

**CUTTEN ELEMENTARY SCHOOL DISTRICT
BOARD OF TRUSTEES
BOARD MEETING AGENDA
May 11, 2026 6:00 pm
Ridgewood Commons
2060 Ridgewood Drive Cutten, CA 95503**

1.0 CALL TO ORDER/FLAG SALUTE

2.0 CONSENT AGENDA

- 2.1 Approval of Minutes, April 6, 2026; May 4, 2026
- 2.2 Approval of Warrants and Payroll
- 2.3 Approval of Waste Removal Agreement with Eureka City Schools 2026-2027
- 2.4 Approval of Northern Humboldt Union High School District Transportation Services Agreement 2026-2027
- 2.5 Approval of MOU Between Eureka City Schools and CESD to Drop off Students at the “Out of the Box” Afterschool Program 2026-2027
- 2.6 Approval of MOU Between Cal Poly HSU and CESD for Student Teaching, Observation, and Fieldwork 2026-2027
- 2.7 Approval of Summer School Food Service Agreement Between Eureka City School and CESD 2026-2027
- 2.8 Approval of Agreement Between HCOE Learning Services & the HERC Library and CESD 2026-2027
- 2.9 Approval of Afterschool Aides, 1.1375; Resource Aides, 1.9746, TIP Coordinator .6; Kitchen Aide .0625; Classroom aide .375 Classified Resignations
- 2.10 Approval of 1.0 FTE Cutten Principal Resignation

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/PRESENTATIONS

- 4.1 Cutten-Ridgewood PTA Report
- 4.2 School Site Council Report
- 4.3 HBTA Report
- 4.4 Principals’ Report
- 4.5 2025 – 2026 Student Registration Report
- 4.6 LCAP Update

5.0 CORRESPONDENCE

- 5.1 Certification of 2025-2026 HCOE Second Interim Report

6.0 INFORMATION / POSSIBLE ACTION ITEMS

- 6.1 Discussion/Consider Tentative Staffing Options 2026-2027
- 6.2 Discussion/Consider Approval of Approximately \$60,000 or the Remainder from Measure L Bond Funding to be Utilized for the Ridgewood Phase 2 Building Project
- 6.4 Discussion/Consider Approval to Contract with an Architect to Design a Ridgewood Cafeteria with Measure K Bond Funding
- 6.5 Discussion/Consider Acceptance of the Commission on Teacher Credentialing, Teacher Residency

- Implementation and Expansion Grant Intent to Fund Offer; \$800,000
- 6.6 Discussion/Consider Approval of a 1.0 FTE Learning Support Specialist/Instructional Coach Classified Management Job Description and Salary Schedule
 - 6.7 Discussion/Consider Possible Action on Resolution #2026 –3 Regarding Classified Reduction in Work Force Decision Not to Reemploy .762 .FTE
 - 6.8 Discussion/ Consider Approval of 1.0 FTE Certificated Teacher Position
 - 6.9 Discussion/Consider Approval of .4381 FTE Classified Aide Positions
 - 6.10 Discussion/Consider Approval of 1.0 Cutten Principal Position
 - 6.11 Discussion/Consider Approval of 1.0 Resource Specialist Position
 - 6.12 Discussion/Consider Approval of the Addition of 3 Extra Holidays for Full-time Classified Positions beginning July 1, 2026 (November 25, December 24, December 31)
 - 6.13 Discussion/Consider Approval of Purchase Order Electric Charger for Bus \$26,111.70
 - 6.14 Discussion/Consider Approval for Summer School Staffing Temporary Positions 2026(Teachers, Aides, After-School Program Aides, After-School Director, Afterschool coordinator, and Summer School Principal)

7.0 SUPERINTENDENT REPORT

8.0 BOARD MEMBER COMMENTS / COMMUNICATION

9.0 PUBLIC COMMENT ON CLOSED SESSION ITEM

10.0 CLOSED SESSION

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

10.1 CONFERENCE WITH LABOR NEGOTIATOR (GC § 54957.6)

*Agency Negotiator: Dennis Reinholtsen
Unrepresented Employee: Cutten Principal*

10.2 CONFERENCE WITH LABOR NEGOTIATOR (GC § 54957.6)

*Agency Negotiator: Becky MacQuarrie
Name of organization representing employees: Humboldt Bay Teachers Association.*

10.3 CONFERENCE WITH LABOR NEGOTIATOR (GC § 54957.6)

*Agency Negotiator: Dennis Reinholtsen
Unrepresented Employee: Administration*

10.4 CONFERENCE WITH LABOR NEGOTIATOR (GC § 54957.6)

*Agency Negotiator: Becky MacQuarrie
Name of organization representing employees: Humboldt Bay Teachers Association.*

11.0 RECONVENE TO OPEN SESSION

12.0 ADJOURNMENT

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

CUTTEN ELEMENTARY SCHOOL DISTRICT
BOARD OF TRUSTEES
BOARD MEETING Minutes
April 6, 2026 6:00 pm
Ridgewood Commons
2060 Ridgewood Drive Cutten, CA 95503

Board members in attendance: Dennis Reinholtson, Mary DeWald, Beth Johnston, Mindy Sehon, Becky Reece

- 1.0 CALL TO ORDER/FLAG SALUTE-** Meeting called to order at 6:07 pm
- 2.0 CONSENT AGENDA-** Moved by Becky Reece, seconded by Beth Johnston. Motion carried 5-0.
- 2.1 Approval of Minutes, March 9, 2026
 - 2.2 Approval of Warrants and Payroll
 - 2.3 Quarterly Report on William Uniform Complaints 2026 1st Quarter
- 3.0 VISITOR COMMENTS ON NON-AGENDA ITEMS-** Cutten teacher shocked by the new front office and classroom looks great.

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/PRESENTATIONS

- 4.1 Cutten-Ridgewood PTA Report-Meeting 04/07/26 to discuss carnival coming up.
- 4.2 School Site Council Report- Single plan for student achievement approved with minor corrections, ready to be included in LCAP.
- 4.3 HBTA Report- Chastain's room had a rainbow day. Buddies for the week is so great for the older kids to reconnect with the littles and how the littles look up to the other kids. 2nd grade finishing up adopting a lamb and will be visiting Foggy bottoms. Tk/K have chickens and one quail egg that might hatch. Students' growth post conference week is showing huge accomplishments. Huge increase in Health & welfare that they would like increases to be considered during negotiations. 3rd grade is headed to the Symphony. Amy also celebrated.
- 4.4 Principal's Report- 04/08/26 Open house at 6pm. Several students attended the March science fair and 3 students placed 3rd place. CEI traveled to San Diego and found a focus group of hispanics to be more involved. The drama club is getting ready for May 1st and 2nd performances, buses are being rented from other schools to get the entire campus over to see the play. The 2nd book fair happened and it was a huge success. Continuing to look at online presentations to come to a conclusion of what math curriculum should be adopted. SEL ventriloquist performances shared out. Alarms and bells being added and completed at Ridgewood site.
- 4.5 2025 – 2026 Student Registration Report- TK numbers not coming up as high as was previously projected. Not all K registration numbers are in either. So far enrollment is dropping by about 28 students for next year. Big 6th grade graduation class moving on.
- 4.6 LCAP Update-Not much update, just waiting for a survey to be returned.

