

CUTTEN ELEMENTARY SCHOOL DISTRICT  
BOARD OF TRUSTEES  
BOARD MEETING AGENDA  
May 11, 2020 6:30 pm

Join Zoom Meeting: <https://zoom.us/j/92361638160?pwd=T3JUUmVFT2ZOQmxiUE0yNGxibDRmQT09>

By telephone: 1-408-638-0968

Meeting ID: 923 6163 8160

Password: 051120

**1.0 CALL TO ORDER**

**2.0 CONSENT AGENDA**

- 2.1 Approval of Minutes, April 13, 2020
- 2.2 Approval of Warrants and Payroll
- 2.3 2020 – 2021 Special Education Pupil Transportation Agreement
- 2.4 Approval of 1.0 FTE Business Manager
- 2.5 Approval of 1.0 FTE Certificated Resignation
- 2.6 Approval of HCOE Co-Op Service Agreement, 2020 - 2021
- 2.7 Approval of Contract with James Marta and Company, Audit Services for GASB 34 and 68
- 2.8 Approval of Contract with TCS, Valuation Services for GASB 74/75
- 2.9 Approval of MOU with HCOE for Foster Youth Transportation
- 2.10 Approval of Waste Removal Agreement with Eureka City Schools

**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 2020 – 21 Student Registration Report

**5.0 CORRESPONDENCE**

**6.0 INFORMATION / POSSIBLE ACTION ITEMS**

- 6.1 Consider Request for Certificated Leave
- 6.2 Local Control Accountability Plan Update
- 6.3 Consider Adoption of Single Plan for Student Achievement, Cutten School
- 6.4 Consider Adoption of Single Plan for Student Achievement, Ridgewood School
- 6.5 Tentative Teacher Assignments for 2020 – 2021
- 6.6 Approval of 1.0 FTE Certificated Teaching Position
- 6.7 Consider and Act Upon Resolution 1020-10, Regarding Specifications of the Election Order

**7.0 SUPERINTENDENT / PRINCIPAL REPORT**

**8.0 BOARD MEMBER COMMENTS / COMMUNICATION**

**9.0 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

April 13, 2020

6:30 p.m.

- 1.0 CALL TO ORDER** – The meeting was called to order at 6:45 p.m.
  - 1.1 Board members in attendance, participating via Zoom: Andy Sundquist, Mary DeWald, Dennis Reinholtsen, Becky Reece, and Verne Skjonsby
- 2.0 PUBLIC COMMENT ON CLOSED SESSION ITEM** – None Offered
- 3.0 CLOSED SESSION**
- 4.0 RECONVENE TO OPEN SESSION**
  - 4.1 Report of Action Taken – There was no reportable action taken on Item 3.0
- 5.0 CONSENT AGENDA**
  - 5.1 Motion by Becky Reece, second by Verne Skjonsby to approve the consent agenda. Motion carried 5-0.
- 6.0 VISITOR COMMENTS ON NON-AGENDA ITEMS** – None Offered
- 7.0 REPORTS**
  - 7.1 Melissa Seymour, President, reported the times are certainly different now. She believes we have amazing teachers and support system with colleagues and administration. Teachers are very appreciative of the support from everyone in the district.
  - 7.2 Sue Ivey reported that two Kindergarten student registrations have been withdrawn so classes currently look to be approximately 18.4 per class. There will be a large first grade class which could possibly lead to a first-second grade combination class. In all other respects, enrollment is basically unchanged from last report.
- 8.0 CORRESPONDENCE**- None
- 9.0 PUBLIC HEARING**

There was no comment regarding consideration of entering into an energy service design-build contract for the Solar Photovoltaic Project.
- 10.0 INFORMATION / POSSIBLE ACTION ITEMS**
  - 10.1 Motion by Becky Reece, second by Mary DeWald, to approve Resolution 1020-06, to enter into a contract for the Solar Photovoltaic System. Motion carried 5-0.
  - 10.2 Motion by Dennis Reinholtsen, second by Becky Reece, to defer approval of request by Jaime Hague to continue her current teaching assignment until receipt of health and welfare information. Motion carried 5-0.
  - 10.3 Motion by Dennis Reinholtsen, second by Verne Skjonsby, to approve .15 FTE increase to classified Counselor position, 2020-2021 school year. Motion carried 5-0.
  - 10.4 Sue Ivey shared we are still waiting for direction on how to proceed with the LCAP.
  - 10.5 Motion by Verne Skjonsby, second by Becky Reece to approve additional June board meeting on June 9, 2020. Motion carried 5-0.

