

CUTTEN ELEMENTARY SCHOOL DISTRICT

BOARD OF TRUSTEES

BOARD MEETING AGENDA

June 8, 2020 6:30 pm

Join Zoom Meeting

<https://zoom.us/j/97687568016?pwd=VmNCbHNDK0dZdmVhWkVielRVWUtqdz09>

Meeting ID: 976 8756 8016 Password: 2060 Join by telephone: +1 669 900 6833 US

**1.0 CALL TO ORDER**

**2.0 CONSENT AGENDA**

- 2.1 Approval of Minutes, May 11, 2020
- 2.2 Approval of Warrants and Payroll
- 2.3 Approval of CS7 and CS1 Forms
- 2.4 Adoption of Year End Resolutions No. 1020-12 and 1020-13, Resolutions for Transfer to/from Special Reserve
- 2.5 Approval of Consolidated Application with all Associated Data Collections, Reporting Requirements and General Assurances
- 2.6 Approval of MOU Between ECS and Cutten District Regarding Bus Drop Off
- 2.7 Approval of MOU Between HSU and Cutten District Regarding Student Teachers
- 2.8 Approval of Employment of two 1.0 FTE Certificated Teachers
- 2.9 Approval of Multi-District Interdistrict Attendance Agreement

**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 School Site Council Report
- 4.2 HBTA Report

**5.0 CORRESPONDENCE**

- 5.1 Interest Apportionment Letters from Humboldt County

**6.0 PUBLIC HEARING**

- 6.1 2020 – 2021 EPA and Spending Plan
- 6.2 2020 – 2021 District Budget

**7.0 INFORMATION / POSSIBLE ACTION ITEMS**

- 7.1 Consider Approval of Resolution 1020-11, EPA and Spending Plan
- 7.2 Consider Approval of COVID-19 Operations Written Report
- 7.3 Annual Evaluation of BP 5030 Wellness Policy
- 7.4 Consider Approval of Cutten School District Mission Statement
- 7.5 Consider Approval of Resolution 1020-14 Regarding Elimination of Classified Employee Services: 8.25 FTE Instructional Aide Positions; .50 FTE MAP Coordinator Positions; .25 FTE Speech Coordinator Position; .7813 FTE Kitchen Aide Positions; 1.0 FTE Library Technician Position; .40 FTE After School Program Aide Position; and .925 FTE After School Program Coordinator Positions
- 7.6 Consider Approval of Resolution 1020-15 Regarding Creating Certain Classified Employee Services: 6.75 FTE Instructional Aide Positions
- 7.7 Consider Approval of Resolution 1020-16 Regarding Creating Certain Classified Employee Services: .50 FTE Library Technician
- 7.8 Consider Approval of Resolution 1020-17 Regarding Creating Certain Classified Employee Services: .3125 FTE Kitchen Aide
- 7.9 Acceptance of Certificated Employee Resignations, .40 FTE TIP Coordinator, .20 FTE MAP Coordinator, .25 FTE MAP Coordinator, and .20 FTE Tier III Teacher
- 7.10 Consider Approval of Elimination of Vacated Positions: .40 FTE TIP Coordinator, .20 FTE MAP Coordinator, .25 FTE MAP Coordinator, and .20 FTE Tier III Teacher

**8.0 SUPERINTENDENT/ PRINCIPAL REPORT**

**9.0 BOARD MEMBER COMMENTS / COMMUNICATION**

**10.0 ADJOURNMENT**

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

CUTTEN SCHOOL DISTRICT  
**BOARD MINUTES**  
May 11, 2020  
6:30 p.m.  
Ridgewood School Commons

1.0 CALL TO ORDER – The meeting was called to order at 6:31 p.m.

Board members in attendance: Becky Reece, Andy Sundquist, Mary DeWald,  
Dennis Reinholtsen and Verne Skjonsby

2.0 CONSENT AGENDA

2.1 Motion by Mary DeWald, second by Verne Skjonsby to approve the consent agenda. Motion carried 5-0.

3.0 VISITOR COMMENTS ON NON-AGENDA ITEMS

3.1 Melissa Seymour reported on a few teachers' activities including Mrs. Cook's class doing a baking and science project; Mrs. Pitts creating lessons for all grade levels which can be done independently, including orchestra; Mrs. Catalano working in small groups; and the Kindergarten team which raised chicks, ladybugs and butterflies in their homes with the students "watching". She also noted that there has been good participation, however, the novelty appears to be wearing off a bit.

3.2 Melissa Seymour, on behalf of the HBTA, shared that members are very concerned about the large increase in health & welfare premiums and the subsequent impact on family and life.

3.3 Mike Richards commented that this was his 17<sup>th</sup> year of teaching and this was the first time he had come to a board meeting to voice a concern. He stated his insurance premium was going from \$648 to \$913 in one year and he was most likely to take on a second job to help cover this increase. He continued that he was very thankful to have a job at a great district with great people.

3.4 Tracy Benbow commented that she appreciates the administration in these unsettled times. She feels very fortunate to work in this district, as everyone has our backs.

3.5 Annette Sligh seconded Tracy's comments.

4.0 REPORTS

4.1 Sue Ivey reported for the PTA that they are actively looking for a new President for next year and that scholarship forms are available on the PTA web site. The forms have also been sent to the area high schools. It is unknown what the carnival might look like next year (there is no chairperson for that event yet).

4.2 August Deshais reported on behalf of the School Site Council that the Single Plan for Student Achievement for both sites were approved. The committee was also updated that there would be a Community Meeting on April 22, 2020 at 6 p.m. through ZOOM.

4.3 Sue Ivey reported on student registrations for the 2020-21 school year currently reflects 15 transitional kindergarteners and 54 kindergarteners. Grades one through six are still showing just a few new enrollees.

5.0 CORRESPONDENCE - None

6.0 INFORMATION / POSSIBLE ACTION ITEMS

6.1 Motion by Dennis Reinholtsen, second by Becky Reece, to approve Jaime Hague's request for certificated leave of absence. Motion carried 5-0.

- 6.2 Sue Ivey updated the Board on the status of the LCAP. There will be a written report due by year's end explaining how the district changed course due to the district's shutdown. This will come to the Board at their next meeting. LCAP #1 for 2020-21 will be due in December and LCAP #2, which will be a three-year plan, will be due in June of 2021.
- 6.3 Motion by Becky Reece, second by Verne Skjonsby to adopt the Single Plan for Student Achievement, Cutten School. Motion carried 5-0.
- 6.4 Motion by Mary DeWald, second by Verne Skjonsby to adopt the Single Plan for Student Achievement, Ridgewood School. Motion carried 5-0.
- 6.5 Sue Ivey reviewed the tentative teacher assignments for 2020-21.
- 6.6 Motion by Verne Skjonsby, second by Becky Reece to approve the hiring of 1.0 FTE certificated teaching position for 2020-21. Motion carried 5-0.
- 6.7 Motion by Becky Reece, second by Dennis Reinholtsen to adopt Resolution 1020-10, *Regarding Specifications of the Election Order*. Motion carried 5-0.

#### 7.0 SUPERINTENDENT/PRINCIPAL'S REPORT

- 7.1 Sue Ivey reported she had connected with our new Speech & Language Pathologist, Kim Goodman, and learned she will be moving here in June. She also noted that our own Mary DeWald is receiving the Jean Olsen Career Achievement Award. August Deshais reported that Brandee Mitchell and Jesse Wheeler are being recognized for their excellence in teaching. Congratulations to all three outstanding individuals! August also reported that plans for sixth grade promotion will be discussed at a parent meeting next week; second to third grade transition celebration plans are still in the works. Sue informed the board that online professional development courses that are required or recommended have been assigned to classified staff, as well as some great training modules that the district social workers put together. A lot of "self-training" is happening as staff learns about all of the different online platforms. Sue noted that the paving project is complete. Some headway has been made on closing out the old construction problems; a three-hour meeting with Rich Fenton to look through plans and walk both campuses helped. August noted that all 42 holes for the new Cutten playground equipment have been precisely drilled. Sue stated that she and August remain in regular contact with HCOE, meeting with Chris Hartley, his team and other superintendents in the county weekly; and the SELPA has a weekly meeting to provide support for special education. August recounted that the Leadership Team focus is on a Remote Learning Plan and end-of-the-year reports to parents and plans for next year. Sue reported that the district has received the actuals costs for Health & Welfare benefits for 2020-21. There will be a 10.5% increase to the medical rates; no change to the dental or vision plans. This is one of HBTAs' openers and will be discussed as part of collective bargaining.

