</b>	Scott Way		
<b>7:49</b>	5594 Walnut Dr. at Stradbrook Court		
<b>7:50</b>	Walnut Dr. & Home West Side		
<b>7:51</b>	5900 Walnut Dr. Wendy's Daycare		
<b>7:52</b>	6060 Walnut Dr.		
<b>7:53</b>	1571 Ridgewood Dr.		
<b>7:54</b>	1285 Ridgewood Dr.		
<b>7:55</b>	881 Westgate		
<b>7:56</b>	Westgate & Hilma		
<b>7:57</b>	1470 Ridgewood Dr.		
<b>7:58</b>	Ridgewood School		

**Cutten Ridgewood Bus Schedule**  
**Alternate Morning – One Bus**

<b>7:30</b> Cutten School	<b>8:01</b> Walnut Dr. & Home west side
<b>7:32</b> 4144 Excelsior	<b>8:02</b> 5990 Walnut Dr. Wendy's Daycare
<b>7:34</b> 1525 Fern	<b>8:03</b> 6060 Walnut Dr.
<b>7:35</b> Fern & Vista	<b>8:06</b> 881 Westgate
<b>7:37</b> Campton & Leslie	<b>8:07</b> Westgate & Hilma
<b>7:39</b> Campton & Herron	<b>8:09</b> 1470 Ridgewood Dr.
<b>7:40</b> Excelsior & Gage	<b>8:10</b> Ridgewood School
<b>7:41</b> Excelsior & McClaskey	<b>8:16</b> Cutten School
<b>7:44</b> Babe's Pizza	
<b>7:45</b> 3857 Walnut Dr. Real Estate Office	
<b>7:49</b> 2232 Hemlock St. Powell's Daycare	
<b>7:51</b> 3990 Walnut Dr. Insurance Office	
<b>7:53</b> Walnut & Aldo Ct.	
<b>7:54</b> Walnut & Pleasant	
<b>7:56</b> Walnut & Greenbriar	
<b>7:57</b> Northridge & Ardagh	
<b>8:00</b> 5594 Walnut Dr. at Stradbrook Court	



**INDEPENDENT STUDY**

The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, and an online course.

*(cf. 0420.4 - Charter School Authorization)*  
*(cf. 6181 - Alternative Schools/Programs of Choice)*

A student's participation in independent study shall be voluntary. (Education Code 51747, 51749.5)

Independent study for each student shall be under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

The minimum period of time for any independent study option shall be three consecutive school days.

**General Independent Study Requirements**

For the 2021-22 school year, the district shall offer independent study, as specified in Education Code 51745, to meet the educational needs of students unless the district has obtained a waiver. (Education Code 51745)

For the 2022-23 school year and thereafter, the Superintendent or designee may continue to offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than the student would in the regular classroom setting.

*(cf. 5147 - Dropout Prevention)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6143 - Courses of Study)*

**INDEPENDENT STUDY** (continued)

*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6146.11 - Alternative Credits Toward Graduation)*  
*(cf. 6172 - Gifted and Talented Student Program)*  
*(cf. 6200 - Adult Education)*

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of program. However, when necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction.

The Superintendent or designee shall ensure that students participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction

**INDEPENDENT STUDY** (continued)

2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or who are in violation of their written agreement. This requirement only applies to students participating in an independent study program for 15 school days or more. The procedures shall include, but are not necessarily limited to, all of the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the absence or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

The Superintendent or designee shall develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case later, than five instructional days. This requirement only applies to students participating in an independent study program for 15 school days or more. (Education Code 51747)

The Superintendent or designee shall ensure that a written master agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

The district shall provide written notice to the parents/guardians of all enrolled students of the option to enroll their child in in-person instruction or independent study during the 2021-22 school year. This notice shall be posted on the district's web site, and shall include, at a minimum, information about the right to request a student-parent-educator conference before enrollment, student rights regarding procedures for enrolling, disenrolling, and reenrolling in independent study, and the instructional time, including synchronous and asynchronous learning, that a student will have access to as part of independent study. (Education Code 51747)

## **INDEPENDENT STUDY (continued)**

Upon the request of the parent/guardian of a student, before making a decision about enrolling or disenrolling in independent study and entering into a written agreement to do so, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, or their advocate may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

### **Master Agreement**

For the 2021-22 school year only, the district shall obtain a signed written agreement for independent study no later than 30 days after the first day of instruction.