- 10.6 Motion by Becky Reece, second by Verne Skjonsby to accept HBTA's Initial Proposal for Bargaining. Motion carried 5-0.
- 10.7 Motion by Dennis Reinholtsen, second by Mary DeWald that the Board has no additional proposals for bargaining at this time. Motion carried 5-0.
- 10.8 Motion by Dennis Reinholtsen, second by Becky Reece to approve Resolution 1020-07, Final Action on Resolution and Decision Not to Reemploy Certificated Employee for the 2020-2021 school year. Motion passed 5-0.
- 10.9 Motion by Verne Skjonsby, second by Becky Reece to release Little People's Corner from their Kid's Club contract effective April 1, 2020. Motion carried 4-0, one abstention for possible conflict of interest (Dennis Reinholtsen).

**11.0 SUPERINTENDENT / PRINCIPAL REPORT**

- 11.1 Sue Ivey, Superintendent/Principal and August Deshais, Principal reported teachers are keeping student learning happening; we are inspired by the work of our teachers; although this is not their first choice in how to teach, they have all jumped in with both feet. The same goes for many students and families. Some of the means the district is using to connect with students and families include a community meeting scheduled for April 22; SchoolWise messaging as needed; online assemblies at both sites; Google Classroom meetings; assisting parents with technology; working closely with social workers to follow up with students not accessing online learning and/or not communicating with their teacher; staffing the office daily so that there is accessibility; and addressing individual family concerns as they arise.

Deep cleaning and maintenance projects are ongoing at both sites. At Ridgewood, the paving project for the bus turnaround has begun. At Cutten, the installation of the new playground equipment is in process, along with the painting of the old playground structure, and touch up painting in the hallways.

Efforts to support and communicate with staff include weekly site check-in via virtual meetings with teachers; bi-weekly classroom aide check-ins via virtual meetings; weekly staff notes; regular contact with HCOE and other district administrators; staying abreast of educational opportunities that are offered from various vendors (many of them have given free access temporarily); meetings with other staff as needed; keeping abreast of what is happening at weekly grade level meetings; Leadership Team to begin next Monday via virtual meetings; monitoring and attending to a large amount of daily email related to COVID-19; and returning phone calls, emails and text messages from teachers on a daily basis.


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

- 12.1 Appreciation was expressed to everyone for working within the new and unexpected distance learning circumstances.

**13.0 ADJOURNMENT**

- 13.1 The meeting was adjourned at 8:12 pm

Respectfully submitted,

  
Sue Ivey  
Secretary to the Board

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

Board of Trustees Meeting 05/11/2020

09 Cutten

Fiscal Year: 2020

Transmittal Number: 2000046-0 AUDIT

Reference	Vendor	Description	Amount
PV200841-001	AT&T CALINET 2	PHONES	120.89
PV200842-001	AT&T CALINET 2	PHONES	19.42
PV200843-001	AT&T CALINET 2	PHONES	121.68
		<b>Total Payment Amount</b>	<b>261.99</b>
PV200844-001	BCA ARCHITECTS	ARCHITECTS FEES	22,774.19
PV200845-001	BCA ARCHITECTS	ARCHITECTS FEES	768.32
		<b>Total Payment Amount</b>	<b>23,542.51</b>
PV200847-001	CRYSTAL CREAMERY	CAFE MILK	923.65
		<b>Total Payment Amount</b>	<b>923.65</b>
PV200846-001	CRYSTAL SPRINGS BOTTLED WATER	BOTTLED WATER FOR ADMIN	14.00
		<b>Total Payment Amount</b>	<b>14.00</b>
PV200854-001	DAVID L. MOONIE & CO. LLP	BOND AUDIT	5,500.00
		<b>Total Payment Amount</b>	<b>5,500.00</b>
PV200848-001	EUREKA FLOOR CO.	ANNEX FLOORING	715.77
PV200849-001	EUREKA FLOOR CO.	ANNEX FLOORING INSTALLATION	815.50
		<b>Total Payment Amount</b>	<b>1,531.27</b>
PV200850-001	HUMB COMMUNITY SERVICES DIST	ARBUTUS & V STREETS - IRRIGATI	60.21
PV200851-001	HUMB COMMUNITY SERVICES DIST	4158 WALNUT DRIVE	50.55
PV200852-001	HUMB COMMUNITY SERVICES DIST	4182 WALNUT DRIVE	316.61
		<b>Total Payment Amount</b>	<b>427.37</b>
PV200853-001	INTERSTATE BATTERIES	FIRE ALARM BATTERIES	64.99
		<b>Total Payment Amount</b>	<b>64.99</b>
PV200869-001	IVEY, SUSAN	REIMBURSE IVEY - SUPPLIES	1,691.05
		<b>Total Payment Amount</b>	<b>1,691.05</b>
PV200855-001	MENDES, ERIK	TECH CONSULTING SERVICES	155.25
		<b>Total Payment Amount</b>	<b>155.25</b>
PV200859-001	P G & E	ELECTRICITY & NATURAL GAS	3,937.65
		<b>Total Payment Amount</b>	<b>3,937.65</b>