#### 8.0 BOARD MEMBER & ADMINISTRATOR COMMENTS / COMMUNICATION

#### 9.0 ADJOURNMENT

- 9.1 The meeting was adjourned at 7:42 p.m.

Respectfully submitted,



Sue Ivey  
Secretary to the Board

HUMBOLDT COUNTY OFFICE OF EDUCATION  
**ACCOUNTS PAYABLE - BOARD PAYMENT REPORT**

Fiscal Year: 2020

09 Curtten

Transmittal Number: 2000048-0 AUDIT

Reference	Vendor	Description	Amount
PV200872-001	(HARRIS) SHAFER'S ACE HARDWARE	CUSTODIAL SUPPLIES	82.87
PV200873-001	(HARRIS) SHAFER'S ACE HARDWARE	BUILDING MAINTENANCE	206.30
PV200874-001	(HARRIS) SHAFER'S ACE HARDWARE	CUSTODIAL SUPPLIES	49.54
PV200875-001	(HARRIS) SHAFER'S ACE HARDWARE	MATERIALS & SUPPLIES	32.94
		<b>Total Payment Amount</b>	<b>371.65</b>
PV200876-001	ACCURATE TERMITE & PEST SOLUTI	TERMITE TREATMENTS	3,275.00
		<b>Total Payment Amount</b>	<b>3,275.00</b>
PV200877-001	BCA ARCHITECTS	ARCHITECTS FEES	12,674.06
PV200878-001	BCA ARCHITECTS	ARCHITECTS FEES	1,539.11
		<b>Total Payment Amount</b>	<b>14,213.17</b>
PV200879-001	BENBOW, TRACY	REIMBURSE BENBOW - SUPPLIES	110.48
		<b>Total Payment Amount</b>	<b>110.48</b>
PV200880-001	DEPARTMENT OF JUSTICE	FINGERPRINTS	128.00
		<b>Total Payment Amount</b>	<b>128.00</b>
PV200882-001	DICKINSON, LORI	REIMBURSE DICKINSON - SUPPLIES	125.60
		<b>Total Payment Amount</b>	<b>125.60</b>
PV200883-001	ESCUTIA, ELIZABETH	REIMBURSE ESCUTIA - SUPPLIES	78.73
		<b>Total Payment Amount</b>	<b>78.73</b>
PV200884-001	GABBERT, STACEY	REIMBURSE GABBERT - SUPPLIES	28.88
		<b>Total Payment Amount</b>	<b>28.88</b>
PV200885-001	HUMBOLDT WASTE MGMT. AUTHORITY	DUMP FEES	48.30
PV200886-001	HUMBOLDT WASTE MGMT. AUTHORITY	DUMP FEES	73.24
PV200887-001	HUMBOLDT WASTE MGMT. AUTHORITY	DUMP FEE	18.00
		<b>Total Payment Amount</b>	<b>139.54</b>
PV200888-001	JENNIFER JOHNSTON	REIMBURSE JOHNSTON - CAFE	940.88
		<b>Total Payment Amount</b>	<b>940.88</b>
PV200889-001	MISSION LINEN INDUST. SERV	LAUNDRY	170.10
PV200890-001	MISSION LINEN INDUST. SERV	LAUNDRY	142.29
		<b>Total Payment Amount</b>	<b>312.39</b>

HUMBOLDT COUNTY OFFICE OF EDUCATION  
**ACCOUNTS PAYABLE - BOARD PAYMENT REPORT**

Fiscal Year: 2020

09 Cutten

Transmittal Number: 2000048-0 AUDIT

Reference	Vendor	Description	Amount
PV200891-001	OFFICE DEPOT/BUSINESS SERV.	OFFICE/CLASSROOM SUPPLIES	2,278.15
PV200892-001	OFFICE DEPOT/BUSINESS SERV.	CLASSROOM SUPPLIES	164.01
		<b>Total Payment Amount</b>	<b>2,442.16</b>
PV200893-001	P G & E	NATURAL GAS	371.00
		<b>Total Payment Amount</b>	<b>371.00</b>
CM200028-001	PIERSON BLDG CENTER	ANNEX	(28.20)
PV200894-001	PIERSON BLDG CENTER	BLDG MAINTENANCE	288.50
PV200895-001	PIERSON BLDG CENTER	BLDG MAINTENANCE	88.65
PV200896-001	PIERSON BLDG CENTER	BLDG MAINTENANCE	131.79
PV200897-001	PIERSON BLDG CENTER	BLDG MAINTENANCE	168.61
		<b>Total Payment Amount</b>	<b>649.35</b>
PV200899-001	SHAFERS HARDWARE	CUSTODIAL SUPPLIES	27.73
		<b>Total Payment Amount</b>	<b>27.73</b>
PV200900-001	SONOMA COUNTY OFFICE OF	PROF. DEVELOPMENT - BAKER	80.00
		<b>Total Payment Amount</b>	<b>80.00</b>
PV200898-001	SUDDENLINK	CABLE FOR CLASSROOMS	16.16
		<b>Total Payment Amount</b>	<b>16.16</b>
PV200901-001	SYSCO SACRAMENTO	CAFE SUPPLIES	45.86
		<b>Total Payment Amount</b>	<b>45.86</b>
PV200902-001	VALLEY PACIFIC PETROLEUM SVCS	GAS & DIESEL	178.06
		<b>Total Payment Amount</b>	<b>178.06</b>
		<b>Transmittal Total</b>	<b>23,534.64</b>
		<b>Fund Summary:</b>	
		Fund 01	8,334.73
		Fund 13	986.74
		Fund 21	14,213.17
Transmittal Number: 2000049-0 AUDIT			
PV200903-001	OLSON, DEBRA	REPLACE LOST PAYCHECK #592673	1,346.31
		<b>Total Payment Amount</b>	<b>1,346.31</b>
		<b>Transmittal Total</b>	<b>1,346.31</b>

HUMBOLDT COUNTY OFFICE OF EDUCATION  
 ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Fiscal Year: 2020

09 Cutten

Transmittal Number: 2000049-0 AUDIT

1,346.31

Fund Summary: Fund 01

Transmittal Number: 2000050-0 AUDIT

Amount

Description

124.99

TELEPHONES

121.15

TELEPHONES

19.22

TELEPHONES

265.36

Total Payment Amount

PV200907-001 BAGINSKI, TERESA

REIMBURSE BAGINSKI - SUPPLIES

220.63

Total Payment Amount

220.63

PV200908-001 CRYSTAL SPRINGS BOTTLED WATER

WATER DISPENSER FOR ADMIN

14.00

Total Payment Amount

14.00

PV200909-001 DAVID L. MOONIE & CO. LLP

FINAL BILLING 18-19 AUDIT

1,600.00

Total Payment Amount

1,600.00

PV200910-001 DONS RENT ALL

FORKLIFT RENTAL

413.38

Total Payment Amount

413.38

PV200913-001 HAGUE, JAIME

REIMBURSE HAGUE - SUPPLIES

359.00

Total Payment Amount

359.00

PV200911-001 HUMB COMMUNITY SERVICES DIST

2060 RIDGEWOOD

304.52

Total Payment Amount

304.52

PV200912-001 HUMBOLDT WASTE MGMT. AUTHORITY

DUMP FEE

82.58

Total Payment Amount

82.58

PV200914-001 JOHNSON'S MOBILE SOLUTIONS

CLASS TRIP TO HAGUE PROPERTY

257.39

Total Payment Amount

257.39

PV200915-001 MAPLES SERVICE

CLEANOUT TO GRADE

1,350.00

Total Payment Amount

1,350.00

PV200916-001 MULTIPLE MEASURES LLC

ASSESSMENTS

457.50

Total Payment Amount

457.50

PV200917-001 OFFICE DEPOT/BUSINESS SERV.

