



# Cutten School District

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

Superintendent/Principal  
Sue Ivey

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**BOARD OF TRUSTEES**  
**BOARD MEETING AGENDA**  
**October 11, 2021 6:30 pm**  
Ridgewood School Commons  
2060 Ridgewood Drive Cutten. CA 95503

**1.0 CALL TO ORDER**

**2.0 CONSENT AGENDA**

- 2.1 Approval of Minutes – September 13, 2021
- 2.2 Approval of Warrants and Payroll
- 2.3 Approval of Leave of Absence for Certificated Employee
- 2.4 Approval of Quarterly Report on Williams Uniform Complaints
- 2.5 Approval of Interdistrict Attendance Agreement for 2021 - 22

**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 HBTA Report

**5.0 CORRESPONDENCE**

**6.0 INFORMATION / POSSIBLE ACTION ITEMS**

- 6.1 Discussion of ESSER III Funds
- 6.2 Consider Approval to Increase Hours for Independent Study Position from .5 FTE to .6 FTE
- 6.3 Consider Minor Revision to BP 6158 (c)
- 6.4 Discussion of AB 361 and Possible Return to Virtual Board Meetings
- 6.5 Update on Bond

**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

September 13, 2021 via Zoom

6:30 p.m.

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

1.1 Board members in attendance, participating via Zoom: Mary DeWald, Dennis Reinholtsen, Becky Reece, and Beth Johnston. Board member absent, Andy Sundquist.

**2.0 CONSENT AGENDA**

2.1 Motion by Mary DeWald, second by Andy Dennis Reinholtsen to approve the consent agenda. Motion carried 4-0.

**3.0 VISITOR COMMENTS ON NON-AGENDA ITEMS** – Alissa Morey commented as a parent and employee of the district that she hopes the district follows all the Department of Public Health’s COVID-19 safety measures for schools, and that the district supports vaccination efforts and on-site testing.

**4.0 REPORTS**

4.1 Cutten Ridgewood PTA Report – Elaine Mu reported that the annual Carnival is not happening this fall. The PTA is hopeful that the Carnival might happen in the Spring. The Raffle Committee is working on raffle ticket sales, with one of the prizes being a trip to Disneyland. Spirit wear is available starting today at spirithero.com, the best prices are available during the flash sale now until October 4<sup>th</sup>. Spirit wear will still be available after that, but at a higher price. PTA is still looking for a Greeter chair and Staff Appreciation chair. The PTA would like to thank the teachers for their support.

4.2 HBTA Report – Amy Chastain reported that everyone is incredibly happy to be back in person. Even though things are not back to normal it is great to have kids back on campus for full days in the classroom. Masking this year is going really well. As expected there is a big social-emotional need this year, and the amazing social work team and administration are doing a great job to meet those needs. There have been a lot of schedule changes this year, but everyone is doing their best to make it work, and it is working.

4.3 Enrollment Update – The current enrollment for the district is 556 with 27 of those student enrolled in Independent Study. Transitional Kindergarten and Kindergarten numbers are a little low this year, which might be due to some parents keeping their kids home due to the current conditions. Class sizes were also kept low this year to allow for more spacing in the classrooms. There are waiting lists in 2<sup>nd</sup> and 5<sup>th</sup> grades.

**5.0 CORRESPONDENCE** – Letter from HCOE – Approval of 2021-22 LCAP and Adopted Budget.

**6.0 PUBLIC HEARING**

6.1 Becky Reece opened the public hearing regarding the sufficiency of instructional materials. There were no public comments or questions, the public hearing was closed.

## **7.0 INFORMATION / POSSIBLE ACTION ITEMS**

- 7.1 Motion by Dennis Reinholtsen, second by Beth Johnston, to approve Resolution 1022-4 Regarding the Sufficiency of Instructional Materials. Motion carried 4-0.
- 7.2 Motion by Mary DeWald, second by Beth Johnston, to approve the updated Cutten School District COVID-19 Safety Plan. Motion carried 4-0.
- 7.3 Motion by Dennis Reinholtsen, second by Beth Johnston, to approve the employment of a part-time employee with the qualifications to deal with COVID-19 related issues. Motion carried 4-0.
- 7.4 Motion by Mary DeWald, second by Dennis Reinholtsen, to require any district volunteers to be fully vaccinated for COVID-19 and show proof of vaccination upon request. Motion carried 4-0.
- 7.5 Motion by Dennis Reinholtsen, second by Mary DeWald, to approve the increase to substitute teacher daily pay to \$150 per day. Motion carried 4-0.
- 7.6 Motion by Dennis Reinholtsen, second by Mary DeWald, to approve the purchase of a Food Warmer. Motion carried 4-0.

## **8.0 SUPERINTENDENT AND PRINCIPAL REPORT**

Becky MacQuarrie reported that outdoor tents and tables are up at both Cutten and Ridgewood, so that students can eat lunch outside with proper social distancing. Rain and wind have not been an issue so far, and students will eat lunch outside as long as possible. The ventilation systems at Cutten are not installed yet, BESC is waiting for parts that are scheduled to arrive in October. The heating systems at Cutten are waiting for approval from PG&E to move forward, but the old heating systems will be able to be used once the ventilation is complete. The roofing project at Cutten School is complete. The Office of Public School Construction has received the district's application for modernization, another positive step in the process. The district will be reviewing the leases of some of the printers and copiers with Ray Morgan, as the leases have come up. Parent interviews and back to school night both went really well this year. The district may look at the timing of these events in future years. Kudos to the teachers for making short term independent study work. Student who have to quarantine due to COVID-19 go into short term independent study, and that term may get extended due to quarantine protocols, and teachers are doing a great job of making it work. Kudos to the Maintenance/Custodial team for setting up and cleaning the outdoor tents and tables, that is not an easy job. August Deshais stated that all staff is doing a great job with all the new challenges of the school year.