APRIL

HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT  
Board of Trustees Meeting 05/11/2020

09 Cutten

Fiscal Year: 2020

Transmittal Number: 20000046-0 AUDIT

Reference	Vendor	Description	Amount
PV200858-001	POWELL LANDSCAPING MATERIALS	BARK FOR PLAYGROUND	123.69
		<b>Total Payment Amount</b>	<b>123.69</b>
PV200856-001	PRESENCELEARNING	SPEECH SERVICES	300.00
PV200857-001	PRESENCELEARNING	SPEECH SERVICES	7,829.92
		<b>Total Payment Amount</b>	<b>8,129.92</b>
PV200860-001	SECURITY LOCK & ALARM	LOCK REPAIR	106.65
		<b>Total Payment Amount</b>	<b>106.65</b>
PV200861-001	SUDDENLINK	CABLE FOR CLASSROOMS	16.16
		<b>Total Payment Amount</b>	<b>16.16</b>
PV200862-001	SUPERIOR INSTALLS	CAMERA SYSTEM REPAIR	67.50
		<b>Total Payment Amount</b>	<b>67.50</b>
PV200863-001	U.S. BANK EQUIPMENT FINANCE	COPIERS	365.42
PV200864-001	U.S. BANK EQUIPMENT FINANCE	COPIER	30.44
		<b>Total Payment Amount</b>	<b>395.86</b>
PV200865-001	U.S. BANK	PROF DEVELOPMENT TRAVEL	695.72
		<b>Total Payment Amount</b>	<b>695.72</b>
PV200868-001	URBAN FUTURES INC	ANNUAL DISCLOSURE FY 18/19	3,500.00
		<b>Total Payment Amount</b>	<b>3,500.00</b>
PV200866-001	US CELLULAR	ASP CELL PHONE	62.31
		<b>Total Payment Amount</b>	<b>62.31</b>
PV200867-001	VALLEY PACIFIC PETROLEUM SVCS	GAS & DIESEL	215.24
		<b>Total Payment Amount</b>	<b>215.24</b>
		<b>Transmittal Total</b>	<b>51,362.78</b>
<b>Fund Summary:</b>			
		Fund 01	17,896.62
		Fund 13	923.65
		Fund 21	32,542.51

APRIL

HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT  
Board of Trustees Meeting 05/11/2020

09 Cutten

Fiscal Year: 2020

Transmittal Number: 20000047-0 AUDIT

Reference Vendor  
PV200870-001 IVEY, SUSAN

Description Amount  
MILK REFRIGERATOR FOR RIDGEWOOD 3,132.69  
Total Payment Amount 3,132.69

PV200871-001 SEEGER, JAY

POST HOLE DIGGER & AUGER 781.18  
Total Payment Amount 781.18

Transmittal Total 3,913.87

Fund Summary: Fund 01 3,913.87

Payment Count: 23 Transmittal Count: 2 Grand Total: 55,276.65

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 Final

Production Run: 544  
09 Cutten  
Pay Cycle: 04  
Cycle Type: R  
W-Date: 04/30/2020  
Fiscal Year: 2020  
Pay Cal: CEMEND, CLMEND  
Employee Payroll Earnings Final

