

**BOARD OF TRUSTEES
SPECIAL BOARD MEETING AGENDA
December 9, 2024 6:00 pm
Ridgewood Commons
2060 Ridgewood Drive Cutten, CA 95503**

1.0 CALL TO ORDER/FLAG SALUTE

2.0 CONSENT AGENDA

- 2.1 Approval of Minutes – November 4, 2024
- 2.2 Approval of Warrants and Payroll
- 2.3 Approval of Employment 1.0 FTE Classified Custodial/Bus Driver in Training
- 2.4 Approval of Employment .80 FTE Classified Aide Positions
- 2.5 Approval of Resignation .75 Classified Aide Position

3.0 VISITOR COMMENTS ON NON-AGENDA ITEMS

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

4.0 REPORTS

- 4.1 Cutten Ridgewood PTA Report
- 4.2 School Site Council Report
- 4.3 Principals' Report
- 4.4 HBTA Report
- 4.5 Update on Current Enrollment
- 4.6 LCAP

5.0 CORRESPONDENCE

- 5.1 School Board Members Required Ethics Training Every 2 Years AB 1234

6.0 INFORMATION / POSSIBLE ACTION ITEMS

- 6.1 Discussion/Consider Approval of Certification of First Interim Report
- 6.2 Discussion/Consider Approval of 2024 School Board Organization – Officers, Meeting Dates, Times.
- 6.3 Update on Measure K Bond

7.0 SUPERINTENDENT REPORT

8.0 CLOSED SESSION

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

- 8.1 *CONFERENCE WITH LABOR NEGOTIATOR (GC § 54957.6)*
Agency Negotiator: Becky MacQuarrie
Name of organization representing employees: Humboldt Bay Teachers Association

9.0 RECONVENE TO OPEN SESSION

Report of Action Taken

10.0 BOARD MEMBER COMMENTS / COMMUNICATION

11.0 ADJOURNMENT

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



Cutten School District

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

Superintendent/Principal
Becky MacQuarrie, EdD

CUTTEN BOARD OF TRUSTEES
BOARD MEETING Minutes
November 4, 2024 6:00 pm
Ridgewood Commons
2060 Ridgewood Drive
Eureka, CA 95503

1.0 CALL TO ORDER/FLAG SALUTE- Meeting called to order at 6pm

2.0 CONSENT AGENDA- Motioned by Dennis Reinholtsen Seconded by Mary DeWald. Motion carried 4-0

- 2.1 Approval of Minutes –October 19, 2024
- 2.2 Approval of Warrants and Payroll
- 2.3 Approval of Updated Business Manager Salary Schedule 2024-2025
- 2.4 Approval of Extension Leave of Absence for Certificated Employee 9/27/24-12/31/24
- 2.5 Approval of 2024-25 MOU CALSCHLS - Healthy Kids Survey
- 2.6 Approval of .375 Classified SCIA Position Cutten
- 2.7 Approval of .4 Certificated Expanded Learning Community Coordinator Position

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 REPORTS

- 4.1 Cutten Ridgewood PTA Report- Lauren Hansen- Raffle ticket sales have started. Dec 7th will be a raffle. Mod pizza takeover went well for the fundraiser. Spirit store doing well and closes at midnight 11/4/2024. Popcorn Tuesdays in full effect.
- 4.2 School Site Council Report- New meeting in October with elected members. November meeting plans to go over the report.
- 4.3 HBTA Report- No comments
- 4.4 Principals' Report- Ridgewood TK playground is completely finished. Literacy review meetings are being held with Karla Tice. District training at HCOE on math mindset and preparing for changes in the CA framework went well. Both sites had Halloween parades and singalongs that went great at both sites. Conferences are being scheduled already as they happen in November. Author's festival speaker guest was great. Character trait focus this year instead of Red Ribbon week went great for it being something different. Earthquake drills happened. Cutten girl's basketball team season is going great. Spelling bee in January again. Honor youth ensemble performed overseen by Katri Pitts- few Cutten students who attended.
- 4.5 2023-2024 Student Enrollment Report- Steady not much change.
- 4.6 Update on BESC Project- Project started on one wing at Cutten, upgrade contract from PGE is showing some movement of project plans.
- 4.7 LCAP- No comments

5.0 INFORMATION / POSSIBLE ACTION ITEMS

- 5.1 Consider Approval of the GASB 74/75 Actuarial Study of Retiree Health Liabilities- Moved by Dennis Reinholtsen seconded by Mary DeWald.. Motion Carried 4-0
- 5.2 Discussion/Consider Approval of Roof Replacement Rm #15 Ridgewood, Estimated \$8,750.00- Motioned by Beth Johnson seconded by Mary DeWald. Motion carried 4-0.
- 5.3 Discussion/Approval of the Children and Youth Behavioral Health Initiative (CYBHI) School-Linked



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Partnership & Capacity Grant Agreement. - Motined by Beth Johnson, seconded by Dennis Reinholtsen. Motion carried 4-0.