A written agreement shall be developed and implemented for each student participating in independent study for three or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but are not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The frequency, time, place and manner for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study

**INDEPENDENT STUDY** (continued)

5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.
8. A statement that independent study is an optional educational alternative in which no student may be required to participate
9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

10. Before the commencement of independent study, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student.

However, for the 2021-22 school year, the district shall obtain a signed written agreement for independent study from the student, or the student's parent/ guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil, no later than 30 days after the first day of instruction.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

**INDEPENDENT STUDY (continued)**

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

**Course-Based Independent Study**

The district's course-based independent study program for students in grades K-12 shall be subject to the following requirements: (Education Code 51749.5)

1. A signed learning agreement shall be completed and on file for each participating student pursuant to Education Code 51749.6
2. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.

*(cf. 4112.2 - Certification)*

3. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction, and shall be aligned to all relevant local and state content standards. The certification shall also include plans to provide opportunities for students in grades transitional kindergarten, kindergarten, and grades 1-3 to receive daily synchronous instruction, for students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction.
4. Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and 47612.1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3.
5. For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program, as indicated by their performance on applicable student-level measures of student achievement and student engagement set forth in Education Code 52060, completion of assignments, assessments, or other

**INDEPENDENT STUDY** (continued)

indicators that evidence that the student is working on assignments, learning of required concepts, as determined by the supervising teacher, and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

If satisfactory educational progress in an independent study class is not being made, the teacher shall notify the student and, if the student is under age 18 years, the student's parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether the student should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" below. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled student, notification to parents/guardians of lack of participation within one school day of the absence or lack of participation, a plan for outreach from the school to determine student needs, including connection with health and social services as necessary, and a clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being.

*(cf. 5125 - Student Records)*

6. Examinations shall be administered by a proctor.
7. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.

*(cf. 6162.51 - State Academic Achievement Tests)*

8. A student shall not be required to enroll in courses included in the course-based independent study program.

**INDEPENDENT STUDY** (continued)

9. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.
10. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.

*(cf. 6111 - School Calendar)*

11. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.

*(cf. 3260 - Fees and Charges)*

12. A student shall not be prohibited from participating in independent study solely on the basis that the student does not have the materials, equipment, or access to Internet connectivity necessary to participate in the course.
13. A student with disabilities, as defined in Education Code 56026, shall not participate in course-based independent study, unless the student's individualized education program specifically provides for that participation.
14. A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study.
15. The district shall maintain a plan to transition any student whose family wishes to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days.

**Learning Agreement for Course-Based Independent Study**

Before enrolling a student in a course within this program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, the student's parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of the district's policies and procedures related to course-based independent study pursuant to Education Code 51749.5
2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to item #2 above



**INDEPENDENT STUDY** (continued)

3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
5. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
6. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.
7. A statement that enrollment is an optional educational alternative in which no student may be required to participate. In the case of a student who is suspended or expelled, or who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the student through course-based independent study only if the student is offered the alternative of classroom instruction.
8. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress.
9. The objectives and methods of study for the student's work, and the methods used to evaluate that work.
10. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study.

## **INDEPENDENT STUDY (continued)**

11. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion.
12. Before the commencement of an independent study course, the learning agreement shall be signed and dated by the student, the student's parent/guardian or caregiver, if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study course, and all persons who have direct responsibility for providing assistance to the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Family Code 6550-6552.

However, for the 2021-22 school year only, the district shall obtain a signed written agreement for independent study from the student, or the student's parent/guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study course, and all persons who have direct responsibility for providing assistance to the pupil no later than 30 days after the first day of instruction.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the CDE. (Education Code 51749.6)

The student's or parent/guardian's signature shall constitute permission for the student to receive instruction through independent study. (Education Code 51749.6)

The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

### **Student-Parent-Educator Conferences**

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or if requested by a parent/guardian prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

### **Records for Audit Purposes**

The Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study

**INDEPENDENT STUDY** (continued)

2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons
5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

The district shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which independent study is provided. A student who does not participate in independent study on a school day shall be documented as nonparticipatory for that school day. (Education Code 51747.5)

The Superintendent or designee also shall maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

*(cf. 3580 - District Records)*

The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)

**INDEPENDENT STUDY (continued)**

**Program Evaluation**

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

*(cf. 0500 - Accountability)*

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 6162.5 - Student Assessment)*