CLASSROOM SUPPLIES

758.56

Total Payment Amount

758.56

HUMBOLDT COUNTY OFFICE OF EDUCATION  
 ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Fiscal Year: 2020

09 Curtten

Transmittal Number: 2000050-0 AUDIT

Reference	Vendor	Description	Amount
PV200918-001	P G & E	ELECTRICITY & NATURAL GAS	2,726.07
PV200919-001	P G & E	NATURAL GAS	1,114.31
		<b>Total Payment Amount</b>	<b>3,840.38</b>
PV200920-001	POWELL LANDSCAPING MATERIALS	SMALL BARK	92.77
		<b>Total Payment Amount</b>	<b>92.77</b>
PV200921-001	PRESENCELEARNING	SPEECH SERVICES	5,629.25
		<b>Total Payment Amount</b>	<b>5,629.25</b>
PV200922-001	RAY MORGAN CO	COPIER LEASES	1,935.87
PV200923-001	RAY MORGAN CO	STAPLES FOR COPIER	76.28
		<b>Total Payment Amount</b>	<b>2,012.15</b>
PV200924-001	SEEGER, JAY	CONCRETE PAVERS	112.10
		<b>Total Payment Amount</b>	<b>112.10</b>
PV200925-001	TOTAL COMPENSATION SYSTEMS INC	GASB 74/75 ACTUARIAL VALUATION	2,025.00
		<b>Total Payment Amount</b>	<b>2,025.00</b>
PV200926-001	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE	30.44
PV200927-001	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE	260.71
PV200928-001	U.S. BANK EQUIPMENT FINANCE	COPIER LEASES	1,127.04
		<b>Total Payment Amount</b>	<b>1,418.19</b>
PV200929-001	U.S. BANK	LATE FEE	6.81
		<b>Total Payment Amount</b>	<b>6.81</b>
PV200930-001	US CELLULAR	CEL PHONE FOR ASP	57.87
		<b>Total Payment Amount</b>	<b>57.87</b>
		<b>Transmittal Total</b>	<b>21,277.44</b>
		<b>Fund Summary: Fund 01</b>	<b>21,277.44</b>
Transmittal Number: 2000051-0 AUDIT	EMPLOYMENT DEVELOPMENT DEPT	FIRST QUARTER SUJ TAXES 2020	488.75
PV200932-001		<b>Total Payment Amount</b>	<b>488.75</b>
		<b>Transmittal Total</b>	<b>488.75</b>

HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Fiscal Year: 2020

09 Cuffen

Transmittal Number: 2000051-0 AUDIT

Fund Summary:	Fund 01	488.75
Payment Count:	40	
Transmittal Count:	4	46,647.14
Grand Total:		

The above Payable transactions have been issued in accordance with the District's policies and procedures.  
It is recommended that the Board of Trustees approve them.

\_\_\_\_\_  
Authorized Agent

\_\_\_\_\_  
Board Approval



HUMBOLDT COUNTY OFFICE OF EDUCATION  
Employee Payroll Earnings Prolist

MAY 2020

09 Cuttan

Pay Cycle: 05 Cycle Type: R W-Date: 05/29/2020  
Pay Cat: CEMEND, CLMEND

Fiscal Year: 2020

Payroll Totals - District 09  
Total Employees Paid

89	First Time Paid Employees	0	STRS P/U	33.0	BIO	0.0	REG	0.0	RET	1
			NWPIU	5.0	BIO	0.0	REG	0.0		
15	DNP Payout only	0	PERS P/U	12.0	B/O	0.0	REG	0.0	RET	1
			NWPIU	15.0	B/O	0.0	REG	0.0		
74	EFT/Prenote Restriction	0	Non-Mem	22.0	ARS	0.0				
	EFT/Prenote (Receiving Warrant)	0								

Salary Totals

Position	Longevity	Shift	Oth Base	Tot Base	Non-Base	GROSS
337,125.73	0.00	0.00	300.00	337,425.73	20,981.77	358,407.50



Totals By Pty

P	POSITION- MAGIC	PA	POSITION ADJ	0.00	PD	POSITION DOCK	-2,272.41
PR	POSITION- RETRO	PX	GENERATED ADJ	0.00	PY	GENERATED ADJ 2	0.00
PZ	GENERATED ADJ 3	PT	GENERATED ADJ 4	0.00	PU	GENERATED ADJ 5	0.00
PV	GENERATED ADJ 6	PK	POSITION DOCK %	0.00	O	OTHER BASE EARN	300.00
OA	OTHER BASE ADJ	OD	OTHER BASE DOCK	0.00	M	MANUAL PAY LINE	20,981.77
MD	MANUAL DOCK	R	RATE PAY LINE	0.00	C	CASH INLIEU	0.00
CA	CASH INLIEU ADJ						

Totals By Earn Type

125R	REFUND-IRC125 CONTRI	0.00	ADD1	ADD EARN/PERS-STRS C	0.00	ADD2	ADD EARNINGS/NON-CRE	0.00
CELL	CELL PHONE ALLOWANCE	280.00	DNP	DNP **DO NOT	0.00	MAST	MASTER STIPEND	300.00
NML	NORMAL PAY	341,494.17	OFFS	OFF SCHEDULE SALARY	0.00	OT-1	OT/PERS UNDR 40 HR W	0.00
OT-2	OT/PERS OVR HR WK/ST	0.00	PROF	PROFESSIONAL GROWTH-	0.00	STP1	STIPEND/PERS & STRS	13,000.00
STP2	STIPEND/PERS & STRS	3,333.33	SUB	SUBSTITUTE	0.00	SUB9	SUBSTITUTE WORK/OVER	0.00
WC01	WORKERS COMP PAYMENT	0.00						

Total Hours

86.7500 Total Days 15.5000

Employee Deductions

T403B	9,600.00	STRS GR	262,606.89	FICA GR	85,997.29	FIT	21,604.02	HW DED	0.00	SUBJ DNP	152,909.28
T457B	0.00	STRS	27,022.56	FICA	5,331.87	AFIT	1,798.59	VOL DED	5,708.52	DNP IN	25,288.19
S125	23,130.85	PERS GR	67,959.47	MEDI GR	335,276.85	SIT	5,651.37	INV DED	0.00	DNP OUT	0.00
NTX GR	0.00	PERS	4,757.17	MEDI	4,861.48	ASIT	916.00	R403B	0.00	DNP PROJ	228,628.19
NTX RET	31,779.73	ARS GR	0.00	SIB	0.00	EIC	0.00	SDI GR	0.00	DNP YTD	228,628.19
FIT GR	293,897.12	SIT GR	293,897.12	ARS	0.00	HSA	0.00	SDI	0.00	NET PAY	222,737.08

Employer Costs

STRS	44,905.75	PERS	13,402.26	PERS B/O	0.00	ARS	0.00	FICA	5,331.87	MEDI	4,861.48	HSA	0.00
WC	6,604.94	SUI	167.62	HW	54,580.73	SUI GR	335,276.85	WC GR	335,276.85	TOTAL	129,854.65		

AUTHORIZATION FOR FISCAL YEAR: 2020-21

CS-1

DATE: June 8, 2020 SCHOOL DISTRICT Cutten

## WARRANT DISTRIBUTION AUTHORIZATION

Please complete and return to Humboldt County Office of Education's Business Office.

Please check appropriate box(es).

### PAYROLL

Will pick up when ready

Names of persons authorized to pick up payroll warrants:

Sue Ivey, Thor Arwood, Jay Seeger,  
August Deshais, Kim Blanc

Please list an after hours emergency number: Sue Ivey 599-4999

Mail all payroll to: *Individual's Name* \_\_\_\_\_  
(Postage cost to be reimbursed to HCOE)

Other (specify) \_\_\_\_\_

### COMMERCIAL WARRANTS

Will pick up when ready

Please list emergency number: Sue Ivey 599-4999

Courier

Mail all APY warrants to: *Individual's Name* \_\_\_\_\_  
(Postage cost to be reimbursed to HCOE)

Mail all VOL DED warrants to: *Individual's Name* \_\_\_\_\_  
(Postage cost to be reimbursed to HCOE)

Other (specify) \_\_\_\_\_

### DISTRICT AUTHORIZATION

Superintendent or Trustee Susan Chvey

Return to HCOE Business Office

AUTHORIZATION FOR FISCAL YEAR: 2020-21

CS-7

DATE: June 8, 2020 SCHOOL DISTRICT Cutten

### CERTIFICATION

This is to certify that the Board of Trustees of the above stated School District passed the following motion at its June 8, 2020 meeting authorizing the following to sign commercial warrants and payroll payment orders as agent of the Board.

"It was moved by \_\_\_\_\_  
 and seconded by \_\_\_\_\_  
 that Sue Ivey Thor Arwood Mary DeWald  
Verne Skjonsby Dennis Reinholdsen Becky Reece  
Andy Sundquist August Deshais Kim Blanc

Be authorized to sign commercial warrants and payroll payment orders as agent of the Board of trustees of the Cutten School District.

Ayes (Members' Names): \_\_\_\_\_  
 \_\_\_\_\_

Noes (Members' Names): \_\_\_\_\_

Motion Carried."