5.4 Discussion/Consider Approval of Annual Organizational Meeting Declaration- December 9, 2024- Motioned by Dennis Reinholtsen seconded by Beth Johnson. Motion carried 4-0.

6.0 SUPERINTENDENT REPORT - A few teachers missing Pancake breakfast due to Math framework training happening the same weekend. Measure K on the ballot for the proposed bond.

7.0 BOARD MEMBER COMMENTS / COMMUNICATION- None

8.0 ADJOURNMENT - Meeting adjourned @ 6:21pm

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.

Checks Dated 11/01/2024 through 11/30/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
3000257777	11/04/2024	Sligh, Annette M	01-4310		100.00
3000258125	11/07/2024	(HARRIS) SHAFER'S ACE HARDWARE	01-4374		128.45
3000258126	11/07/2024	AT&T CALNET 2	01-5909		336.51
3000258127	11/07/2024	Compliance Associates Inc.	01-5210		175.00
3000258128	11/07/2024	FRANZ FAMILY BAKERY	13-4710		275.52
3000258129	11/07/2024	HUMBOLDT COUNTY DEPT OF HEALTH	13-5800		520.00
3000258130	11/07/2024	J.W. PEPPER & SON INC.	01-4310		75.43
3000258131	11/07/2024	James Marta & Company LLP	01-5822		9,854.00
3000258132	11/07/2024	JOHNSON'S MOBILE RENTALS	21-5800		145.46
3000258133	11/07/2024	Lexia Voyager Sopris Inc.	01-4450		14,379.00
3000258134	11/07/2024	MAPLES SERVICE	01-5635		310.00
3000258135	11/07/2024	MENDES SUPPLY COMPANY	01-4374		5,216.72
3000258136	11/07/2024	POWELL CONCRETE PUMPING	01-4391		341.33
3000258137	11/07/2024	SECURITY LOCK & ALARM	01-5804		185.00
3000258138	11/07/2024	STAPLES ADVANTAGE	01-4310		757.28
3000258139	11/07/2024	SYSCO SACRAMENTO	01-4310	314.05	
			01-4710	4,218.84	
			13-4396	4,241.28	
			13-4710	18,028.27	
			13-5623	137.87	26,940.31
3000258140	11/07/2024	THRIFTY SUPPLY COMPANY	01-4374		4.10
3000258141	11/07/2024	U.S. BANK EQUIPMENT FINANCE	01-5637		1,596.00
3000258142	11/07/2024	VALLEY PACIFIC PETROLEUM SVCS	01-4364	233.56	
			01-4365	1,014.47	1,248.03
3000258636	11/14/2024	ERIK MENDES	01-4450		900.00
3000258637	11/14/2024	U.S. BANK	01-4310	2,895.82	
			01-5210	2,428.89	5,324.71
3000258638	11/14/2024	U.S. BANK	01-4310		171.36
3000259219	11/18/2024	CRYSTAL CREAMERY	13-4711		4,322.93
3000259220	11/18/2024	HUMB COMMUNITY SERVICES DIST	01-5530		1,079.27
3000259221	11/18/2024	P G & E	01-5511	810.91	
			01-6250	6,365.86	7,176.77
3000259222	11/18/2024	Ubeo West,LLC	01-5637		1,218.81
3000259620	11/21/2024	Bon, Melinda J	01-4310		57.10
3000259621	11/21/2024	Code, Jennifer K	01-4310		57.04
3000259622	11/21/2024	Cook, Kaycee M	01-4310		374.67
3000259623	11/21/2024	Cunningham, Marissa M	01-4310		400.62
3000259624	11/21/2024	Escutia, Elizabeth M	01-4310		107.74
3000259625	11/21/2024	Gabbert, Stacey E	01-4310		114.51
3000259626	11/21/2024	Goodman, Kimberly A	01-4310		37.79
3000259627	11/21/2024	Richards, Michael J	01-4310		174.80
3000259628	11/21/2024	Calif Kinder Association	01-5210		4,430.00
3000259629	11/21/2024	CALIFORNIA DEPARTMENT OF ED	13-9500		1,187.29
3000259630	11/21/2024	CLENDENEN'S CIDER WORKS	13-4710		276.00