5.0 INFORMATION / POSSIBLE ACTION ITEMS

- 5.1 Consider Approval of 2026-27 Medical, Dental and Vision Rates, NCSMIG- Motioned by Becky Reece, seconded by Beth Johnston. Motion carried 5-0.

- 5.2 Discussion/Consider Tentative Staffing Options- Lots to consider, but teachers would like it to be advertised more via instagram and facebook as well as the marquee boards to turn in registration as soon as possible.
- 5.3 Discussion/Consider Approval of Updated Principal Job Description- Moved by Becky Reece, seconded by Mindy Sehon. Motion carried 5-0.
- 5.4 Discussion/Consider Approval of Securly Program, to Oversee Student Computer Usage 3rd-6th grade, \$3680- Motioned by Mindy Sehon, seconded by Becky Reece. Motion carried 5-0.
- 5.5 Discussion/Consider Approval to Collaborate with HCOE to Participate in the California Department of Education's Learning Communities for School Success Program (LCSSP), Cohort 10. - Extra PD is the benefit that we gain. Motioned by Beth Johnston, seconded by Becky Reece.

6.0 SUPERINTENDENT'S REPORT- Next project options. The second bond half hasn't sold yet. Shared with leadership, big things brought to attention in regards to missing space in Cutten. Two rooms at Cutten would be a benefit and challenge as to where they might be able to go. Ridgewood doesn't have a cafeteria which is considered a hardship school for not having this space. A survey will be sent out on how to rank all these items being considered.

7.0 BOARD MEMBER COMMENTS / COMMUNICATION- None

8.0 PUBLIC COMMENT ON CLOSED SESSION ITEM- None

9.0 CLOSED SESSION- Closed session adjourned at 7pm Reopened
With respect to every item of business to be discussed in closed session:

*10.1 CONFERENCE WITH LABOR NEGOTIATOR (GC § 54957.6)
Agency Negotiator: Dennis Reinholtsen
Unrepresented Employee: Classified*

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

*10.3 CONFERENCE WITH LABOR NEGOTIATOR (GC § 54957.6)
Agency Negotiator: Dennis Reinholtsen
Unrepresented Employee: Principal*

10.0 RECONVENE TO OPEN SESSION
Report of Action Taken

11.0 ADJOURNMENT

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



Cutten School District

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

Superintendent/Principal
Becky MacQuarrie EdD

CUTTEN BOARD OF TRUSTEES SPECIAL BOARD MEETING AGENDA

May 4, 2026 5:30 pm
Ridgewood Commons
2060 Ridgewood Drive
Cutten, CA 95503

1.0 CALL TO ORDER-FLAG SALUTE 5:30PM

Attendance: Dennis Reinholtsen, Mary DeWald, Mindy Sehon, Becky Reece

2.0 VISITOR COMMENTS ON CLOSED-SESSION ITEM

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 CLOSED SESSION

3.1 PUBLIC EMPLOYMENT (GC § 54957)

Agency Negotiator: Board President: Dennis Reinholtsen

3.2 CONFERENCE WITH LABOR NEGOTIATOR (GC § 54957.6)

Agency Negotiator: Becky MacQuarrie

Name of organization representing employees: Humboldt Bay Teachers Association

4.0 RECONVENE TO OPEN SESSION 8:30pm

No Action Taken

CLOSED 8:31pm

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

Checks Dated 04/01/2026 through 04/30/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
3000309891	04/09/2026	U.S. BANK	01-4310	1,513.01	
			01-4351	171.52	
			01-5210	1,048.31	
			13-4396	1,039.62	3,772.46
3000309892	04/09/2026	(HARRIS) SHAFER'S ACE HARDWARE	01-4374	251.79	
			13-4396	16.30	268.09
3000309893	04/09/2026	AT&T CALNET 2	01-5909		337.29
3000309894	04/09/2026	CA DEPT OF TAX & FEE ADMINISTR	01-5884		10.62
3000309895	04/09/2026	CAMPTON ELECTRIC	01-4374		273.13
3000309896	04/09/2026	CRYSTAL SPRINGS BOTTLED WATER	01-5531	80.00	
			01-5623	34.00	114.00
3000309897	04/09/2026	eLuma LLC	01-5800		16,185.22
3000309898	04/09/2026	EMPLOYMENT DEVELOPMENT DEPT	01-9540		680.12
3000309899	04/09/2026	ERIK MENDES	01-4450	3,380.00	
			01-5800	300.00	3,680.00
3000309900	04/09/2026	Everyday Speech LLC	01-4310		499.99
3000309901	04/09/2026	FRANZ FAMILY BAKERY	13-4710		384.72
3000309902	04/09/2026	HUMB COMMUNITY SERVICES DIST	01-5530		1,222.48
3000309903	04/09/2026	JK Inspections LLC	21-5800		3,260.00
3000309904	04/09/2026	MENDES SUPPLY COMPANY	01-4374		3,769.17
3000309905	04/09/2026	P G & E	01-5511	61.47	
			01-5520	6,496.82	6,558.29
3000309906	04/09/2026	PIERSON BLDG CENTER	01-4381		312.99
3000309907	04/09/2026	RENAISSANCE	01-4450		11,479.25
3000309908	04/09/2026	SECURITY LOCK & ALARM	01-4381		99.46
3000309909	04/09/2026	STUDIO W ARCHITECTS	21-6210		4,456.81
3000309910	04/09/2026	SYSCO SACRAMENTO	01-4710	2,851.40	
			13-4396	5,145.94	
			13-4/10	21,830.79	
			13-5623	147.85	29,975.98
3000309911	04/09/2026	VALLEY PACIFIC PETROLEUM SVCS	01-4364	300.62	
			01-4365	1,200.90	1,501.52
3000310714	04/16/2026	Adams Comm. Gen Cont., Inc.	21-5800		204,753.07
3000310715	04/16/2026	POWELL LANDSCAPING MATERIALS	01-4391		61.19
3000310716	04/16/2026	Sarah D. Titchener	01-5800		4,992.13
3000311264	04/23/2026	Adams Comm. Gen Cont., Inc.	21-5800		571,875.01
3000311265	04/23/2026	Adobe Inc.	01-5884		407.76
3000311266	04/23/2026	CRYSTAL CREAMERY	13-4711		5,303.95
3000311267	04/23/2026	Girard, Anne E	01-4310		227.91
3000311268	04/23/2026	HUMBOLDT CO PUBLIC HEALTH	01-5819		31.00
3000311269	04/23/2026	MAPLES SERVICE	01-5635		640.50
3000311270	04/23/2026	MidAmerica Books	01-4310		82.52
3000311271	04/23/2026	MISSION LINEN SUPPLY	01-5550		570.20
3000311272	04/23/2026	Nor-Cal Pizza Gals Inc	13-4710		780.00