**Authorized Signatures:**

Sue Ivey  
 \_\_\_\_\_  
Thor Arwood  
 \_\_\_\_\_  
Mary DeWald  
 \_\_\_\_\_  
Verne Skjonsby  
 \_\_\_\_\_  
Dennis Reinholdsen  
 \_\_\_\_\_  
August Deshais  
 \_\_\_\_\_

**Board of Trustees Signatures:**

Andy Sundquist  
 \_\_\_\_\_  
Becky Reece  
 \_\_\_\_\_  
Kim Blanc  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(signed) Clerk, Board of Trustees

05/17/BUS/forms/CS-7

Return to HCOE Business Office



# Cutten School District

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

SUPERINTENDENT/PRINCIPAL  
Sue Ivey

Resolution No.: 1020-12

## RESOLUTION FOR APPROPRIATION TO SPECIAL RESERVE

2019-2020

**WHEREAS**, Effective June 30, 1980, the Cutten School District Board of Trustees established a Special Reserve Fund in accordance with Education Code section 42841; and

**WHEREAS**, The governing board may, by resolution, periodically specify additional purposes of the Special Reserve Fund or withdraw any purpose of the fund previously designated; and

**WHEREAS**, The school district has a need of such fund to cover costs that may occur in the areas of: salary, employee benefits, books, supplies, equipment replacement, contracted services and other operating expenses, sites, buildings, media, new equipment and other outgo such as tuitions and transfers between funds.

**NOW THEREFORE, BE IT RESOLVED**, that the unrestricted net General Fund ending balance of the school district shall automatically be transferred to the Special Reserve Fund on June 30, 2020. This fund is to be utilized for the above-stated purposes.

This resolution is passed by \_\_\_ Ayes \_\_\_ Noes.

ADOPTED this 8th day of June, 2020.

\_\_\_\_\_  
Chairperson, Board of Trustees

\_\_\_\_\_  
District Superintendent



# Cutten School District

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

SUPERINTENDENT/PRINCIPAL  
Sue Ivey

Resolution No. 1020-13

## RESOLUTION FOR TRANSFER FROM SPECIAL RESERVE

2019-2020

**WHEREAS**, Education Code 42841 allows for the establishment of a Special Reserve Fund; and

**WHEREAS**, The Cutten School District has a need for the expenditure of such monies to cover costs that have occurred in the areas of salary, employee benefits, books, supplies and equipment replacement, contracted services and other operating expenses, sites, buildings, media, new equipment and other outgo such as tuitions and transfers between funds.

**NOW THEREFORE, BE IT RESOLVED**, that the district authorizes the Humboldt County Office of Education to transfer those amounts from the Special Reserve Fund up to the amount necessary to create a positive unrestricted ending fund balance in the General Fund.

ADOPTED this 8th day of June, 2020, by \_\_\_\_ Ayes \_\_\_\_ Noes

\_\_\_\_\_  
Chairperson, Board of Trustees

\_\_\_\_\_  
District Superintendent

**MEMORANDUM OF UNDERSTANDING BETWEEN**  
**EUREKA CITY SCHOOLS**  
**AND**  
**CUTTEN ELEMENTARY SCHOOL**

This Memorandum of Understanding (MOU) is entered into as of May 20, 2020, by and between Eureka City Schools (ECS) and Cutten School District (Cutten), and sets forth the terms and understanding between the two parties.

**Background**

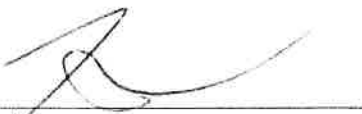
Cutten School District has received requests from Ridgewood School parents to have their students dropped off at the "Out of the Box" after school program at Sequoia Park Zoo. As the Sequoia Park Zoo is located within Eureka City School boundaries, Cutten is requesting that their bus be allowed to stop on Russell Street, near the zoo, so that personnel from the program can meet the children there.

Eureka City Schools is willing to accede to the request under the following condition:

The number of Ridgewood students that will be dropped off by bus at the Out of the Box program shall be limited to eight students. Cutten will not increase the number of participating students without the express written permission of Eureka City Schools.

**Duration**

This MOU will remain in effect through the 2020-21 school year, and may be modified by mutual consent of authorized officials from ECS and Cutten.

  
\_\_\_\_\_  
Signature  
Fred Van Vleck, Ed.D, Secretary to the Board  
Eureka City Schools

Date: 5/20/20

\_\_\_\_\_  
Signature  
Sue Ivey, Superintendent  
Cutten School District

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

**HUMBOLDT STATE UNIVERSITY  
MEMORANDUM OF UNDERSTANDING FOR  
STUDENT TEACHING, OBSERVATION OR FIELD WORK**

THIS AGREEMENT, made and entered into as of this 1st day of June \_\_\_\_\_, 2020, by and between the State of California through THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY, all of which are hereinafter called the "State" or "State University", and the HSU School of Education School District of Cutten Elementary County, herein after called the "District":

WITNESSETH:

WHEREAS, the District is authorized to enter into agreements with the State, to provide teaching experience through practice teaching or observation to students enrolled in teacher training curricula, and other field work experience to students enrolled in other curricula of the State University; and

WHEREAS, any such agreement will provide no payment for the Practice Teaching services rendered by the District;

NOW, THEREFORE, it is mutually agreed between the State and the District as follows:

SPECIAL PROVISIONS

The TERM of the Agreement is from June 1, 2020 to June 30, 2024. The State shall provide no payment to the District for services required for any Practice Teaching placements.

GENERAL TERMS

1. The District shall provide to State University students experience through practice teaching, observations or other field work in schools and classes of the District. The experience provided by said student placements shall be provided in such schools or classes of the District and under the direct supervision and instruction of such employees of the District, as the District and the State through their duly authorized representatives may agree upon.

The District may, for good cause, refuse to accept for such observational, practice teaching or other field work placement any student of the State University assigned in the District, and upon request of the District, made for good cause, the State shall terminate the assignment of any student of the State University in the District.

"Practice Teaching" as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the District holding valid life diplomas or credentials issued by the State Board of Education, other than emergency or provisional credentials, authorizing them to serve as classroom teachers in the schools or classes in which the practice teaching is provided.

2. An assignment of a student of the State University to schools or classes of the District shall be, at the discretion of the State, for (1) Practice Teaching or for (2) Field Work. A student may be given more than one assignment by the State University in such schools or classes.

The assignment of a student of the State University to the District shall be deemed to be effective for purposes of this agreement as of the date the student presents to the proper authorities of the District the assignment card or other document given the student by the State University effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.

Absences of a student from assigned practice teaching shall not be counted as absences in computing the semester units of practice teaching provided the student by the District.

3. Except as otherwise provided herein, the State University shall provide workers' compensation insurance during the period for which the students are assigned to the District by the State University. All premiums or any other costs therefore shall be paid by the State University.
4. Except as otherwise provided herein, the State University shall inform each student regarding the availability of professional liability insurance. Students enrolled in Education credential programs are covered by the State University Student Professional Liability Insurance Program. Evidence of Coverage is provided with this agreement as Exhibit A.

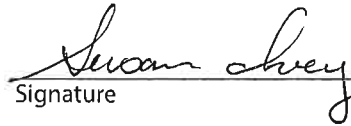
5. All the terms and conditions of this agreement apply to the placement of students of the State University for observational experience, with the exception that those students will not be covered by workers' compensation insurance as provided in Paragraph 3 hereof. In addition, all the terms and conditions of this agreement apply to the placement of students of the State University for assigned field work other than practice teaching.
6. The District agrees to accept students without regard to race, ethnic origin, sex, sexual orientation, gender, gender identity, gender expression, age, religion, disability, handicap, or political belief.

TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY  
Humboldt State University

School District:



Digitally signed by A. Gail Dungan  
Date: 2020.04.29 08:08:48 -07'00'



Signature \_\_\_\_\_  
A. GAIL DUNGAN  
Contracts Specialist  
Contracts and Procurement

Signature \_\_\_\_\_

By: Susan Ivey

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Title

CERTIFICATION

I, the duly appointed and acting Clerk or Secretary or Governing Board of the Board of School District listed below, do hereby certify that the following is a true and exact copy of a portion of the Minutes of the regular meetings of said Board held on June 8, 2020.

"It was moved, seconded and carried that the attached contract with the Trustees of the California State University, whereby the University may assign students to the schools in the School District for practice teaching be approved; and the Superintendent is hereby authorized to execute the same."