Payroll Totals - District 09	89	First Time Paid Employees	0	STRS P/U	33.0	B/O	0.0	REG	0.0	RET	1
Total Employees Paid	15	DNP Payout only	0	NW/P/U	5.0	B/O	0.0	REG	0.0	RET	1
Receiving Warrants	74	EFT/Pranote Restriction	0	PERS P/U	12.0	B/O	0.0	REG	0.0	RET	1
EFT Payments	0	EFT/Pranote (Receiving Warrant)	0	NW/P/U	15.0	B/O	0.0	REG	0.0	RET	1
				Non-Mem	22.0	ARS	0.0				

Salary Totals	339,398.14	Longevity	0.00	Shift	0.00	Oth Base	300.00	Tot Base	339,698.14	Non-Base	7,434.90	GROSS	347,133.04
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Totals By P/y	P	POSITION- MAGIC	339,398.14	PA	POSITION ADJ	0.00	PD	POSITION DOCK	0.00
	PR	POSITION- RETRO	0.00	PX	GENERATED ADJ	0.00	PY	GENERATED ADJ 2	0.00
	PZ	GENERATED ADJ 3	0.00	PT	GENERATED ADJ 4	0.00	PU	GENERATED ADJ 5	0.00
	PV	GENERATED ADJ 6	0.00	PK	POSITION DOCK %	0.00	O	OTHER BASE EARN	300.00
	OA	OTHER BASE ADJ	0.00	OD	OTHER BASE DOCK	0.00	M	MANUAL PAY LINE	7,414.92
	MD	MANUAL DOCK	0.00	R	RATE PAY LINE	19.98	C	CASH INLIEU	0.00
	CA	CASH INLIEU ADJ	0.00						

Totals By Earn Type	125R	REFUND-IRC:125 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	**DO NOT	0.00	MAST	MASTER STIPEND	300.00
	NML	NORMAL PAY	343,219.71	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	STP-1	STIPEND/PERS & STRS	0.00
	STP2	STIPEND/PERS & STRS	3,333.33	SUB	SUBSTITUTE	0.00	SUB9	SUBSTITUTE WORKOVER	0.00
	WC01	WORKERS COMP PAYMENT	0.00						

Total Hours 150,7500  
Total Days 0,0000

Employee Deductions	9,500.00	STRS GR	251,374.08	FICA GR	85,955.64	FIT	19,952.41	HW DED	0.00	SUBJ DNP	153,226.62
T403B	0.00	STRS	25,871.21	FICA	5,329.29	AFT	1,798.59	VOL DED	5,708.52	DNP IN	25,341.08
1457B	23,130.65	PERS GR	68,810.54	MEDI GR	324,002.39	SIT	4,935.42	INV DED	0.00	DNP OUT	0.00
S125	0.00	PERS	4,816.74	MEDI	4,698.00	ASIT	916.00	R403B	0.00	DNP PROJ	203,340.00
NTX GR	30,687.95	ARS GR	0.00	SIB	0.00	EIC	0.00	SDI GR	0.00	DNP YTD	203,340.00
NTX RET	283,814.44	SIT GR	283,814.44	ARS	0.00	HSA	0.00	SDI	0.00	NET PAY	215,135.13

Employer Costs	42,984.94	PERS	13,570.09	PERS BIO	0.00	ARS	0.00	FICA	5,329.29	MEDI	4,698.00	HSA	0.00
WC	6,382.83	SUI	162.00	HW	54,580.73	SUI GR	324,002.39	WC GR	324,002.39	TOTAL	127,707.88		



May 6, 2020

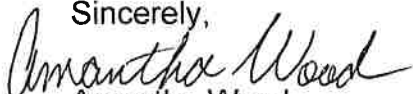
Ridgewood Elementary School  
2060 Ridgewood Drive  
Eureka, CA 95503

Dear Sue Ivey,

Please accept this letter as my formal resignation from the position of Special Day Class Teacher, effective June 11, 2020.

I am blessed to have worked with a fun and helpful staff during my first year as a teacher. I will miss my students very much. Thank you for the growth and learning that I will carry forward.

Sincerely,

  
Amantha Wood

# TCS Total Compensation Systems, Inc.

March 27, 2020

JeanneMarie Baker  
Business Manager  
Cuttan Elementary School District  
4182 Walnut Drive  
Eureka, CA 95503

Dear JeanneMarie,

This letter is our proposal for GASB 74/75 actuarial valuation services. The proposal includes a full actuarial valuation as of June 30, 2020 as well as an anticipated roll-forward valuation as of June 30, 2021.