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

Checks Dated 04/01/2026 through 04/30/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
3000311273	04/23/2026	P G & E	01-5511		412.52
3000311274	04/23/2026	Perry, Alexandra	01-4310		42.82
3000311275	04/23/2026	ROTO-ROOTER	01-5635		779.00
3000311276	04/23/2026	Rutter, Darcie R	01-4391		82.33
3000311277	04/23/2026	Sligh, Annette M	01-4310	195.91	
			13-5884	11.99	207.90
3000311278	04/23/2026	U.S. BANK EQUIPMENT FINANCE	01-5637		2,228.89
3000312125	04/30/2026	Nor-Cal Pizza Gals Inc	13-4710		910.00
3000312126	04/30/2026	SCHOOL & COLLEGE LEGAL SERVICE	01-5210		300.00
3000312127	04/30/2026	Verizon Wireless	01-5921		396.85
Total Number of Checks			42		883,927.14

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	34	64,011.09
13	CAFETERIA FUND	8	35,571.16
21	BUILDING FUND	4	784,344.89
Total Number of Checks		42	883,927.14
Less Unpaid Tax Liability			.00
Net (Check Amount)			883,927.14

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

Pay Date 04/10/2026 through 04/30/2026

Fiscal Year 2025/26

EARNINGS by Earnings Code **Income** **Adjustments**

No Gross Pay			4.00
Regular	473,229.93		
TOTAL	473,229.93	4.00	

EARNINGS by Group **Income** **Adjustments**

Base Pay	456,147.64		
Docks	11,219.76-		
Extra Duty	16,297.59		
Miscellaneous		4.00	
Stipends	1,170.00		
Substitutes	7,612.50		
Vacation Pay	3,221.96		
TOTAL	473,229.93	4.00	

TAXES **Employee** **Employer** **Total** **Subject Grosses**

Federal Withholding	29,704.16		29,704.16	410,488.53
State Withholding	9,284.44		9,284.44	410,488.53
Social Security	9,643.37	9,643.37	19,286.74	155,538.25
Medicare	6,642.81	6,642.81	13,285.62	458,123.56
SUI		229.02	229.02	458,123.56
Workers' Comp		12,739.04	12,739.04	458,123.56
SUBTOTAL	55,274.78	29,254.24	84,529.02	

REDUCTIONS **Employee** **Employer** **Total** **Subject Grosses**

PERS	2,171.23	8,315.73	10,486.96	31,017.28
PERS / 62	7,789.69	26,105.16	33,894.85	97,370.97
STRS / 60	23,846.52	44,352.12	68,198.64	232,925.17
STRS / 62	8,293.59	15,522.57	23,816.16	81,269.90
Tax Sheltered Annuit	5,534.00		5,534.00	
Health & Welfare	13,416.38	92,397.28	105,813.66	
Supplemental Insuran	939.99		939.99	
Flex Medical Savings	750.00		750.00	
SUBTOTAL	62,741.40	186,692.86	249,434.26	

EARNINGS **Person Type** **Female Employees**

Certificated	45	325,158.15	39	292,726.47
Classified	70	148,071.78	54	102,525.93
TOTAL	115	473,229.93	93	395,252.40

DEDUCTIONS **Employee** **Employer** **Total** **Subject Grosses**

Dues & Memberships	3,840.70		3,840.70	34.20
403b ROTH	3,050.00		3,050.00	
Garnishments	32.33		32.33	
District Repay	-00.00		100.00	
Miscellaneous	850.00		850.00	
Supplemental Insuran	2,984.63		2,984.63	
Summer Savings	34,342.71		34,342.71	206,055.91
SUBTOTAL	45,200.37	.00	45,200.37	
TOTALS	163,216.55	215,947.10	379,163.65	

Vendor Summary for Pay Date 04/10/2026 thru 04/30/2026

- Vendor Checks
- Vendor Liabilities

Cancel/Reissue for Process Date 04/10/2026 thru 04/30/2026

- Reissued
- Cancel Checks
- Void ACH

Selection Grouped by Org Filtered by (Org = 9, Fiscal Year = 2026, Starting Pay Date = 4/1/2026, Ending Pay Date = 4/30/2026)



Pay01a

Payroll Summary by Org

Pay Date 04/10/2026 through 04/30/2026

Fiscal Year 2025/26

BALANCING DATA		NET	
Gross Earnings	473,229.93	310,013.38	Net Pay
District Liability	215,947.10	163,216.55	Deductions
	689,177.03	215,947.10	Contributions
			Direct Deposits
			Checks
			Partial Net ACH
			Negative Net
			Check Holds
			Zero Net
		TOTAL	310,013.38
			116

Selection: Grouped by Org, Filtered by (Org = 9, Fiscal Year = 2026, Starting Pay Date = 4/1/2026, Ending Pay Date = 4/30/2026)

009 - Cutten Elementary School District

Generated for Vanesa Carillo-Salas (VCARILLO), Apr 23 2026 10:20AM



WASTE REMOVAL AGREEMENT

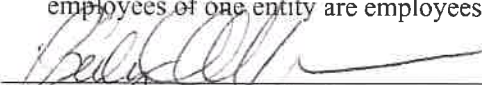
- Whereas the Cutten School District is in need of waste removal services;
- Whereas Eureka City Schools has available waste removal services;
- Whereas Education Code Section 35160 provides authority for Eureka City Schools to enter into arrangements that are not violative of existing law; and
- Whereas Education Code Section 1200 et seq provides authority for the Cutten School District to enter into arrangements that assist school districts;
- Therefore, the Cutten School District and Eureka City Schools agree as follows:
 1. The term of this agreement is from July 1, 2026 through June 30, 2027.
 2. This agreement may be terminated by either party at any time by the giving of sixty (60) days written notice.
 3. Eureka City Schools shall provide waste removal services for the Cutten School District at the following sites:

Cutten School
4182 Walnut Drive
Cutten, CA 95534
(2) two-yard containers

Ridgewood School
2060 Ridgewood Drive
Cutten, CA 95534
(2) two-yard containers

Cutten School District shall provide and maintain two (2) two-yard containers at Cutten School and two (2) two-yard containers at Ridgewood School. ECS will provide for pick-up two times per week. Cutten School District agrees not to place hazardous waste or construction debris in the containers, and agrees to be fully responsible for any cost associated with the removal of any Hazardous Waste placed in the containers.

4. The Cutten School District shall pay to Eureka City \$703.00 per container per month for a sum of \$2,812.00 beginning July 1, 2026. Such amount may be adjusted by the percentage of increase in the transfer site disposal fees and fuel cost. Cutten School District agrees to pay from a monthly invoice via inter-district transfer for waste disposal services. Eureka City Schools will have the responsibility for keeping appropriate records of disposal charges at the landfill.
5. Eureka City Schools and the Cutten School District shall mutually agree to indemnify and hold harmless each other and their employees against any and all loss, damage, or liability (including court costs and attorney's fees) arising against the other as a result of their own discharge of their obligations identified in this agreement. If liability is shared between the parties, each party shall be responsible only to the extent of its proportionate liability. This obligation shall survive the termination of this agreement, and shall apply to any and all claims asserted with regard to the services provided for in this agreement.
6. The Cutten School District and Eureka City Schools shall provide Workers Compensation coverage for their respective employees. Nothing in this agreement shall be construed as providing that the employees of one entity are employees of the other entity.