*Legal Reference: (see next page)*

## INDEPENDENT STUDY (continued)

### *Legal Reference:*

#### EDUCATION CODE

- 17289 *Exemption for facilities*
- 41020 *Audit guidelines*
- 41976.2 *Independent study programs; adult education funding*
- 42238 *Revenue limits*
- 42238.05 *Local control funding formula; average daily attendance*
- 44865 *Qualifications for home teachers and teachers in special classes and schools*
- 46200-46208 *Instructional day and year*
- 46300-46307.1 *Methods of computing average daily attendance*
- 46390-46393 *Emergency average daily attendance*
- 46600 *Interdistrict attendance computation*
- 47612-47612.1 *Charter school operation*
- 47612.5 *Independent study in charter schools*
- 48204 *Residency*
- 48206.3 *Home or hospital instruction; students with temporary disabilities*
- 48220 *Classes of children exempted*
- 48340 *Improvement of pupil attendance*
- 48915 *Expulsion; particular circumstances*
- 48916.1 *Educational program requirements for expelled students*
- 48917 *Suspension of expulsion order*
- 49011 *Student fees*
- 51225.3 *Requirements for high school graduation*
- 51745-51749.6 *Independent study programs*
- 52060 *Local control and accountability plan*
- 52522 *Adult education alternative instructional delivery*
- 52523 *Adult education as supplement to high school curriculum; criteria*
- 56026 *Individuals with exceptional needs*
- 58500-58512 *Alternative schools and programs of choice*

#### FAMILY CODE

- 6550-6552 *Authorization affidavits*

#### CODE OF REGULATIONS, TITLE 5

- 11700-11703 *Independent study*

#### UNITED STATES CODE, TITLE 20

- 6301 *Highly qualified teachers*

- 6311 *State plans*

#### COURT DECISIONS

- Modesto City Schools v. Education Audits Appeal Panel*, (2004) 123 Cal.App.4th 1365

*Management Resources: (see next page)*

**INDEPENDENT STUDY (continued)**

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Elements of Exemplary Independent Study

California Digital Learning Integration and Standards Guidance, April 2021

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

WEB SITES

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent Study: <http://www.cde.ca.gov/sp/eo/is>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Policy adopted:

**INDEPENDENT STUDY**

**Definitions**

*Live interaction* means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in person, or in the form of Internet or telephonic communication. (Education Code 51745.5)

*Student-parent-educator conference* means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6. (Education Code 51745.5)

*Synchronous instruction* means classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of Internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by the teacher of record for that student pursuant to Education Code 51747.5. (Education Code 51745.5)

**Educational Opportunities**

For the 2021-22 school year, the district shall offer independent study to meet the educational needs of students as specified in Education Code 51745 unless the district has obtained a waiver. (Education Code 51745)

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction

*(cf. 6143 - Courses of Study)*

2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum
4. Continuing and special study during travel

*(cf. 5112.3 - Student Leave of Absence)*

5. Volunteer community service activities and leadership opportunities that support and

strengthen student achievement

AG 6158(b)

## **INDEPENDENT STUDY (continued)**

6. Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction

*(cf. 0420.4 - Charter School Authorization)*

*(cf. 6142.4 - Service Learning/Community Service Classes)*

*(cf. 6181 - Alternative Schools/Programs of Choice)*

In addition, when requested by a parent/guardian due to an emergency or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in the student's regular classes.

*(cf. 5113 - Absences and Excuses)*

### **Equivalency**

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work. (Education Code 51747)

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. Providing access to Internet connectivity and local educational agency-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value. (Education Code 46300.6, 51747.3)

### **Eligibility for Independent Study**

Students are eligible for independent study as authorized in law, and as specified in board policy and administrative regulation.



**INDEPENDENT STUDY** (continued)

For the 2022-23 school year and thereafter, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently provided that experienced certificated staff are available to effectively supervise students in independent study. The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

*(cf. 5111.1 - District Residency)*

A student with disabilities, as defined in Education Code 56026, shall not participate in independent study unless the student's individualized education program specifically provides for such participation. (Education Code 51745)

*(cf. 6159 - Individualized Education Program)*

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

**Monitoring Student Progress**

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of the student's written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the

**INDEPENDENT STUDY (continued)**

3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has failed to make satisfactory educational progress or missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program.

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

**Responsibilities of Independent Study Administrator**

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers at the required teacher-student ratios pursuant to Education Code 51745.6 and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

**Assignment and Responsibilities of Independent Study Teachers**

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code

**INDEPENDENT STUDY** (continued)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement and signing the agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records for Audit Purpose" in the accompanying Board policy
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student
8. Assessing student work and assigning grades or other approved measures of achievement
9. Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day for which independent study is provided

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

*(cf. 4131 - Staff Development)*

BEFORE THE GOVERNING BOARD  
OF THE  
CUTTEN ELEMENTARY SCHOOL DISTRICT

In the Matter of Accepting	)	R E S O L U T I O N
The Conveyance of Certain	)	NO. 2022-1
Property	)	
	)	

**WHEREAS, The Estate of Beverly Ann Kruger, Deceased** (“Seller”) has agreed to sell to the Cutten Elementary School District (“District”) certain real property, such being more fully described in the Deed, a copy of which is attached hereto as Exhibit “A” and made a part hereof by reference (“Property”);

**WHEREAS,** in order to record the Deed with the Humboldt County Recorder, Government Code Section 27281 requires that this District Governing Board consent to the conveyance of the Property to this District; and

**WHEREAS,** the consent to the conveyance of the Property to this District must be evidenced by a certificate of acceptance attached to or printed on the Deed.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. All of the recitals set forth above are true and correct and this Board so finds and determines.
2. This Board hereby accepts the Deed from the Seller to the Cutten Elementary School District and consents to the recordation of the same with the Humboldt County Recorder.
3. The District Superintendent is hereby authorized and directed to execute and record the Certificate of Acceptance which is attached hereto and incorporated by reference herein as Exhibit "B".
4. The District Superintendent is further authorized and directed to execute and record any and all documents necessary to effectuate the purchase of the Property.