## Fees and Our 10% Discount

To confidently schedule existing clients, we provide an incentive for clients who make a commitment in advance of the valuation date. To reserve a place in our schedule, please send the signed contract and non-refundable deposit of one-half of the full valuation fee by May 15, 2020. The deposit is non-refundable because of the preliminary work we do to streamline valuations, as well as to compensate for downtime of resources that could result from cancelled contracts. By reserving a spot, Cutten Elementary School District is not only guaranteed a valuation slot, but is given priority over every client that didn't reserve one. We give a 10% discount of the full valuation fee as well as of the subsequent roll-forward valuation fee to those who reserve a spot by May 15, 2020. That means that, to reserve a spot, we must receive the signed contract and a check for \$2,025 – i.e. one-half of 90% of \$4,500 – by May 15, 2020. The following table shows the new fees under GASB 74/75:

	<u>Full GASB 74/75</u>	<u>GASB 74/75 w/ 10% Discount</u>
Fee for Full Valuation	\$4,500	\$4,050
Roll-forward Valuation for 2 <sup>nd</sup> Year	\$2,250	\$2,025

Our fees are generally all-inclusive without additional charges for phone calls, re-work, or additional information. However, because the vast majority of our clients do not require an in-person meeting or separate valuation for funding purposes we prefer not to bake those costs into our standard fees. In cases where these services are desired, we charge \$1,900 for an in-person meeting and \$2,000 for a separate funding valuation. Other additional non-valuation projects are priced on a case by case basis.

If you choose *NOT* to reserve a spot, we still hope to work with you on the GASB 74/75 valuation, though it will be at the full fee quoted above.

## Second Year Roll-Forward Valuation

As you know, GASB 75 requires a full actuarial valuation at least every two years. Because your last full valuation was performed as of June 30, 2018, you are due for this full valuation as of June 30, 2020. While this proposal does include the subsequent roll-forward valuation that we anticipate performing as of June 30, 2021, we will confirm with you prior to performing that work to ensure circumstances have not changed and that you would still like for us to proceed with the roll-forward valuation.

## Timing and Data Requirements

Our records indicate that you will use the results of this June 30, 2020 valuation in your financials for the fiscal year ending June 30, 2020. This means that the valuation will be on a compressed timetable with little room for deviation.

The following timeline shows when the primary data items are expected to be provided.

<b>Data Item</b>	<b>Anticipated Delivery</b>	<b>Responsible Party</b>
Census Data	May-July	Cutten Elementary School District
Asset Information	July-August	Cutten Elementary School District
Audit Report/CAFR	May-July	Cutten Elementary School District
Draft Report	July-October	TCS

Please keep in mind that even for an unfunded plan with no asset information necessary, the valuation relies on interest rate information that cannot be obtained prior to June 30, 2020. Therefore, the valuation cannot be completed until after June 30, 2020.

Please let us know if you have any questions about the above or generally about retiree health or pension benefits. We would very much appreciate once again having the opportunity to work with Cutten Elementary School District.

Sincerely,



Geoffrey L. Kischuk  
Actuary  
gkischuk@totcomp.com



Will Kane  
Actuary  
wkane@totcomp.com

**FIRST AMENDMENT  
HUMBOLDT COUNTY FOSTER YOUTH EDUCATION TRANSPORTATION  
COORDINATION PROGRAM MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN  
COUNTY OF HUMBOLDT  
HUMBOLDT COUNTY OFFICE OF EDUCATION  
AND  
HUMBOLDT COUNTY SCHOOL DISTRICTS  
FOR FISCAL YEARS 2019-2020 THROUGH 2020-2023**

This First Amendment to the Humboldt County Foster Youth Education Transportation Coordination Program Memorandum of Understanding dated March 3, 2020, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," the Humboldt County Office of Education, a California governmental entity, hereinafter referred to as "HCOE," and Humboldt County School Districts, as individually listed starting on page 2 of this First Amendment, hereinafter referred to as "DISTRICTS," is entered into this \_\_\_\_ day of \_\_\_\_\_, 2020.

WHEREAS, on March 3, 2020, COUNTY, HCOE and DISTRICTS entered into a Memorandum of Understanding regarding the provision of transportation for foster students to their school of origin; and

WHEREAS, the parties now desire to amend certain provisions of the Memorandum of Understanding in order to extend the term thereof through June 30, 2023 and allow for electronic execution of any and amendments thereto.