School District: Cutten

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

\_\_\_\_\_  
Clerk, Secretary (strike one) of the Governing Board of the School District

County: Humboldt



## INTERDISTRICT ATTENDANCE AGREEMENT

*Effective July 1, 2020*

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. The parties agree to the terms of this Agreement through June 30, 2021. This Agreement affects student enrollment upon district board approval and through the 2021-2022 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 teacher layoff notices. Districts need to analyze projected enrollment and school boards must consider taking action on teacher layoffs, usually at their February board meetings.
- F. This Agreement establishes deadlines for interdistrict transfers. To the degree that this is a departure from historic processes, the parties recognize that a county-wide information dissemination campaign will be critical to this Agreement’s success.

- G. Each district will maintain board policies and regulations that address acceptance, rejection, revocations and enrollment priorities; and operate in conformance with those policies and regulations. Examples of enrollment priorities may include, but are not limited to, the following: sibling(s) attend, children of staff member, older sibling previously attended the school, and others.
- H. The parties recognize that there are existing interdistrict transfer permits that have been approved for students. This Agreement will not change the terms of any previously approved permits.

## II. TERM OF AGREEMENT:

This Agreement shall take effect for each party on July 1, 2020 or upon its execution of the Agreement, whichever comes later, and shall expire on June 30, 2021. The parties understand that as to each party to the Agreement, the Agreement does not take effect unless that party's governing board approves the Agreement. This Agreement supersedes any past interdistrict agreements among the parties to this Agreement that are in conflict with this Agreement. Interdistrict transfer requests for the 2021-2022 school year shall be governed by this Agreement if the request was made within the timeframes a party was bound by this Agreement.

## III. DEFINITIONS:

**Active Military Parent:** An "active military duty parent" means a parent with full-time military duty status in the active uniformed service of the United States, including members of the National Guard and the State Military Reserve on active duty orders pursuant to Chapter 1209 (commencing with Section 12301) and Chapter 1211 (commencing with Section 12401) of Part II of Subtitle E of Title 10 of the United States Code.

**Capacity:** A district's determination of the space and resources it has available for students.

**Capacity Determination (for purposes of establishing a wait list):** A capacity determination is made by the District of Proposed Enrollment no later than 15 days after the close of the Priority One enrollment window. Approval of an interdistrict transfer requires that the receiving District of Proposed Enrollment have capacity for the student.

**Current year request:** A request for interdistrict transfer received beginning 15 calendar days before the commencement of instruction in the school year for which interdistrict transfer is sought and anytime thereafter for that school year.

**Denial:** For purposes of appealing to the county board of education, a "denial" is a written rejection of a request, but also includes a school district's failure to provide written notification of the school district's decision within the timelines prescribed in this Agreement. A "denial" shall not include any of the following:

1. A request that has been deemed abandoned, meaning the Parent has not met required timelines.
2. An existing interdistrict transfer permit that has been revoked or rescinded in accordance with the policy of the governing board of the school district.
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, but in which the Parent of the pupil nevertheless 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 16 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 Attendance 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 and/or Parent's needs. "Reasonable enrollment activities" include a discussion with District of Residence's school administration or their designees, attending an orientation meeting, a site visit, and/or review of informational literature.

**Renewals:** A renewal of a previously granted Interdistrict Transfer Permit. Renewals must be sought annually.

**School-level transitions:** Transitions from one grade span to another, based upon the District of Residence's transitions, e.g. elementary school to middle school, or middle school to high school.

**Victim of an act of bullying:** A "victim of an act of bullying" means a pupil that has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Education Code Section 234.1. The bullying must have been committed by any pupil in the school district of residence, and the parent of the pupil must have filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency.

#### **IV. INTERDISTRICT TRANSFER REQUESTS:**

Parents are advised that this Agreement establishes deadlines to apply for enrollment in a school district for the upcoming school year.

- A. Preferential Enrollment ("Priority One Open Enrollment Window"):  
Requests for an IDT for the Future School Year Received from December 1 through February 1**
1. The DOR will approve an IDT Request submitted by a Parent if it is received at the DOR between December 1st through February 1st at 4:00 p.m. each year if Parents have complied with the process described herein. If February 1st falls on a weekend, the deadline will be the next school day after February 1st. IDT Requests for the future school year may not be submitted prior to December 1.
  2. The DOR will have 10 school days after the close of the enrollment window to approve the request and to forward the IDT Request to the DPE. The DOR may deny a Parent request for an IDT if the Parent does not participate in DOR Reasonable Enrollment Activities, absent good cause such as hardships due to medical conflicts, work schedule, child care, transportation, language barriers, etc. All other IDT Requests received within the Priority One Enrollment Window will be approved by the DOR, unless the Parent withdraws their IDT Request.
  3. The DPE will have 15 school days after the close of the Priority One Open Enrollment Window (or 5 school days from receipt of the 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. 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). Districts will honor existing approved multiyear IDT permits.

**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.

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.

**C. Wait Listed Students for the Upcoming Year**

If a DOR granted an IDT Request for the future year, that approval is valid until the commencement of the DPE's new school year. This is to allow time for school districts to determine if there is capacity for the student. Each DPE is limited to accepting the equivalent of two students per grade level from its wait list, or 7% of the school's total enrollment from the waitlist, whichever is greater. The wait list must be established at the time of the DPE's lottery or capacity determination.

**V. STATUTORY PREFERENCES:**

**A. Victims of Bullying**

If a school within the DOR has only one school offering the grade level of the victim of an act of bullying, and therefore there is no option for an intradistrict transfer, the victim of an act of bullying may apply for an interdistrict transfer and the DOR shall not prohibit the transfer if the DPE approves the application for transfer.

A DPE that elects to accept an interdistrict transfer of a student who is the victim of an act of bullying shall accept all pupils who apply to transfer under this statutory preference until the DPE is at maximum capacity. A DPE shall ensure that pupils admitted under this preference are selected through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a pupil should be enrolled based on academic or athletic performance, physical condition, proficiency in English, family income, or any of the individual characteristics set forth.

in Section 220, including, but not limited to, race or ethnicity, gender, gender identity, gender expression, and immigration status.

**B. Children of Active Military Service Men and Women**

Notwithstanding any other terms of this agreement, a DOR shall not prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if the DPE approves the application for transfer.

**VI. APPEALS:**

Parents have a right to appeal to the Humboldt County Office of Education (“HCOE”) when a school district denies an IDT Request. HCOE shall process these appeals in accordance with California Education Code section 46601, the terms of this Agreement, and HCOE’s Board Policies and Regulations. Parents are entitled to notice of their right to appeal to HCOE. Failure to appeal within the required time is good cause for denial of an appeal.

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 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 DOA 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 DOA 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 if written into the Agreement. A change in law, or a finding that one portion of this Agreement is not legally compliant, shall not invalidate the other terms of the Agreement.

ATTACHMENT A: LIST OF PARTIES  
ATTACHMENT B: IDT REQUEST FORM

For Each Party:

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

Signature of Superintendent and Date:

\_\_\_\_\_

Board approval:

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

Cutten Elementary School  
SCHOOL SITE COUNCIL MINUTES DRAFT  
May 19, 2020 5:30 P.M.  
Zoom Meeting ID 790 334 2434  
Password: 791 386

1. Call to order @ 5:32 by President Bazzano

Members Present: August Deshais, Karen Bazzano, Amber Syvertson, Kaycee Cook, Lori Dickinson, Kristy Thompson, Audrea Filbey, Beth Johnston, Diana Baclagan & Chris Mikkelsen.

2. Approval of the Agenda by the Council;

Motion to approve by Beth, seconded by Kacie, motion passed.

3. Review / Approval of the April 21, 2020 minutes;

Motion to approve by August, seconded by Kristy, motion passed.

4. Public Comment: none

5. Reports:

District reports that Administration, Leadership Team, and Staff are anticipating next school year with a broad spectrum of possibilities.

The playground at Cutten is going in, and the paving project at Ridgewood is complete. Staffing updates were given, including a new hire and some grade level changes for existing teachers.

6. Discussion/Action Items:

Review of District Wellness Policy (per PB 5030)

7. Announcements:

Open Site Council Seat update. There will be four open seats to be filled for next term.

One open seat to be filled by a teacher, two parent seats, and one "other" seat available in the fall.

Our next meeting is tentatively scheduled for October 20, 2020 at 5:30 P.M.

Adjourned at 5:50pm





## COUNTY OF HUMBOLDT

JOHN BARTHOLOMEW  
TREASURER-TAX COLLECTOR

825 FIFTH STREET ROOM 125  
EUREKA, CALIFORNIA 95501

PHONE: 707-476-2450

FAX: 707-445-7608

TOLL FREE: 877-448-6829

EMAIL: [taxinfo@co.humboldt.ca.us](mailto:taxinfo@co.humboldt.ca.us)

Subject: Interest Apportionment Rate and Other Considerations

November 1, 2019

Honorable Board Members,

Your fund balances in the County Treasury from April through June 2019 (Fiscal 18/19 4<sup>th</sup> Quarter) earned an annualized interest rate of 1.85%. For comparison purposes, the LAIF (Local Agency Investment Fund) rate was 2.57%.