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

Checks Dated 11/01/2024 through 11/30/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
3000259631	11/21/2024	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5861		128.00
3000259632	11/21/2024	ENERGY RESOURCES CONSERVATION AND DEVELOPMENT COMMISSION	01-7439		5,962.93
3000259633	11/21/2024	HUMBOLDT COUNTY SHERIFF'S DEPT	01-5884		50.00
3000259634	11/21/2024	MISSION LINEN SUPPLY	01-5550		703.07
3000259635	11/21/2024	Morgan, Aubriana	01-4310		25.56
3000259636	11/21/2024	NCCMEA	01-5207		450.00
3000259637	11/21/2024	North Coast Growers Ass.	13-4710		370.04
3000259638	11/21/2024	P G & E	01-5511	161.16	
			01-5520	33.82	194.98
3000259639	11/21/2024	STAPLES ADVANTAGE	01-4310		1,298.68
3000259640	11/21/2024	Ubeo West,LLC	01-5637		1,207.18
3000259641	11/21/2024	P G & E	01-5520		3,825.50
Total Number of Checks			48		104,215.49

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	41	74,710.83
13	CAFETERIA FUND	7	29,359.20
21	BUILDING FUND	1	145.46
Total Number of Checks		48	104,215.49
Less Unpaid Tax Liability			.00
Net (Check Amount)			104,215.49

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EARNINGS by Earnings Code		Income	Adjustments	TAXES		Employee	Employer	Total	Subject Grosses
No Gross Pay			7.00	Federal Withholding	30,164.02			30,164.02	400,594.17
Regular		463,053.77		State Withholding	9,743.56			9,743.56	400,594.17
				Social Security	9,155.44	9,155.44		18,310.88	147,669.02
				Medicare	6,471.64	6,471.64		12,943.28	446,318.36
				SUI	223.20	223.20		223.20	446,318.36
				Workers' Comp	12,394.26	12,394.26		12,394.26	446,318.36
TOTAL		463,053.77	7.00	SUBTOTAL	55,534.66	28,244.54		83,779.20	

EARNINGS by Group		Income	Adjustments	REDUCTIONS		Employee	Employer	Total	Subject Grosses
Base Pay		441,521.49		PERS	2,704.34	10,450.23		13,154.57	38,633.05
Docks		809.37		PERS / 62	7,484.44	25,306.87		32,791.31	93,555.83
Extra Duty		8,636.08		STRS / 60	23,803.55	44,355.77		68,159.32	232,229.17
Miscellaneous			7.00	STRS / 62	8,034.86	15,038.31		23,073.17	78,734.60
Stipends		410.00		Tax Sheltered Annuit	3,697.00			3,697.00	
Substitutes		9,712.50		Health & Welfare	15,009.82	80,604.83		95,614.65	
Vacation Pay		3,583.07		Supplemental Insuran	838.93			838.93	
				Flex Medical Savings	886.66			886.66	
TOTAL		463,053.77	7.00	SUBTOTAL	62,459.60	175,756.01		238,215.61	

EARNINGS		Person Type	Female Employees	DEDUCTIONS		Employee	Employer	Total	Subject Grosses
Certificated	51	324,807.37	43	Dues & Memberships	3,457.23			3,457.23	32.20
Classified	63	138,246.40	51	403b ROTH	3,050.00			3,050.00	
				Garnishments	350.00			350.00	
				Health & Welfare		3,184.00		3,184.00	
				District Repay	100.00			100.00	
				Miscellaneous	850.00			850.00	
				Supplemental Insuran	2,721.66			2,721.66	
				Summer Savings	34,550.03			34,550.03	
TOTAL	114	463,053.77	94	SUBTOTAL	45,078.92	3,184.00		48,262.92	207,299.74
				TOTALS	163,073.18	207,184.55		370,257.73	

Vendor Summary for Pay Date 11/08/2024 thru 11/26/2024

- Vendor Checks
- Vendor Liabilities
- Reissued
- Cancel Checks
- Void ACH

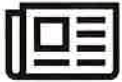
BALANCING DATA

NET

Gross Earnings	463,053.77	299,980.59	Net Pay		
District Liability	207,184.55	163,073.18	Deductions		
	<u>670,238.32</u>	207,184.55	Contributions		
		<u>670,238.32</u>			
		Direct Deposits	267,460.51	84	
		Checks	32,520.08	30	
		Partial Net ACH			
		Negative Net			
		Check Holds			
		Zero Net			
		TOTAL	<u>299,980.59</u>	<u>114</u>	