NOW THEREFORE, the parties mutually agree as follows:

1. The first paragraph of the Memorandum of Understanding is hereby amended to read as follows:

This Memorandum of Understanding (MOU) is made and entered into by and between the Humboldt County Office of Education, hereinafter referred to as "HCOE," Humboldt County School Districts, as individually listed starting on page 9 of this MOU, hereinafter referred to as "DISTRICTS," and the County of Humboldt, by and through its Probation Department (PROBATION) and Department of Health and Human Services – Child Welfare Services (DHHS-CWS), relating to the requirement under the Every Student Succeeds Act (ESSA) and the provision of transportation for foster students to their SCHOOL OF ORIGIN. This MOU will be in effect for the period from July 1, 2019 through June 30, 2023 and may be renewed and/or amended as detailed below.

2. Section 15 – Counterpart Execution of the Memorandum of Understanding is hereby amended to read as follows:

**15. Counterpart Execution.**

This MOU, and any amendments hereto, may be executed in one (1) or more counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one (1) and the same MOU. This MOU, and any amendments hereto, may be signed by manual or electronic signatures in accordance with any and all applicable local, state and federal laws, regulations and standards, and such signature shall constitute an original signature for all purposes. A signed copy of this MOU, and any amendments hereto, transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this MOU and any amendments hereto.

3. The Memorandum of Understanding is hereby amended to add the following provision regarding the term thereof:

**16. Term.**

This MOU shall begin on July 1, 2019 and shall remain in full force and effect until June 30, 2023, unless sooner terminated or extended as provided herein. The parties have the option of extending this MOU upon the same terms and conditions for two (2), one (1) year terms. Said option may be exercised by HCOE giving DISTRICTS, PROBATION and DHHS-CWS written notice of its intent to extend the Agreement at least thirty (30) days prior to the expiration of this MOU.

4. Except as modified herein, the Memorandum of Understanding dated March 3, 2020 shall remain in full force and effect. In the event of a conflict between the provisions of this First Amendment and the original Memorandum of Understanding, the provisions of this First Amendment shall govern.

IN WITNESS WHEREOF, the parties have entered into this First Amendment as of the first date written above.

\_\_\_\_\_  
For Humboldt County Office of Education  
Chris Hartley Ed. D, Superintendent of Schools

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

\_\_\_\_\_  
For Humboldt County Probation  
Chief Probation Officer, Shaun Brenneman  
*(Pursuant to the authority granted by the Humboldt County  
Board of Supervisors on \_\_, \_\_ 2020 [Item - \_\_])*

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

\_\_\_\_\_  
For Humboldt County Department of Health and Human Services -  
Child Welfare Services Ivy Breen, Deputy Branch Director  
*(Pursuant to the authority granted by the Humboldt County  
Board of Supervisors on \_\_, \_\_ 2020 [Item - \_\_])*

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

Sue Ivey, Superintendent  
Cutten School District

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

Cutten Elementary School  
SCHOOL SITE COUNCIL  
MINUTES - DRAFT  
April 21, 2020  
5:30 P.M. Zoom Meeting ID 790 334 2434

1. Call to order @ 5:38 by President Bazzano

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

Members Absent: Diana Baclagan & Chris Mikkelsen

2. Approval of the Agenda by the Council; Motion to approve by Kristy, seconded by Lori, motion passed.

3. Review / Approval of the February 25, 2020 minutes; Motion to approve by Kristy, seconded by Beth, motion passed.

4. Public Comment: none

5. Reports:

District reports that digital learning is underway and Classrooms are busy and active.

The 4<sup>th</sup> grade talent show proved the show must go on by performing remotely.

Updates were shared about the district's focus on maintenance and cleaning that usually gets pushed into summer, allowing more deep cleaning and more detailed maintenance now, including the new playground at Cutten and paving project at the Ridgewood campus.

Updates on availability of staff on site: Site Secretaries are available 9am-12nn Monday to Friday. Principals/Superintendent are available by telephone and on site as well.

District will be holding a Community Meeting Wednesday April 22, 2020 at 6pm through Zoom. Meeting ID 798 6495 6195 Password 085 631

6. Single Plan for Student Achievement: Motion to approve SPSA by Kristy, seconded by Lori, motion passed

7. Announcements:

Our next meeting is tentatively scheduled for May 19, 2020 at 5:30 P.M.