Superintendent or Authorized Designee
Cutten School District

Paul Ziegler, Assistant Superintendent
Eureka City Schools

Date: 4-21-26

Date: _____

**NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT
TRANSPORTATION SERVICES AGREEMENT
2025-2026 SCHOOL YEAR**

THIS AGREEMENT is made and entered into by and between the **CUTTEN DISTRICT (CSD)** at its Board of Trustees meeting on, 5-11-25, and the **NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT (NHUHSD)**, at its Board of Trustees meeting on May 13, 2025.

(CSD) and NHUHSD hereby agree as follows:

1. **Description of Services:** NHUHSD agrees to provide the following services to (CSD): (Mark with a "X" all that apply and NA for those that don't apply)

N/A I. Regular Home-to-School Transportation

 II. Field Trips (Services provided based on availability of drivers.)

N/A III. Special Education Transportation Services (Services provided based on availability of drivers.)

 X IV. Maintenance Service

 V. Fuel Agreement

 VI. Bus Storage

2. **Term of Agreement:**

The term of this Agreement shall be from July 1, 2025, to June 30, 2026.

3. **Use of Facilities:**

NHUHSD will provide the Facilities (and any associated equipment) for use by (CSD) subject to the terms and conditions of this Agreement. (CSD) and its employees may use the Facilities subject to the terms and conditions of this Agreement.

4. **Modifications:**

This Agreement may be modified or amended in writing without additional consideration at any time by mutual consent of the parties.

5. **Applicable Law and Venue:**

This Agreement will be governed by the law of the State of California and venue shall be in the Superior Court of Humboldt County and no other place. Every provision or clause required by law to be inserted in this Agreement shall be deemed to be inserted and the Agreement shall be read and enforced as though it were included. If for any reason such provision is not inserted, or is not correctly stated, then upon application of either party, the changes shall be made by amendment to this Agreement which is acceptable to both parties.

6. **Execution in Counterparts:**

This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

7. **Authorization:**

Each individual executing this Agreement, or its counterpart, on behalf of the respective party, warrants that he/she is authorized to do so and that this Agreement constitutes the legally binding obligation of the entity which he/she represents.

8. **No Third Part Beneficiaries:**

Nothing in this Agreement shall be construed to create any duty or any liability to any person or entity not at party to this Agreement.

9. **Additional Conditions:**

- A. While providing services under this Agreement, **NHUHSD** is an independent contractor and not an officer, agent, or employee of **(CSD)**. **NHUHSD** shall not perform any services otherwise provided for under this Agreement if specifically not requested to do so by **(CSD)**, nor interfere with the policy-making functions of **(CSD)** unless expressly requested to do so. The parties also understand that some of the services to be performed under this Agreement may require additional express written authorization from **(CSD)** and will not be performed unless and until such authorization is given.
- B. **NHUHSD** shall hold harmless, defend and indemnify **(CSD)** from and against any liability, claim, action, cost, damage or loss for injury, including death, to any person or damage to any property to the extent that such is caused by, or results from, the negligence or misconduct of **NHUHSD** or its officers, agents, or employees or others under its control. This obligation shall continue beyond the term of this Agreement as to any act or omission which occurred during or under this Agreement.
- C. **(CSD)** shall hold harmless, defend and indemnify **NHUHSD** from and against any liability, claim, action, cost, damage or loss for injury, including death, to any person or damage to any property to the extent that such is caused by, or results from, the negligence or misconduct of **(CSD)** or its officers, agents, or employees or others under its control. This obligation shall continue beyond the term of this Agreement as to any act or omission which occurred during or under this Agreement.
- D. This Agreement may be terminated at any time by either party upon thirty (30) days prior written notice. Any notice of termination shall be transmitted via hand delivery, facsimile or U.S. mail.

10. **Scope of Work and Compensation:**

As full compensation for all services contemplated by this Agreement, **NHUHSD** shall receive the following from **(CSD)**: **(Mark with a "X" all that apply and NA for those that don't apply as in 1 above)**

N/A **I. Regular Home-to-School Transportation (N/A currently due to driver shortage):**

NHUHSD will provide home-to-school transportation of Regular Education students of the **(CSD)**.

Bus Charges Fiscal Year \$ _____
: \$4.25 per mile and \$57.12 per hour for driver.
The per mile charge will be adjusted quarterly to reflect increased fuel prices of 5% or greater as of July 1, 2025.

 II. Field Trips:

NHUHSD will provide transportation of students for field trips and/or other extra-curricular activities of the **(CSD)**. **The availability of field trips may be limited depending on the availability of drivers.**

Bus Charges \$4.25 per mile and \$57.12 per hour for driver.
The per mile charge will be adjusted quarterly to reflect increased fuel prices of 5% or greater as of July 1, 2025.

Van Charges IRS rate plus 20% plus a \$35 fee per van per rental. **NHUHSD** driver may be requested at \$57.12 per hour.

N/A **III. Special Education Transportation Services:(N/A currently due to driver shortage):**

NHUHSD will provide transportation of Special Education students of the **(CSD)**.

Apportionment for Special Education Transportation and excess costs at a rate of \$N/A per mile. The per mile charge will be adjusted quarterly to reflect increased fuel prices of 5% or greater as of July 1, 2025.

In the event that it is impossible to transport a student with disabilities due to medical needs, safety issues for the student or passengers, availability of drivers, or other unforeseen circumstances, alternative transportation may need to be secured. Alternative transportation will be discussed with **(CSD)** to determine the best solution available. If the best solution of alternative transportation is provided by **NHUHSD** and creates an additional expense, the additional expense will be covered by **(CSD)**.

X **IV. Maintenance Service:**

NHUHSD shall provide maintenance services to **(CSD)** vehicles, as requested. These services include, but are not limited to preventive maintenance services, smog inspections, repairs, and safety checks.

The service rate is \$100.00* per hour per mechanic billed in quarter hour increments. Parts are charged at the cost plus 8% for handling fees and indirect costs. Emergency road call

service requiring time outside of regular business hours, 7:30 AM to 4:30 PM, will be charged time and one-half, \$150.00* per hour mechanic billed in quarter hour increments.

 V. Fuel Agreement:

NHUHSD shall provide renewable diesel fuel for (CSD) vehicles.

Costs will be calculated based on the current bulk rate price charged to NHUHSD plus 20% per gallon handling fee. All fuel use reports are the responsibility of (CSD)

 VI. Bus Storage:

NHUHSD will provide the facilities for storage for (CSD) vehicles based on available space.

The storage rate is \$100.00 per month per vehicle for a bus.
The storage rate is \$50.00 per month per vehicle for a van.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the days and year first written above.