Because this report is so late from the end of the fiscal year due to Auditor requirements beyond this office's control, our reporting below will be broken into two parts. THEN – referring to the 4<sup>th</sup> quarter, and NOW referring to the present.

THEN: Fed Chair Powell confirmed that the Fed will “act as appropriate to sustain the expansion.” Treasury yields fell across the quarter and the 3-month and 10-year Treasury yields inverted once again in May. The 2-year Treasury ended the quarter at 1.75%. Yields were pressured down by trade tensions and the shift in Fed rate hike versus cut expectations.


We managed our liquidity across the quarter to prepare for increased expenses throughout the summer months, which included a CalPERS annual payment of 23 MM for pension obligations.

NOW: U.S. Payrolls increased by 128,000 after an upwardly revised 180,000 advance the prior month, according to a Labor Department report today that exceeded the median 85,000 estimate in Bloomberg's survey. Hiring has proven to be resilient with those gains validating the FED pause. That includes a General Motors Co. strike-driven 41,600 decline in automaker payrolls and 20,000 temporary census workers leaving their jobs.

The key takeaway from the report is that it is not emblematic of an economy that is on the brink of a recession. On the contrary, it is emblematic of an economy that is expanding and looks poised to sustain the longest economic expansion on record thanks to a solid labor market and rising wages that are fuel for consumer spending.

As always, our goals are Safety, Liquidity and Yield. Let us know how we may be of service.

Sincerely,



John Bartholomew  
Treasurer-Tax Collector

Humboldt County Treasury Team:

Whitney Morgan – Treasury Assistant  
Amy Christensen – Treasury Assistant

**#09 Schools**  
**Cash Transactions Detail Report**  
**Sorted by Fund - Fund**  
**July 1, 2019 - July 1, 2019**

Investment #	Fund	Issuer	Transaction Date	Receipt Number	Comment	Deposits	Withdrawals	Interest Received	Balance
<b>Cutten School District</b>									
5080	5080	Fund Participant	07/01/2019		Interest Earnings			13,994.47	3,026,929.82
						0.00	0.00	13,994.47	3,040,924.29
					<b>Subtotal and Ending Balance</b>				<b>3,040,924.29</b>
<b>Cutten Facilities</b>									
5082	5082	Fund Participant	07/01/2019		Interest Earnings			201.39	43,677.64
						0.00	0.00	201.39	43,879.03
					<b>Subtotal and Ending Balance</b>				<b>43,879.03</b>
<b>Cutten Net Pay Clearing</b>									
5085	5085	Fund Participant	07/01/2019		Interest Earnings			814.81	18,641.42
			07/01/2019	EXGL			13,492.44		19,456.23
						0.00	13,492.44	814.81	5,963.79
					<b>Subtotal and Ending Balance</b>				<b>5,963.79</b>
<b>Cutten Accts pay Clearing</b>									
5086	5086	Fund Participant	07/01/2019		Interest Earnings			111.16	2,475.68
			07/01/2019	EXGL			247.71		2,586.84
						0.00	247.71	111.16	2,339.13
					<b>Subtotal and Ending Balance</b>				<b>2,339.13</b>
<b>Cutten Special Reserve</b>									
5415	5415	Fund Participant	07/01/2019		Interest Earnings			5,839.92	1,266,536.44
						0.00	0.00	5,839.92	1,272,376.36
					<b>Subtotal and Ending Balance</b>				<b>1,272,376.36</b>
<b>Cutten Cafeteria</b>									
5540	5540	Fund Participant	07/01/2019		Interest Earnings			76.78	278.94
						0.00	0.00	76.78	355.72
					<b>Subtotal and Ending Balance</b>				<b>355.72</b>
					<b>Total</b>	0.00	13,740.15	21,038.53	<b>4,365,838.32</b>



# COUNTY OF HUMBOLDT

JOHN BARTHOLOMEW  
TREASURER-TAX COLLECTOR

825 FIFTH STREET ROOM 125  
EUREKA, CALIFORNIA 95501

PHONE: 707-476-2450

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TOLL FREE: 877-448-6829

EMAIL: [taxinfo@co.humboldt.ca.us](mailto:taxinfo@co.humboldt.ca.us)

Subject: Interest Apportionment Rate and Other Considerations

March 20, 2020

Honorable Board Members,

Your fund balances in the County Treasury from July through September 2019 (Fiscal 2019/20 1<sup>st</sup> Quarter) earned an annualized interest rate of 1.70%. For comparison purposes, the LAIF (Local Agency Investment Fund) rate was 2.45%.

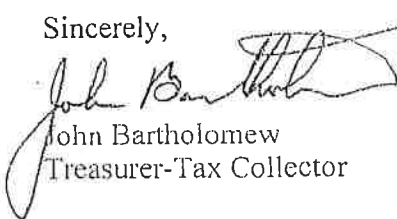
Sorry this report is later than usual, but the data we require to run interest apportionment can only be completed once transaction data in the county financial system is up to date for each quarter; and that reconciliation is beyond the control of this department.

1<sup>st</sup> Quarter factors: The Federal Reserve cut rates by 25 basis points (bps), or .25%, at both the July and September Federal Open Market Committee (FOMC) meetings. Trade tensions, weakening manufacturing activity, and heightened concern for a recession drove yields downward. The July through September quarter is also when expenses for the County are at their highest and when cash inflows are at their lowest; meaning treasury pool assets on average are reduced relative to the rest of the year.

Interest rates were again reduced 25 bps in October due to continued recessionary concerns; then cut by 50 bps the first week of March when an understanding of COVID-19 began to sink in. Then the Fed surprised the market on Sunday (yes, Sunday 3/15) with a 100 bps reduction when reality slapped the government awake regarding the true financial impacts of the corona virus. The Fed Funds rate now sits at 0 - .25%; or 225 bps less than it was at the beginning of last summer. Ergo we are now in the same Fed Funds rate environment we were in to help pull us out of the 2008-09 recession. Bummer. We live in strange and uncertain times.

As always, our goals are Safety, Liquidity and Yield. Be well, safe, and take care of your family.

Sincerely,

  
John Bartholomew  
Treasurer-Tax Collector

Humboldt County Treasury Team:

Whitney Morgan – Treasury Assistant  
Amy Christensen – Treasury Assistant

**#09 Schools**  
**Cash Transactions Detail Report**  
**Sorted by Fund - Fund**  
**October 1, 2019 - October 1, 2019**

Investment #	Fund	Issuer	Transaction Date	Receipt Number	Comment	Deposits	Withdrawals	Interest Received	Balance
<b>Cutten School District</b>									
5080	5080	Fund Participant	10/01/2019		Interest Earnings			12,537.30	2,873,700.74
					Subtotal and Ending Balance	0.00	0.00	12,537.30	2,886,238.04
<b>Cutten Facilities</b>									
5082	5082	Fund Participant	10/01/2019		Interest Earnings			188.31	43,879.03
					Subtotal and Ending Balance	0.00	0.00	188.31	44,067.34
<b>Cutten Net Pay Clearing</b>									
5085	5085	Fund Participant	10/01/2019		Interest Earnings			10.47	58,968.97
					Subtotal and Ending Balance	0.00	0.00	10.47	58,979.44
<b>Cutten Accts pay Clearing</b>									
5086	5086	Fund Participant	10/01/2019		Interest Earnings			531.48	330,166.27
					Subtotal and Ending Balance	0.00	0.00	531.48	330,697.75
<b>Cutten Special Reserve</b>									
5415	5415	Fund Participant	10/01/2019		Interest Earnings			5,460.38	1,272,376.36
					Subtotal and Ending Balance	0.00	0.00	5,460.38	1,277,836.74
<b>Cutten Cafeteria</b>									
5540	5540	Fund Participant	10/01/2019		Interest Earnings			41.66	17,069.87
					Subtotal and Ending Balance	0.00	0.00	41.66	17,111.53
<b>Total</b>						0.00	0.00	18,769.60	4,614,930.84

2019-2020 Education Protection Account  
Program by Resource Report  
Expenditures by Function- Detail

**Projected Expenditures for the period of July 1, 2020 through June 30, 2021  
For Fund 01, Resource 1400 Education Protection Account**

Description		Amount
<b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>	Object:	
Beginning Balance	8999	0.00
Revenue Limit Source	8012	945,545.00
Revenue Limit Source-Prior Year	8019	
Other Local Revenue	8600-8799	0.00
<b>TOTAL AVAILABLE</b>		<b>945,545.00</b>
<b>EXPENDITURES AND OTHER FINANCING USES</b>	Functions:	
Instruction	1000-1999	945,545.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>945,545.00</b>
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>		<b>0.00</b>

CUTTEN SCHOOL DISTRICT

BOARD RESOLUTION No. 1020-11

RESOLUTION REGARDING THE EDUCATION PROTECTION ACCOUNT

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30<sup>th</sup> of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county office of education, charter schools and community college districts,

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

# COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Cutten Elementary School District	Susan Ivey, Superintendent	<a href="mailto:sivey@cufftensd.org">sivey@cufftensd.org</a> ; 707-441-3930	June 8, 2020

**Descriptions provided should include sufficient detail yet be succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.**

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

Immediately following the decision to close school campuses in the Cutten District, a survey was sent out to all families to determine needs for devices, connectivity, food insecurity, and child care. All teachers made contact with each student's parent to make a personal connection and further determine needs the first day of the closure. Once needs were determined, they were quickly addressed.