Adjourned at 5:58pm

**Registration Report  
May 2020**

<b>TRANSITIONAL KINDERGARTEN</b>				
<b>YEAR</b>	<b>FORMS OUT</b>	<b>RETURNED</b>	<b>RESIDENT STILL OUT</b>	<b>NONRESIDENT STILL OUT</b>
May 2020	15	15	0	0
May 2019	22	20	2	0
May 2018	26	24	2 (1 sib)	0
May 2017	24	21	3 (2 sib)	0
May 2016	18	18	0	0
May 2015	25	21	2	2
<b>KINDERGARTEN</b>				
May 2020	54	47	7 (5 sib)	0
May 2019	65 + 26 TK	64	1	0
May 2018	69 + 21 TK	53	9 (3 sib)	7 (3 sib)
May 2017	82 + 17 TK	70	8 (3 sib)	4 (1 sib)
May 2016	78 + 24 TK	64	9	5
May 2015	52 + 18 TK	48	3	1

In District / Out of District Percentages:

**TK**  
In: 33% (5)  
Out: 67% (10)

**New Kindergarten**  
In: 61% (33)  
Out: 39% (21)

<b>TK &amp; KINDERGARTEN - PREVIOUS YEARS' DATA</b>				
<b>YEAR</b>	<b>FORMS OUT</b>	<b>RETURNED</b>	<b>RESIDENT STILL OUT</b>	<b>NONRESIDENT STILL OUT</b>
May 2014	90	82	4	4
May 2013	117	97	11	9
May 2012	75	61	10	4
May 2011	93	67	17	9

Based on numbers from this report:

TK = 15

K = 77 [19.25 per class]  
(54 new + 23 current TK students)

**REGISTRATION, GRADES 1 - 6**

<b>Grade</b>	<b>In dist</b>	<b>Returned</b>	<b>Out of dist</b>	<b>Returned</b>
<b>1</b>	4	3	1 (staff)	1
<b>2</b>	3	1	1	1
<b>3</b>	1	1	1	1
<b>4</b>	0	0	1	1
<b>5</b>	0	0	1	1
<b>6</b>	0	0	1	0

**Comparative enrollment for first day of school**

	<b>SDC</b>	<b>TK</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>TOTAL</b>
2019 - 20	11	23	93	80	82	104	80	86	76	<b>635</b>
2018 - 19	10	27	81	77	88	83	81	86	76	<b>609</b>
2017 - 18	5	21	79	88	81	79	82	80	84	<b>599</b>
2016 - 17	NA	19	93	82	84	85	84	85	81	<b>613</b>
2015 - 16	NA	24	82	85	85	88	78	92	68	<b>602</b>
2014 - 15	NA	20	84	76	82	76	86	72	77	<b>573</b>
2013 - 14	NA	17	75	86	81	83	77	82	68	<b>569</b>
2012 - 13	NA	1	77	79	82	80	88	73	72	<b>552</b>
2011 - 12	NA	NA	82	92	80	83	78	71	64	<b>550</b>
2010 - 11	NA	NA	93	85	77	76	74	67	85	<b>557</b>



May 7, 2020

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

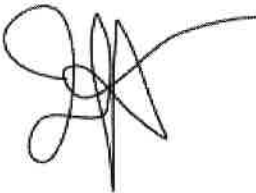
Dear Board of Trustees and Administrators:

Please accept my requested proposal for a .4 FTE leave of absence for the 2020-2021 school year. My daughter has had type one diabetes for a nearly 6 years, which requires a plethora of my time and energy to keep her healthy. In a typical year, I spend 15 school days at appointments in Palo Alto, or dealing with sick day blood sugar management. My temporary part-time status allows me time to care for her without my students suffering. This type of care and management is not possible when I am working full-time.

My proposal is to continue my .4 FTE leave of absence. For the first time in many years, my current teaching partner, Alicia Smith, would like to continue sharing the position with me!

Please feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to be 'JAIME HAGUE', with a long horizontal line extending to the right.

Jaime A. Hague

(I tried to add a better e-signature, but my mouse was temperamental)



# COVID-19 Operations Written Report

## **Overview**

Executive Order (EO) N-56-20 was established on April 22, 2020, to address the impact of continued school closures in response to the COVID-19 pandemic and the local educational agencies' ability to conduct meaningful annual planning, and the ability to meaningfully engage stakeholders in these processes.