FOR:

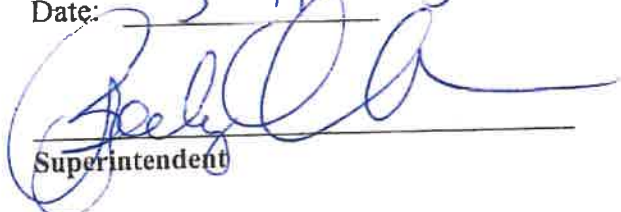
CUTTEN SCHOOL DISTRICT



President, Board of Trustees

Date:

5-11-25



Superintendent

Date:

5-11-25

FOR:

NORTHERN HUMBOLDT UNION HSD



Natalie Giannini, President, Board of Trustees

Date: 6/17/2025



Roger Macdonald, Superintendent

Date: 6/17/2025

MEMORANDUM OF UNDERSTANDING BETWEEN
EUREKA CITY SCHOOLS
AND
CUTTEN ELEMENTARY SCHOOL

This Memorandum of Understanding (MOU) is entered into as of May 7, 2026 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 be in effect through the 2026-27 school year, and may be modified by mutual consent of authorized officials from ECS and Cutten.

Signature
Gary Storts, Superintendent
Eureka City Schools

Date: _____



Signature
Becky MacQuarrie, Superintendent
Cutten School District

Date: 4-21-26

Cal Poly Humboldt.

MEMORANDUM OF UNDERSTANDING FOR STUDENT TEACHING, OBSERVATION OR FIELD WORK

THIS AGREEMENT, made and entered into as of this 1st day of June 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 Cutter School District of Humboldt 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 fieldwork 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, 2026 to June 30, 2027. 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.

Cal Poly Humboldt.

MEMORANDUM OF UNDERSTANDING FOR STUDENT TEACHING, OBSERVATION OR FIELD WORK

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 upon request.
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.
 - a. State University shall defend, indemnify and hold District, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of District, its officers, agents, or employees.
 - b. District shall defend, indemnify and hold State University, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of State University, its officers, agents, or employees.
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.
7. District is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as "COVID-19". District is familiar with and informed about the Centers for Disease Control and Prevention (CDC) current guidelines regarding COVID-19 as well as applicable federal, state, and local governmental directives regarding COVID-19. District, to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed or updated, District will take steps to comply with the modified, changed or updated guidelines or directives. If at any time District becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify the State of that fact.
8. State University will ensure that participating students will not be placed at District with unsupervised access to children until a background check by the Department of Justice, including fingerprint clearance, is completed and participating students are granted Certificate of Clearance by the State of California.
9. State University shall ensure that participating students have provided evidence of tuberculosis screening administered in the first semester of their teacher preparation program.
10. The District shall provide to the University's credential candidates experiences through practice teaching, observations, or other field work in schools and classes of the district. The experience provided by said candidate placements shall be provided in appropriate schools or classes of the District and under the direct supervision and instruction of such employees of the District, as the District and State through their duly authorized representative may agree upon.

Cal Poly Humboldt.

MEMORANDUM OF UNDERSTANDING FOR STUDENT TEACHING, OBSERVATION OR FIELD WORK

11. The District shall provide opportunities for the University students to practice and provide literacy instruction. The University's credential candidates will engage in practice teaching of oral and written language including meaning-making, language development, and effective expression, as appropriate to the credential program. The University students will have the opportunity in the clinical practice placement to practice screening and diagnostic techniques that inform teaching and assessment and early intervention techniques, as appropriate to the credential and as identified in the teacher performance expectations and standard. The District shall ensure candidates have access to student records, including Individualized Education Plans (IEPs) and 504 plans, in order to shape instruction. While in the clinical practice placement, the University credential candidates will be expected to take and pass a literacy performance assessment approved by the Commission on Teacher Credentialing that includes a focus on foundational literacy skills and the additional cross-cutting themes in literacy.

12. Both Parties shall procure and maintain in force during the term of this Agreement, at their sole cost and expense, insurance in amounts reasonably necessary to protect them against liability arising from any and all negligent acts or incidents caused by each party's employees. Coverage under such professional and commercial general liability insurance shall be not less than two million dollars (\$2,000,000) for each occurrence and four million dollars (\$4,000,000) in the aggregate. Such coverage shall be obtained from a carrier rated A or better by AM Best of a qualified program of self-insurance. Both parties shall maintain and provide evidence of workers' compensation coverage as required by law. Upon request, each party shall provide for not less than thirty (30) days notice of cancellation to Agency. Each party shall promptly notify the other party of any cancellation, reduction, or other material change in the amount or scope of any coverage required hereunder. Upon written request, the University can provide a copy of the certificate of insurance along with additional insured and endorsements.

Cal Poly Humboldt.

MEMORANDUM OF UNDERSTANDING FOR STUDENT TEACHING, OBSERVATION OR FIELD WORK

TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY District:
California State Polytechnic University, Humboldt



Edna J Lewis
2026.01.16 16:41:05
-08'00'

Edna Lewis,
Procurement Specialist
Contracts & Procurement


Signature

By: Betty MacQuinn
Print Name
Superintendent
Title

CERTIFICATION (if applicable)

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 _____,

"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 district is hereby authorized to execute the same."

School District:

By: _____
Clerk, Secretary (strike one) of the Governing Board of the School District

County:

April 14th, 2026

MEMORANDUM

To: Becky MacQuarrie
Cuttan School District Superintendent

From: Kevin Ralston, Food Services Director
Eureka City Schools

Subject: Becky MacQuarrie
Cuttan School District Superintendent

Enclosed please find copies of the summer school year Food Service Agreement for food provided at Ridgewood Elementary School by Eureka City Schools.

Food Service Department
642 W 14th Street, Eureka, CA 95501 (707) 441-2501

This institution is an equal opportunity provider

FOOD SERVICES AGREEMENT

This is Agreement between Cutten Elementary School District (hereinafter referred to as Cutten) and Eureka City Schools (hereinafter referred to as ECS).

WHEREAS, Cutten is in need of Food Services at their Ridgewood elementary site;

WHEREAS, the Eureka City Schools has available Food Services;

WHEREAS, Education Code Section 35160 provides authority for the ECS to enter into arrangements that are not violative of existing law; and

WHEREAS, Education Code Section 1200 et seq provides authority for Cutten to enter into arrangements that assist school districts;

THEREFORE, Cutten Elementary School District and Eureka City Schools agree as follows:

1. The term of this agreement is from **June 22, 2026, through July 31, 2026**.
2. This agreement may be terminated by either party at any time by the giving of sixty (60) days written notice.
3. ECS shall provide meals that meet the National School Meal Program meal requirements. Meals will include all required components including milk.
4. Cutten shall pay ECS the sum of \$4.90 per student meal for lunch services and \$2.85 per student meal for breakfast service. The number of meals requested will be a set number. This number can be adjusted as needed with a phone call to the ECS Food Service Department. ECS may need 48 hours to make the change.
5. ECS shall deliver meals to Cutten at a mutually agreed upon time that works for both parties. Cutten will pay ECS for delivery of meals each school day. Delivery charges will be \$8.90 per site per delivery, which includes an hourly wage and mileage billed monthly.
6. Cutten will agree to pay from a monthly invoice for all meals ordered, whether served or not, and will be responsible for keeping eligible meal counts, collecting money, and filing appropriate reimbursement forms.
7. Cutten staff will be responsible for serving meals. The daily transport record will be a two-part record that will be completed in part by ECS kitchen staff and in part by Cutten staff. The record will obtain information needed to meet state and federal requirements. This form needs to stay on site at Cutten for their records, and be kept for three years plus the current year. ECS will retain the portion needed for their records.