The District has utilized a combination of packet work and digital enrichment to meet the educational needs of students. Chromebooks are checked out to families and Zoom or Google Meet schedules are utilized to communicate with students and to deliver the curriculum. Teachers have vetted a massive amount of materials to provide the most appropriate distance learning opportunities without overwhelming students and families.

Maintaining communication with families is a top priority, as is addressing the social-emotional needs of our students. Teachers, administrators, and school social workers have a layered approach that includes individual and mass notification texts and emails, personal phone calls, surveys, newsletters, virtual 1:1 meetings, community meetings, home drop-off of materials, and links to community services.

Administrators are on site daily in order to meet needs for students/families, whatever they may be. The District IT specialist has been available consistently during the school closure to provide technology support and consultation for families and teachers.

All district staff monitor district and school communications for up-to-date information regarding school closures, instructional continuation plans, and Distance Education resources.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

Chromebooks were offered and distributed to students in need. We continue to work on providing WiFi access to the 3-5% of families that are experiencing issues with accessibility. Paper packets are modified to meet the needs of individual students. Teachers and classroom aides are available to students who need support in completing the work. Our small EL population is provided with strategies that are embedded in our core curriculum. Bilingual staff members provide translation services as necessary. Staff members make home visits, helping with access to internet, providing devices and support for students. The school social worker distributes a weekly electronic newsletter with suggested

strategies, links to resources and articles, and contacts to community resources. She has surveyed families to assess social-emotional, academic, or any other needs, and is following up with all families who indicate a need for support. Teachers check in with families via direct texting (Remind, Class Dojo, Bloomz) and/or by telephone to assess needs and provide support. A concerted effort has been made to personally connect with our foster youth and our most at risk families. We follow up with families on a regular basis. Teachers make referrals to social workers as needs arise and when they recognize a family needs intervention and support.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

Cutten District surveyed families to assess needs. Based on data and personal contacts with families, the district distributed Chromebooks and hotspots as needed. In some cases, the devices were delivered to the home. The school social workers have collaborated with local internet providers to facilitate connectivity for families in need.

Teachers have:

- developed high quality Distance Education lessons/assignments for students that address standards while balancing online learning, volume of work, and student/teacher interaction.
- provided a blend of packet work and online learning means such as Google Classroom, SeeSaw, IXL Math, adopted curriculum resources, or other tools of choice.
- utilized strategies for students designated English Learners and provided accommodations for Students with Disabilities and students with Section 504 plans, amending plans as necessary,
- observed established virtual office hours and meeting times during the regularly scheduled school day that include, but are not limited to, communicating with and providing feedback to students, facilitating whole and small group lessons, or answering student questions.
- made themselves available for consultation and online virtual meetings with students in the late afternoon and evening as necessary.
- communicated regularly with parents regarding expectations and student progress; if students are not participating in the lessons and assignments, teachers have contacted parents and/or the school social worker.
- participated in professional development and virtual learning sessions intended to support distance education as applicable.

Instructional assistants support student learning under the direction of the classroom teacher, providing small group or individualized sessions via Zoom or Classroom Meets.

The District conducted a second survey six weeks after initiating distance learning to poll families on effectiveness of services and further assess needs. Responses were received from nearly every family in the district. Results were positive overall, and all concerns from families are being addressed.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

In anticipation of a potential school closure, a survey was sent out on March 13, through our mass communication system. One question on the survey solicited input on family food insecurity. There were 392 responses. The survey revealed that 13 families expressed food insecurity.

Meal service began on the first day of our district school closure. After two days of providing meals via a bus stop schedule, we notified our families that meal service would be shifted to Eureka City School District (ECS) and that meals would be available at ECS designated bus stops and also at their school sites. This decision was made to streamline the process of meal pick up for our families, especially families who have children attending ECS Middle and High Schools and with the knowledge that ECS has successfully been implementing a Summer Food



Service Program for many years. Our social workers also made personal telephone connections with families to ensure those in need had information and the ability to access the ECS Program. The number of meals served greatly increased during the second week of the closure necessitating the need for ECS to adjust their bus service schedule. Cutten families were notified of the changes through our mass communication system. An updated ECS schedule was also posted on our district website. Social workers continue to reach out to parents to ensure family meal needs are addressed. There is on going communication between ECS Cafeteria Staff and Cutten District. We feel confident our families have access to meals provided by ECS. Social distancing practices are followed at bus stops and school sites during preparation and meal distribution.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Cutten District has assessed the needs of families for student supervision via parent-teacher phone calls, administrator and school social worker communication with parents. The online survey included questions about student supervision during school hours (who is caring for the student?). In a district with just over 600 students, we received nearly 400 responses.

If the student has parents who are essential workers and they are in need of childcare, the district referred the families to Changing Tides Family Services, our local resource and referral agency for childcare, to match care to the need. School social workers at both sites are reaching out to parents and helping them access community resources. Teachers are providing a weekly report to administrators that includes identification of any student in need. Regular contact is made with all families that are at risk or have been identified as in need of support.

California Department of Education  
May 2020

**STUDENT WELLNESS**

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

School Health Council/Committee

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b)

Goals for Nutrition, Physical Activity, and Other Wellness Activities

The Board shall adopt goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. (42 USC 1758b)

The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program, before- and after-school programs, summer learning programs, and school garden programs.

To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, free give-aways, or other means.

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical

## Cutten Elementary School District

activity breaks, and other structured and unstructured activities.

The Board may enter into a joint use agreement or memorandum of understanding to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

Professional development shall be regularly offered to health education and physical education teachers, coaches, activity supervisors, food services staff, and other staff as appropriate to enhance their health knowledge and skills.

The Superintendent or designee may disseminate health information and/or the district's student wellness policy to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.

### Nutritional Guidelines for Foods Available at School

For all foods available on each campus during the school day, the district shall adopt nutritional guidelines which are consistent with 42 USC 1773 and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

The Superintendent or designee shall provide access to free, potable water during meal times in the food service area in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and serving water in an appealing manner.

The Board believes that all foods and beverages sold to students at district schools, including those available outside the district's food services program, should support the

## Cutten Elementary School District

health curriculum and promote optimal health. Nutritional standards adopted by the district for foods and beverages provided through student stores, vending machines, or other venues shall meet or exceed state and federal nutritional standards.

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

### Program Implementation and Evaluation

The Superintendent shall designate one or more district or school employees, as appropriate, to ensure that each school site complies with this policy. (42 USC 1758b)

The Superintendent or designee shall assess the implementation and effectiveness of this policy as appropriate.

The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to:

1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements
2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records
3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program
4. Extent to which foods sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutritional standards
5. Results of the state's physical fitness test at applicable grade levels
6. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity

## Cutten Elementary School District

7. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program
8. A description of other districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate

The Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the school health council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.