EO N-56-20 issued timeline and approval waivers for the Local Control and Accountability Plan and Budget Overview for Parents as well as waving certain budgetary requirements. The Executive Order also established the requirement that a local educational agency (LEA) adopt a written report (COVID-19 Operations Written Report) explaining to its community the changes to program offerings the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of such closures on students and families.

## **Guidance for Completing the COVID-19 Operations Written Report**

The COVID-19 Operations Written Report must include:

- 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.
- A description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.
- A description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.
- A description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.
- A description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours

The descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes the LEA has put in place.

LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

## **Requirements for the COVID-19 Operations Written Report**

The COVID-19 Operations Written Report must be adopted by the local governing board or body in conjunction with the adopted annual budget by July 1, 2020.

While the COVID-19 Operations Written Report does not need to be approved by the county superintendent of schools or the Superintendent of Public Instruction, the Written Report must be submitted in conjunction with the submission of the adopted annual budget.

Once adopted, the COVID-19 Operations Written Report must be posted on the homepage of the LEA's website, if such a website exists.

LEAs are not required to use the COVID-19 Operations Written Report template developed by the California Department of Education. The template was developed as an optional tool for LEAs to meet the COVID-19 Operations Written Report requirements established by EO N-56-20.

**2020 – 2021  
Tentative Teaching Assignments**

<b>SDC</b>	11	OPEN	11
<b>TK</b>	17	Amy Chastain	17
<b>K</b>	20	Stacey Gabbert	82
	20	Katrin Lemmon	
	21	Nadine Seghetti	
	21	Melissa Seymour	
<b>1</b>	22	Lori Dickinson	95
	22	Liz Escutia	
	23	Joe Kencke	
	23	Lindsay Watkins	
<b>2</b>	21	Dani Hinrichs	84
	21	Audrea Filbey	
	21	Suzanne Rice	
	21	Mike Richards	
<b>3</b>	21	Christy Ng	86
	21	Darcie Rutter	
	22	Annette Sligh	
	22	Harriet Watson	
<b>4</b>	24	Jen Code	99
	25	Bethany Ibbitson	
	25	Jesse Wheeler	
	25	OPEN	
<b>5</b>	27	Tracy Benbow	81
	27	Jaime Hague	
	27	Andrea Yip	
<b>6</b>	23	Kaycee Cook	71
	24	Brandee Mitchell	
	24	Scott Nelson	
<b>Totals:</b>		<b>District - 626 Ridgewood - 289 Cutten - 337</b>	

**2020 – 2021  
Tentative Teaching Assignments  
Alternative**

<b>SDC</b>	11	OPEN	11
<b>TK</b>	15	Amy Chastain	17
<b>K</b>	20	Stacey Gabbert	82
	20	Katrin Lemmon	
	21	Nadine Seghetti	
	21	Melissa Seymour	
<b>1</b>	24	Lori Dickinson	95
	24	Liz Escutia	
	24	Joe Kencke	
	23	Lindsay Watkins	
<b>2</b>	21	Dani Hinrichs	84
	21	Audrea Filbey	
	21	Suzanne Rice	
	21	Mike Richards	
<b>3</b>	21	Christy Ng	86
	21	Darcie Rutter	
	22	Annette Sligh	
	22	Harriet Watson	
<b>4</b>	28		99
	28		
	28		
4 5	15		
5	11		
<b>5</b>	28		81
	29		
5 6	13		
6	13		
<b>6</b>	29		71
	29		
<b>Totals: District - 626 Ridgewood - 289 Cutten - 337</b>			

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

Specifications of the Election Order } Resolution No. 1020-10

On the motion of \_\_\_\_\_, seconded by  
\_\_\_\_\_ the Resolution, set forth below, was  
adopted by the following vote:

Ayes:

Noes:

Absent:

RESOLVED, that pursuant to Education Code Section 5322, the authority for the specification of the election order, I hereby specify the following with respect to the governing board member election for the Cutten Elementary School District.

DATE OF ELECTION: November 3, 2020

PURPOSE OF ELECTION: To elect two (2) members to the governing board of said district.

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a full, true and correct excerpt from the Journal of the Governing Board of said school district, pertaining to the adoption of the foregoing Resolution, for a regular meeting held on May 11, 2020.

\_\_\_\_\_  
President/Clerk of the Board