8. Cutten will provide necessary utensils, straws, and napkins each day. These supplies may be purchased from ECS for an additional charge.

9. Cutten shall hold ECS harmless and indemnify it for any and all liability that may result from Cutten actions under this agreement.

ECS shall hold Cutten harmless and indemnify it for any and all liability that may result from ECS actions under this agreement.

10. Cutten and ECS shall provide workers compensation coverage for their respective employees. Nothing in this agreement shall be construed as providing that the employees of one entity are employees of the other entity.

11. Notice pursuant to this agreement shall be by first class United States Mail postage prepaid addressed as follows:

Date: _____

By: _____

Becky MacQuarrie, Ed.D.
Cutten School Principal
Cutten School District Superintendent

Date: _____

By: _____

Paul Ziegler, Assistant Superintendent
Eureka City Schools
2100 J Street Eureka, CA 95503



HCOE Learning Support Services + HERC Library Service Agreement

July 1, 2026 - June 30, 2027

Cutten School

Please select which services you would like to opt into for the 2026-2027 academic year:

Included **Literacies & Libraries Support**

This service is underwritten by HCOE (**free**) for your site!

Included **HERC Library Collection Access**

This service is underwritten by HCOE (**free**) for your site!

No HERC Courier Service

Multi-site districts will be charged less than \$500 per site. The cost will be billed at a district level. Click the link above to review the pricing scale.

No HERC Teacher Center Store

\$ 0.00 Annual Spending Limit

*Budgets can range anywhere from \$50 - \$2,000+ depending on the size of your site and the frequency of usage. Your site will only be charged the amount of money that is actually spent each quarter.

Regular early release day: Wednesday

Early release time: 2:00pm

Becky MacQuarrie

Site Principal

04/27/2026

Date

Your superintendent is next in line! They will receive a copy of your elections and make the final approvals.

Announcement

1 message

Darcie Rutter <drutter@cuttensd.org>
To: All Employees <all_employees@cuttensd.org>

Thu, Mar 19, 2026 at 7:49 AM

Hi everyone,

I am writing to let you know that I have made the difficult decision to resign at the end of this school year. My family and I will be moving to Oahu, Hawaii, to be with our grandson (and his parents, lol). While we are very excited about this next chapter of our lives, I am also saddened to leave this amazing community and school district. Thank you for all of your kindness and support throughout my time here.

With gratitude,



Darcie Rutter
Principal
Cuttien Elementary School
(707)441-3900

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

CONFIDENTIALITY NOTE: This email message contains information which may be privileged, confidential and/or protected from disclosure. The information is intended only for the use of the individual or entity named above. If you think that you have received this message in error, please email the sender then delete the email from your computer system and destroy any hardcopies of the email. If you are not the intended recipient any dissemination, distribution or copying is strictly prohibited.

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this email. Please notify the sender immediately by email if you have received this email by mistake and delete this email from your system.

"CUTTEN SCHOOL DISTRICT Certificated Staffing / Enrollment for 2025-2026
May 2026"

Grade Level	Classroom Teacher	Classroom Aide	1st Day Class Size	Class Size	Grade	Grade Totals	School Totals
SDC	Veeh, Tom	Hiscox / Cardona	11	13	SDC	13	Ridgewood Total 273
TK	Chastain, Amy	McDaniel, Jordan	18	17	TK	37	
TK	Seghetti, Nadine	Copeland, Linda	16	16			
TK	Seymour, Melissa	Morris, Melissa	5	4			
K	Gabbert, Stacey	Emerson, Lilly	19	19	Kindergarten	78	
K	Lemmon, Katrin	Thayer, Tracy	21	22			
K	Seymour, Melissa	Morris, Melissa	14	15			
K	Escutia, Liz	Moser, Shara	20	22			
1	Felmler, Jamie	Blacketer, Kacie	22	20	First	71	
1	Kencke, Joe	Urban, Michelle	22	22			
1	Hinrichs, Dani	Wagner, Ella	22	21			
1	Richards, Mike	Kidd, Lorna	8	8			
2	Bon, Mindi	Holgerson, Ashleigh	21	21	Second	74	
2	Ibbitson, Bethany	Houseworth, Stephanie	22	21			
2	Rice, Suzanne	Blaisdell, Leina	22	22			
2	Richards, Mike	Kidd, Lorna	11	10			
SDC	Jones, Taylor	Burton / Bunnell	10	13	Gold Rm.	13	
3	Watkins, Lindsay	Pino, Karen	20	20	Third	73	
3	Standish Tina	Hulstrom, Gidget	20	19			
3	Troyer, Chara	Morgan, Aubrie	17	17			
3	Bise, Deirdre	Hulstrom, Mike	18	17			
4	Hague, Jaime	Lawson, Brandi	24	25	Fourth	73	
4	Benbow, Tracy	Kovaly, Anna	23	23			
4	Cudahy, Emily	Smith, Jessica	23	25			
5	Code, Jen	Gonzales, Destiny	26	26	Fifth	64	
5	Stokes, MaryBeth	Lane, Amaia	25	25			
5	Atkins, Shandi	Martin, Emily	11	13			
6	Cook, Kaycee	Christiansen, Tyler	26	25	Sixth	84	
6	Mitchell, Brandee	Creason, Valerie	25	25			
6	Yip, Andrea	Clark, Tyler	25	26			
6	Atkins, Shandi	Jacobs, Zoe	9	8			
Home/Hospital	Catalano, Janel		1	1		1	
Totals			577	581			School Total

School Total 581

April 15, 2026

Becky MacQuarrie, Superintendent
Cuttan School District
4182 Walnut Dr
Eureka, CA 95503

Subject: Certification of 2025-2026 Second Interim Report

Dear Becky MacQuarrie:

Thank you for the timely submission of the district's 2025-2026 Second Interim Report. We acknowledge that you and the governing board have issued a positive certification of the district's financial status.

In accordance with Education Code Section 42131, we have completed our review and analysis of the district's Second Interim Report. Given the assumptions underlying these budget projections, we concur with your positive certification.

Although we concur with your positive certification, we wish to bring your attention to the following:

Facilities

We noted that the budget contains expenditures related to facility projects. As the district moves forward with current and future projects, we recommend the district closely monitor these expenditures to avoid any unintended fiscal impact to district reserves or cash.

We wish to acknowledge and express our appreciation to the district's staff, the governing board and the community for their continued diligence and hard work. If you have any questions regarding our review process, please feel free to contact our office at (707) 445-7033.