The Superintendent or designee shall inform and update the public, including parents/guardians, students, and others in the community, about the content and implementation of this policy and assessment results. (42 USC 1758b)

In addition, the assessment results shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

### Posting Requirements

Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas. (Education Code 49432)

#### *Legal Reference:*

##### *EDUCATION CODE*

*33350-33354 CDE responsibilities re: physical education*  
*49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001*  
*49490-49494 School breakfast and lunch programs*  
*49500-49505 School meals*  
*49510-49520 Nutrition*  
*49530-49536 Child Nutrition Act*  
*49540-49546 Child care food program*  
*49547-49548.3 Comprehensive nutrition services*  
*49550-49561 Meals for needy students*  
*49565-49565.8 California Fresh Start pilot program*  
*49570 National School Lunch Act*  
*51210 Course of study, grades 1-6*  
*51220 Course of study, grades 7-12*  
*51222 Physical education*  
*51223 Physical education, elementary schools*  
*51795-51796.5 School instructional gardens*  
*51880-51921 Comprehensive health education*  
*CODE OF REGULATIONS, TITLE 5*  
*15500-15501 Food sales by student organizations*  
*15510 Mandatory meals for needy students*  
*15530-15535 Nutrition education*  
*15550-15565 School lunch and breakfast programs*  
*UNITED STATES CODE, TITLE 42*

## **Cutten Elementary School District**

*1751-1769 National School Lunch Program, especially:  
1758b Local wellness policy  
1771-1791 Child Nutrition Act, especially:  
1773 School Breakfast Program  
1779 Rules and regulations, Child Nutrition Act  
CODE OF FEDERAL REGULATIONS, TITLE 7  
210.1-210.31 National School Lunch Program  
220.1-220.23 National School Breakfast Program  
COURT DECISIONS  
Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781*

Approved: May 2014

BP 5030

Cutten School District  
Vision and Mission Statement

Current Vision (But proposed to remain the same)

*Building a better world... one student at a time.*

Current Mission Statement

Ridgewood and Cutten Schools, in partnership with our community, will ensure that each student is empowered with the knowledge and skills necessary to meet the challenges in an increasingly complex, competitive world.

We provide our students:

- An opportunity to reach full academic potential;
- An appreciation of the arts and humanities;
- An opportunity to learn about themselves and the world around them;
- An opportunity to grow as responsible citizens of our community and our county;
- A respect for the rights of the individual in a democratic society; and,
- A sense of their own unique value.

Proposed Mission Statement

The Cutten School District, in partnership with our community, provides students with the academic and social skills necessary to become contributing members of a global community. We do this by creating a joyful, student-centered, and orderly learning environment rich in the arts and sciences, where everyone knows they are respected members of the "Cutten-Ridgewood Family".

**BEFORE THE BOARD OF TRUSTEES OF THE  
CUTTEN ELEMENTARY SCHOOL DISTRICT  
HUMBOLDT COUNTY, CALIFORNIA**

In the Matter of the Elimination )  
of Certain Positions in the Classified )  
Service and Directing Notification of )  
Classified Employees )

**RESOLUTION NO. 1020-14**

WHEREAS, Cutten Elementary School District (“District”) maintains the following positions within the classified / management service:

1. Instructional Aides
2. MAP Coordinators
3. Speech Coordinator
4. Kitchen Aides
5. Library Technicians
6. After School Program Coordinators
7. After School Program Aide

WHEREAS, due to lack of work and/or lack of funds, the Board of Trustees of the District hereby finds that it will be necessary to eliminate certain services to the following extent:

1. 8.25 FTE Instructional Aide positions to be eliminated;
2. .50 FTE MAP Coordinator positions to be eliminated;
3. .25 FTE Speech Coordinator position to be eliminated;
4. .7813 FTE Kitchen Aide positions to be eliminated;



- 5. 1.0 FTE Library Technician position to be eliminated;
- 6. .925 FTE After School Program Coordinator positions to be eliminated;
- 7. .40 FTE After School Program Aide position to be eliminated;

NOW, THEREFORE, BE IT RESOLVED that, effective August 10, 2020, or 60 days after service of notice, whichever is later, the classified positions of the District shall be eliminated to the extent hereinabove set forth; and

BE IT FURTHER RESOLVED that the Superintendent, or designee, of this District is hereby authorized and directed to give notice of the elimination of the foregoing services to the appropriate classified employees of the District in accordance with applicable law; and

BE IT FURTHER RESOLVED that the Superintendent, or designee, is hereby authorized and directed to inform each such employee of his/her displacement rights, if any, and his/her rehire rights. The foregoing Resolution was passed and adopted by the Board of Trustees of the Cutten Elementary School District on June 8, 2020, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Trustees

I, \_\_\_\_\_, Secretary/Clerk of the Board of Trustees, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees of the District at its meeting on June 8, 2020.

\_\_\_\_\_  
Clerk/Secretary, Board of Trustees

**BEFORE THE BOARD OF TRUSTEES OF THE  
CUTTEN ELEMENTARY SCHOOL DISTRICT  
HUMBOLDT COUNTY, CALIFORNIA**

In the Matter of Creating                    )  
Certain Positions in the Classified        )  
Service    )

**RESOLUTION NO. 1020-15**

WHEREAS, Cutten Elementary School District (“District”) wishes to add the following positions within the classified / management service:

**1. 6.75 FTE Instructional Aides**

NOW, THEREFORE, BE IT RESOLVED that, effective August 11, 2020, the classified positions of the District will be created as set forth above.

The foregoing Resolution was passed and adopted by the Board of Trustees of the Cutten Elementary School District on June 8, 2020, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Trustees

I, \_\_\_\_\_, Secretary/Clerk of the Board of Trustees, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees of the District at its meeting on June 8, 2020.

\_\_\_\_\_  
Clerk/Secretary, Board of Trustees

**BEFORE THE BOARD OF TRUSTEES OF THE  
CUTTEN ELEMENTARY SCHOOL DISTRICT  
HUMBOLDT COUNTY, CALIFORNIA**

In the Matter of Creating                    )  
Certain Positions in the Classified        )  
Service    )

**RESOLUTION NO. 1020-16**

WHEREAS, Cutten Elementary School District (“District”) wishes to add the following positions within the classified / management service:

- 1. One .5 FTE Library Technician**

NOW, THEREFORE, BE IT RESOLVED that, effective August 11, 2020, the classified positions of the District will be created as set forth above.

The foregoing Resolution was passed and adopted by the Board of Trustees of the Cutten Elementary School District on June 8, 2020, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Trustees

I, \_\_\_\_\_, Secretary/Clerk of the Board of Trustees, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees of the District at its meeting on June 8, 2020.

\_\_\_\_\_  
Clerk/Secretary, Board of Trustees

**BEFORE THE BOARD OF TRUSTEES OF THE  
CUTTEN ELEMENTARY SCHOOL DISTRICT  
HUMBOLDT COUNTY, CALIFORNIA**

In the Matter of Creating                    )  
Certain Positions in the Classified        )  
Service    )

**RESOLUTION NO. 1020-17**

WHEREAS, Cutten Elementary School District (“District”) wishes to add the following positions within the classified / management service:

- 1. One .3125 FTE Kitchen Aide**

NOW, THEREFORE, BE IT RESOLVED that, effective August 11, 2020, the classified positions of the District will be created as set forth above.

The foregoing Resolution was passed and adopted by the Board of Trustees of the Cutten Elementary School District on June 8, 2020, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Trustees

I, \_\_\_\_\_, Secretary/Clerk of the Board of Trustees, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees of the District at its meeting on June 8, 2020.

\_\_\_\_\_  
Clerk/Secretary, Board of Trustees



Sue Ivey <sivey@cuttensd.org>

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## Resignation

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**Dani Hinrichs** <dhinrichs@cuttensd.org>  
To: Sue Ivey <sivey@cuttensd.org>

Wed, May 27, 2020 at 12:34 PM

I resign as my position of TIP and MAP coordinator at the close of the 2019/2020 school year.

Danielle Hinrichs



Sue Ivey <sivey@cuttensd.org>

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## Resignation

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**Barb Dorsch** <bdorsch@cuttensd.org>  
To: Sue Ivey <sivey@cuttensd.org>

Wed, May 27, 2020 at 1:24 PM

Mrs. Ivey,

I am writing this letter to inform you that I will not be returning for the intervention teaching position for the 2020-2021 academic school year.

It is always a pleasure to work for the Cutten School District.

Thank you,

Barbara Dorsch

CUTTEN ELEMENTARY SCHOOL DISTRICT  
BOARD OF TRUSTEES  
SPECIAL BOARD MEETING  
AGENDA

June 9, 2020 5:30 pm

Zoom Meeting <https://zoom.us/j/91080041598?pwd=Q1lwVGlrUWN4bjlRMUhwWMOx4RFN2Zz09>

Meeting ID: 910 8004 1598

Password: 6920

Telephone: +1 669 900 6833

**1.0 CALL TO ORDER**

**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 Adoption of 2018 – 2019 District Budget

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

**5.0 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.