The foregoing Resolution was passed and adopted upon motion of Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, at a duly noticed meeting of the Governing Board of the Cutten Elementary School District on the \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2021, by the following vote:

Member Becky Reece	_____
Member Andy Sundquist	_____
Member Mary DeWald	_____
Member Dennis Reinholtsen	_____
Member Beth Johnston	_____

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT/NOT VOTING: \_\_\_\_\_

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

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

So Certified:

\_\_\_\_\_  
Secretary of the Board

**RECORDING REQUESTED BY:**  
Fidelity National Title Company of California

**When Recorded Mail Document  
and Tax Statement To:**

Cutten School District  
4182 Walnut Drive  
Eureka, CA 95503

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**Escrow Order No.:** FFHO-2012101006

Exempt from fee per GC 27388.1 (a) (2); recorded in connection with a transfer subject to the imposition of documentary transfer tax.

Property Address: 4140 Walnut Drive,  
Eureka, CA 95503  
APN/Parcel ID(s): 018-083-005-000

**GRANT DEED**

**The undersigned grantor(s) declare(s)**

- This transfer is exempt from the documentary transfer tax.  
 **The documentary transfer tax is \$588.50** and is computed on:  
 the full value of the interest or property conveyed.  
 the full value less the liens or encumbrances remaining thereon at the time of sale.  
The property is located in  an Unincorporated area.

**FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,** Estate of Beverly Ann Kruger

hereby **GRANT(S)** to Cutten School District

**the following described real property in the** Unincorporated Area of the County of Humboldt, State of California:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

**PROPERTY COMMONLY KNOWN AS:** 4140 Walnut Drive, Eureka, CA 95503

Dated: August 5, 2021

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

Estate of Beverly Ann Kruger

BY: \_\_\_\_\_  
John Kruger  
Executor

**MAIL TAX STATEMENTS AS DIRECTED ABOVE**

**GRANT DEED**

(continued)

APN/Parcel ID(s): 018-083-005-000

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of \_\_\_\_\_

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, Notary Public,  
(here insert name and title of the officer)

personally appeared \_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature

**EXHIBIT "A"**  
Legal Description

**For APN/Parcel ID(s): 018-083-005-000**

---

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE UNINCORPORATED AREA IN COUNTY OF HUMBOLDT, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

CUTTEN AND MCDONALD TRACT; NORTH HALF OF LOT 28 LESS WEST HALF TO CUTTEN SCHOOL DISTRICT, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF LOT 28 OF THE CUTTEN MCDONALD TRACT ACCORDING TO THE MAP THEREOF FILED IN THE OFFICE OF THE COUNTY RECORDER OF HUMBOLDT COUNTY, CALIFORNIA, IN BOOK 5 OF MAPS PAGE 68; AND RUNNING THENCE WEST ALONG THE NORTH LINE THEREOF 200 FEET TO THE NORTHEAST CORNER OF THE PARCEL CONVEYED TO CUTTEN ELEMENTARY SCHOOL DISTRICT OF HUMBOLDT COUNTY BY DEED RECORDED OCTOBER 5, 1950, IN BOOK 145 OF OFFICIAL RECORDS PAGE 54; RUNNING THENCE SOUTH ALONG THE EAST LINE OF SAID SCHOOL PARCEL 109 FEET; THENCE EAST 200 FEET TO WALNUT STREET (FORMERLY MYRTLE AVENUE), AND THENCE NORTH ALONG WALNUT STREET, 109 FEET TO THE POINT OF BEGINNING.



**EXHIBIT B**

**CERTIFICATE OF ACCEPTANCE**

This is to certify that the interest in real property conveyed by the Deed from **The Estate of Beverly Ann Kruger, Deceased**, dated **August 5, 2021**, to the Cutten Elementary School District is hereby accepted by the undersigned officer on behalf of the Governing Board of the Cutten Elementary School District pursuant to authority conferred by the Resolution of the Governing Board adopted on \_\_\_\_\_, 2021, and the Governing Board consents to recordation of the Deed by its duly authorized officer.

CUTTEN ELEMENTARY SCHOOL DISTRICT,

By: \_\_\_\_\_

Dated: \_\_\_\_\_