Sincerely,



Corey Weber
Assistant Superintendent of Business Services
Humboldt County Office of Education

CW: ts

c: Michael Davies-Hughes, Superintendent, HCOE
District School Board President



Commission on Teacher Credentialing

651 Bannon Street, Suite 600 Sacramento, CA 95811 (916) 322-6253 Fax (916) 244-0750

<https://www.ctc.ca.gov/>

Office of the Executive Director

April 28, 2026

Becky MacQuarrie
 Cutten Elementary School District
 4182 Walnut Drive
 Eureka, CA 95503

Notification of Intent to Fund

Teacher Residency Implementation and Expansion Grant Number: 2021TRIE631

Total Grant Award Amount: \$800,000

Dear Becky MacQuarrie:

The Commission on Teacher Credentialing (Commission) is pleased to send this notification that the Cutten Elementary School District application for a one-time grant award pursuant to the Teacher Residency Implementation and Expansion Grant Request for Applications (RFA) has been approved for funding. The grantee will be expected to implement this grant in accordance with the narrative, related activities, and timeframe described in the approved grant application.

The project period for this grant program goes through June 30, 2027, followed by a liquidation period. Annual funding is provided for up to four cohorts of residents as specified in the application. Annual distributions are detailed in the grant award agreement and are contingent upon availability of state funding and adequate yearly progress in program implementation. The grant funds are intended to cover expenses incurred for this program as described in the approved grant application. The grant funds must be administered in accordance with all provisions of state and local laws, regulations, and policies relating to the administration, use and accounting for public school funds, including, but not limited to, the Education Code of the State of California.

As a recipient of Teacher Residency Implementation and Expansion state grant funding, the grantee agrees to abide by all of the applicable provisions of the authorizing legislation in accordance with Education Code [44415.5](#) and [44415.6](#). The Commission would like to highlight the responsibility of the grantee with respect to ensuring that residents who are assisted by these grant funds understand and fulfill their statutory obligations. These obligations, as stated in the authorizing legislation, include but are not limited to (a) *ensuring that residents sign an agreement with the LEA committing to work, upon receipt of the preliminary credential, in the grantee LEA or another public school in California for a period of four years, and (b) tracking each program participant over time to ensure the fulfillment of this obligation.* The grantee will also be responsible for reporting to the Commission in the event a resident assisted by this grant program fails to earn a preliminary credential or meet the commitment to teaching, so that the Commission can confirm with the grantee any amount to be recovered from the grantee LEA, if applicable. Grantees will also be responsible for accounting for and reporting on both the grant funds expenditures and the matching funds expenditures **by each teacher resident assisted by this grant program**, as indicated in the approved budgets.

Please note that the institution of higher education (IHE) with which the local education agency (LEA) is partnering must have a Commission-approved teacher preparation program within the regionally accredited IHE in the credential area(s) to be addressed within the grant application.

To accept this grant award and agree to abide by the grant award terms and conditions as indicated in the Grant Agreement, please sign the first page of the Grant Agreement form using the DocuSign link sent to the authorized signer indicated in the application. In addition, please also complete and submit via DocuSign the attached STD 204 form. Please note that the Commission cannot release funds to the LEA without having the appropriate STD 204 form on file. **Both the Grant Agreement and STD 204 forms are due to the Commission within two weeks of receipt to avoid any delays or forfeit receiving grant funds.** Please email TeacherResGrants@ctc.ca.gov with any questions.

Annual funds to grantees will be distributed in two total payments. The first payment will be ninety percent (90%) of the annual grant award amount, and the second payment will be ten percent (10%) of the annual grant award amount. The second payment will be provided to grantees after the program has submitted its annual data report to Commission staff. Grantees do not need wait to receive actual funds in order to begin the planned Teacher Residency Implementation and Expansion Grant activities as state fiscal processes may take some time in order to process the payment to the LEA. Please note that grant funds may not be used to reimburse expenditures incurred prior to the date of the grant award announcement, which indicates the start of the project's performance period.

The grantee will be expected to make appropriate yearly progress in implementing the residency model, according to the operational plan provided in the funded application. Applicants should note that as a further condition of receipt of this grant, the LEA grantee must agree to report outcome data as specified in the RFA, including but not limited to: the total financial support provided to each participating teacher resident from grant funding and from match/in kind funding; effectiveness in recruiting and retaining teachers as applicable to the funded program design; teacher retention rates for program graduates; and best practices and lessons learned. **Grantees who do not submit complete and accurate reports by the stated due date will not receive the next year's grant award until the report is approved by Commission staff.**

We look forward to working together on this important effort to promote a strong and effective LEA/IHE partnership to operate a Teacher Residency Program to provide high quality opportunities for candidates to earn a California teaching credential. These efforts will help provide additional qualified teachers for California public schools to address the teacher shortage.

Yours truly,



Mary Vixie Sandy
Executive Director

CUTTEN ELEMENTARY SCHOOL DISTRICT

Learning Specialist/Instructional Coach

Classification:

Certificated Management Position

Position Summary:

Under the direction of the Superintendent (or designee), the Learning Specialist works collaboratively with teachers, administrators, and support staff to improve student achievement in core academic areas. This position provides instructional coaching, models research-based strategies, and supports the implementation of effective instructional practices.

The position includes leadership and coordination of English Learner (EL) programs, including oversight of ELPAC testing, compliance, and English Language Development (ELD) services. The role also oversees multi-tiered systems of support (MTSS), including Tier I and Tier II interventions, and assists in the development, implementation, and evaluation of curriculum, assessment, and professional learning across the district.

The coordinator supports data-driven decision-making, facilitates professional development, collaborates with leadership teams, and ensures alignment with state and federal requirements related to English Learners and Tier 2 intervention programs.

QUALIFICATIONS:

1. Valid California Teaching Credential
 2. CLAD or CTEL certification (required)
 3. Master's Degree in Education or closely related field
 4. Minimum of five to seven years of successful teaching experience (multiple grade levels)
 5. Minimum three years experience in instructional coaching or peer coaching
 6. Demonstrated expertise in English Language Development (ELD) and literacy instruction
 7. Bilingual (Spanish/English) preferred, including translation/interpretation skills
 8. Administrative Services Credential (desirable)
-

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong knowledge of research-based instructional strategies, especially in literacy and ELD

- Knowledge of state-adopted curriculum, ELD standards, and assessment systems (including ELPAC)
 - Understanding of MTSS frameworks, intervention strategies, and progress monitoring
 - Ability to analyze student data and support Data Teams in instructional planning
 - Strong communication, facilitation, and presentation skills
 - Ability to build collaborative relationships with staff, families, and community partners
 - Knowledge of compliance requirements for English Learners and categorical programs
 - Ability to design and deliver effective professional development
 - Organizational and leadership skills to coordinate multiple programs and initiatives
-

DUTIES:

Instructional Coaching & Professional Learning

- Conduct non-evaluative classroom observations and provide coaching, modeling, and feedback
- Support new and veteran teachers in effective instructional practices and classroom management
- Design and deliver site-based and district-wide professional development
- Collaborate with Leadership Teams to implement research-based instructional strategies
- Assist in curriculum development, selection, and implementation