**CUTTEN SCHOOL DISTRICT Certificated Staffing / Enrollment for 2024-2025
December 2024**

Grade Level	Classroom Teacher	Classroom Aide	1st Day Class Size	Class Size	Grade	Grade Totals	School Totals
SDC	Veeh, Tom	Hartridge, Macias	9	10	SDC	10	
TK	Chastain, Amy	O'Kane, Tarryn	17	16	TK	40	
TK	Seghetti, Nadine	Copeland, Linda	15	17			
TK	Seymour, Melissa	Morris, Melissa	7	7			
K	Gabbert, Stacey	Emerson, Lilly	21	20	Kindergarten	68	
K	Lemmon, Katrin	Thayer, Tracy	19	18			
K	Seymour, Melissa	Morris, Melissa	9	11			
K	Escutia, Liz	Moser, Shara	19	19			
1	Felmler, Jamie	Blacketer, Kacie	18	18	First	73	
1	Troyer, Chara	Morgan, Aubrie	18	18			
1	Kencke, Joe	Urban, Michelle	19	18	Second	74	
1	Hinrichs, Dani	Wagner, Ella	19	19			
2	Ibbitson, Bethany	Houseworth, Step	18	18			
2	Rice, Suzanne	Blaisdell, Lena	19	19			
2	Bon, Mindi	Holgerson, Ashlei	18	18	Third	67	
2	Richards, Mike	Kidd, Lorna	18	19			
SDC	Jones, Taylor	Burton, Megan &	11	11		11	
3	Standish Tina	Hulstrom, Gidget	21	22	Third	67	
3	Watkins, Lindsay	Pino, Karen	23	23			
3	Watson, Harriet	Hulstrom, Mike	21	22			
4	Benbow, Tracy	Wheeler, Sharon	20	20	Fourth	64	
4	Hague, Jaime	Lawson, Brandi	22	23			
4	Cudahy, Emily	Hubbard, Kara	21	21	Fifth	86	
5	Code, Jen	Bell, Marissa	25	25			
5	Stokes, MaryBeth	North, Emma	25	24			
5	Ashmore, Shandi	Martin, Emily	25	24	Sixth	60	
5	Cook, Kaycee	McCarty, Sydney	13	13			
6	Yip, Andrea	Smith, Jessica	27	25	Sixth	60	
6	Cook, Kaycee	McCarty, Sydney	8	8			
6	Mitchell, Brandee	Creason, Valerie	27	27			
	Totals		552	553		553	553
							Ridgewood Total 265
							Cutten Total 288



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ROB BONTA

Attorney General

Ethics Training Courses

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Free online courses are available to satisfy laws requiring ethics training for state and local officials. Officials should be aware that the state officials ethics course will not satisfy the Assembly Bill 1234 local officials ethics course requirements and vice versa.

For State Officials

California law requires state officials to complete an ethics training course within six months of being hired. If your service is ongoing, you must complete the course once during each two-year period. The two-year period begins with an odd-numbered year, for example, 2017-18, 2019-20, etc. To help state officials meet this requirement, the Attorney General's Office and the Fair Political Practices Commission have developed the State Officials - Ethics Training Course. State officials who wish to use this course to satisfy their mandatory ethics training requirement should check with their agency to ensure additional training is not required.

For Local Officials

Cities, counties and special districts in California are required by law (AB 1234, Chapter 700, Stats. of 2005) to provide ethics training to their local officials. The state Fair Political Practices Commission has made the AB 1234 Local Ethics Training available to satisfy the local officials ethics training requirement.

Other local officials ethics training courses may be available from commercial enterprises, nonprofit organizations or a local agency's own legal counsel. Persons preparing local officials ethics training courses should review the Attorney General's guidelines, pdf.

Cutten School District 2025 School Board Regular Meeting Calendar

Regular meetings will be held on the second Monday of the month at 6:00 pm, unless otherwise noted. June meetings need to be held later in the month in order to accommodate the Local Control Accountability Plan and Budget Adoption processes.

January - 13

February - 10

March - 10

April - 14

May - 12

June - 23

June - 24 5:30PM

July - 14 (we can considered to not have a scheduled meeting in July)

August - 11

September - 8

October - 13

*November - 17 (Veteran's Day)

December - 8