English Learner Program & ELPAC Coordination

- Coordinate all aspects of the ELPAC assessment process (training, scheduling, administration, and reporting)
- Ensure compliance with state and federal EL requirements
- Support teachers in implementing designated and integrated ELD instruction
- Monitor English learner progress and support reclassification processes
- Provide training and resources related to ELD standards and best practices
- Collaborate with families and community partners to support English learner success
- Assist with translation/interpretation services and bilingual program support

Intervention / MTSS Coordination

- Lead and support the implementation of Tier II intervention systems
- Develop and monitor intervention programs and student progress
- Support Data Teams in analyzing assessment data to identify student needs
- Assist in designing targeted interventions for individual students and groups
- Coordinate resources and materials for intervention programs
- Provide direct support or guidance for intensive interventions as needed

Data & Program Support

- Assist with the collection, analysis, and interpretation of student achievement data
- Support continuous improvement cycles and program evaluation
- Conduct needs assessments and assist in grant development (as applicable)
- Monitor effectiveness of instructional and intervention programs

Collaboration & Leadership

- Build partnerships with staff, administration, and outside agencies
- Participate in district and regional committees and leadership teams
- Assist in planning workshops, trainings, and community engagement events
- Stay current on educational research, instructional strategies, and compliance requirements

Other Duties

- Perform additional duties as assigned to support district goals and student achievement
-

WORKING CONDITIONS:

- Primarily indoor classroom and office environments
- Frequent interaction with staff, students, and the public
- Travel between school sites within the district as needed
- Ability to attend meetings, trainings, and professional development events
- Ability to remain in a stationary position for extended periods
- Ability to operate standard office and instructional technology
- Ability to communicate effectively with diverse stakeholders

190 days a year, 8 hours a day, 1.0 FTE

Salary Schedule

Step	Salary
1	\$90,708
2	\$96,150
3	\$104,593
4	\$104,313
5	\$106,129
6	\$107,943
7	\$109,757
8	\$113,384

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

Resolution and Decision Not to)
Reemploy Classified Employees) **RESOLUTION NO. 2026-03**
_____)

WHEREAS, the Governing Board of the Cutten Elementary School District (“District”) adopted a Resolution in the Matter of the Reduction or Elimination of Certain Positions in the Permanent Classified Service (“Resolution”) on or before March 15, 2026, authorizing and directing the Superintendent or Superintendent’s designee to initiate and pursue procedures necessary not to reemploy the following classified positions:

- 1. Program Aide(Classroom) .062
- 2. Program Aide(Speech) .575
- 3. ELPAC Coordinator .125

WHEREAS the reduction or elimination of the above-listed classified positions was pursuant to Education Code sections 45117, 45298, and 45308 because of a lack of work or lack of funds; and

WHEREAS, the Superintendent, or Superintendent’s designee, duly and properly served a Notice of Layoff Due to Lack of Work and/or Lack of Funds in Compliance with the Seniority Requirements of the Education Code (“Notice”) on the classified employees listed on Attachment “A” on or before March 15, 2026, indicating that the Governing Board did not intend to reemploy them to the extent indicated in the Resolution and Notice for the 2026-2027 school year; and

WHEREAS, the classified employees listed on Attachment "A" were informed of their right to request a hearing and that failure to do so in writing by the date specified in the Notice would constitute a waiver of the right to a hearing; and

WHEREAS, the classified employees listed in Attachment "B" either did not submit a timely request for hearing, or submitted a timely request and then rescinded the request.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that considering the classified staff requirements of the District for the 2026-2027 school year, as well as the seniority and qualifications of each of the classified employees of the District, the services of the classified employees listed on Attachment "C" will not be required for the ensuing school year to the extent indicated in the Resolution and Notice to the employees listed in Attachment "C."

BE IT FURTHER RESOLVED that the Superintendent, or Superintendent's designee, is authorized and directed to give Final Notice to the classified employees listed on Attachment "C" that their services will not be required by this District for the 2026-2027 school year. Said notice shall be given by serving upon said persons a true copy of this Resolution and Decision Not to Reemploy Classified Employees.

BE IT FURTHER RESOLVED that this decision is effective immediately.

Duly and regularly adopted this ___ day of _____, 2026, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

President, Board of Trustees

I, _____, Clerk of the Governing Board of the Cutten Elementary School District, do hereby certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting held on _____, 2026.

Clerk, Governing Board

ATTACHMENT A

CUTTEN ELEMENTARY SCHOOL DISTRICT

**LIST OF CLASSIFIED EMPLOYEES SENT
INITIAL LAYOFF NOTICE**

4. Program Aide .125
5. Program Aide .375
6. Program Aide .575
7. ELPAC Coordinator .125

ATTACHMENT B

CUTTEN ELEMENTARY SCHOOL DISTRICT

**LIST OF CLASSIFIED EMPLOYEES WHO EITHER
DID NOT SUBMIT A TIMELY REQUEST FOR HEARING OR
REQUESTED A HEARING AND THEN RESCINDED THE REQUEST**

8. Program Aide .125
9. Program Aide .375
10. Program Aide .575
11. ELPAC Coordinator .125

ATTACHMENT C

CUTTEN ELEMENTARY SCHOOL DISTRICT

**LIST OF CLASSIFIED EMPLOYEES
TO BE SENT FINAL LAYOFF NOTICE**

1. Program Aide .575
2. Program Aide .062
3. ELPAC Coordinator .125

**** PURCHASE ORDER ****

Purchase Order #: 27001 Order Date: 5/05/2026

Delivery Date: _____

Vendor Name: A-Z Bus Sales, Inc.

Vendor Address: 3418 52nd Street

Colton, CA 92324

Vendor Phone #: 800-458-6363 Vendor email mheiden@A-ZBus.com

Ship To:	Cutten School District	Bill to:	Cutten School District
	Attn: <u>Facilities Manager</u>		Attn: Vanesa Carillo-Salas, Business Manager
	4182 Walnut Drive		4182 Walnut Drive
	Eureka, CA 95503		Eureka, CA 95503

Itemized / Detailed Description of Products or Services Ordered Below: \$ AMOUNT

AZ CONNECT CHARGER - AC Elite (50A Commercial) w/ J177, in body holster [Qty 1]	\$1,800.00
AZ CONNECT SOFTWARE LEVEL 2 Charger- 5 Year Subscription [Qty 1]	\$1,500.00
EXTENDED WARRANTY - Adds 3 years for a total of 6 years [Qty 1]	\$900.00
SERVICE AND MAINTENANCE (2) site visits per year [Qty 1]	\$4,500.00
SHIPPING CHARGERS [Qty 1]	\$200.00
ONSITE COMMISSIONING / PROGRAMMING [Qty 1]	\$250.00
INSTALLATION (All labor & materials included) [Qty 1]	\$16,519.00
Tax 10.25%	\$442.70

Total: **\$26,111.70**

Plus Shipping & Handling

Includes Shipping & Handling

Becky MacQuarrie

Authorized Signature