## **9.0 BOARD MEMBER COMMENTS/COMMUNICATIONS**

Beth Johnston is glad that the district is doing field trips again. Becky Reece stated her whole family are members of the Cutten Ridgewood PTA.

**10.0 ADJOURNMENT** – The meeting was adjourned at 7:47 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Becky MacQuarrie".

Becky MacQuarrie  
Secretary to the Board



Checks Dated 09/01/2021 through 09/30/2021

Board Meeting Date 10/11/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000146731	09/02/2021	Arwood, Thor V	01-5950 Postage		124.91	13.46
3000146732	09/02/2021	AT&T CALNET 2	01-5909 Phone Service Aug21		30.00	266.15
3000146733	09/02/2021	CARTER, ALVICE	01-5635 Instrument Repair			310.00
3000146734	09/02/2021	CENGAGE LEARNING	01-4110 Curriculum			6,491.66
3000146735	09/02/2021	CHEF STORE	13-4710 Food for Cafeteria			438.87
3000146736	09/02/2021	CRYSTAL CREAMERY	13-4711 Milk for Cafeteria			239.05
3000146737	09/02/2021	CSBA CALIF SCH BRD. ASSOC DIST SER	01-5300 21-22 CSBA Membership			6,065.00
3000146738	09/02/2021	Dickinson, Lori J	01-4310 Classroom Monies		124.91	154.91
3000146739	09/02/2021	Fagen Friedman & Fulfrost LLP	01-4450 Starfall		30.00	
3000146740	09/02/2021	Hinrichs, Danielle G	01-5210 Special Education Symposium			115.00
			01-4310 Classroom Monies		47.40	
			Classroom Supplies		18.23	
			PPE		85.84	151.47
3000146741	09/02/2021	HUMBOLDT WASTE MGMT. AUTHORITY	01-5560 Waste Disposal			54.54
3000146742	09/02/2021	Mitchell, Brandee L	01-4310 Classroom Supplies			108.90
3000146743	09/02/2021	MURPHY'S MARKET	13-4710 Food for Cafeteria			49.89
3000146744	09/02/2021	Primo Drywall	01-5800 Drywall Installation			3,500.00
3000146745	09/02/2021	SECURITY LOCK & ALARM	01-4381 Keys			37.71
3000146746	09/02/2021	Seeger, Justin D	01-4381 Maintenance Supplies			364.20
3000146747	09/02/2021	STUDIO W ARCHITECTS	21-6210 Architect Fees Aug21			695.43
3000146748	09/02/2021	SYSCO SACRAMENTO	13-4710 Cafeteria Food & Supplies			1,318.60
3000146749	09/02/2021	THRIFTY SUPPLY COMPANY	01-4381 Toilets			936.05
3000146750	09/02/2021	Wheeler, Jesse M	01-4310 Classroom Monies		67.57	
			PPE		49.88	117.45
3000147133	09/09/2021	(HARRIS) SHAFER'S ACE HARDWARE	01-4381 Maintenance Supplies			33.57
3000147134	09/09/2021	ACSA	01-5300 21-22 ACSA Membership			1,068.00
3000147135	09/09/2021	CAMPION ELECTRIC	01-4381 Maintenance Supplies			69.73
3000147136	09/09/2021	Carolina Biological	01-4310 Science Supplies			1,231.22
3000147137	09/09/2021	CRYSTAL CREAMERY	13-4710 Milk for Cafeteria		66.34	324.68
			13-4711 Milk for Cafeteria		258.34	
3000147138	09/09/2021	CRYSTAL SPRINGS BOTTLED WATER	01-5531 Water Service			14.00
3000147139	09/09/2021	DESIGN AIR	01-6250 Roofing Jacks			2,975.00
3000147140	09/09/2021	Hassler, Jeannette R	01-4310 IS Supplies			104.32
3000147141	09/09/2021	HUMB COMMUNITY SERVICES DIST	01-5530 Water/Sewer Aug21			373.05
3000147142	09/09/2021	Jessica Mead	01-5800 SLP Services Aug21			644.00
3000147143	09/09/2021	MENDES SUPPLY COMPANY	01-4374 Custodial Supplies			650.96
3000147144	09/09/2021	MENDES, ERIK	01-5800 IT Support			1,277.27

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.

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Checks Dated 09/01/2021 through 09/30/2021

Board Meeting Date 10/11/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000147145	09/09/2021	MISSION LINEN SUPPLY	01-5550 Laundry			211.62
3000147146	09/09/2021	MURPHY'S MARKET	13-4710 Food for Cafeteria		16.35	
				Milk for Cafeteria	17.80	
			13-4711 Food for Cafeteria		11.95	
				Milk for Cafeteria	122.32	168.42
3000147147	09/09/2021	Nelson, Wendell S	01-4310 Reading Materials			118.15
3000147148	09/09/2021	O & M INDUSTRIES	01-5631 Fix Counter for Dishwasher			1,222.84
3000147149	09/09/2021	REMIND101 INC.	01-5800 Remind Subscription			2,640.00
3000147150	09/09/2021	REVOLVING CASH FUND	01-4391 Cafe/ASP		45.76	
			01-4393 Workshop Refreshments		180.02	
			01-9540 2Q SUI 942-0207-4		530.70	
			13-4710 Cafe/ASP		101.08	
				Cafeteria Food	150.16	
				Milk for Cafeteria	5.76	
			13-4711 Milk for Cafeteria		50.03	
			21-6230 DSA Re-Exam Fees		500.00	1,563.51
3000147151	09/09/2021	Rice, Delaney M	01-4310 Classroom Monies			135.41
3000147152	09/09/2021	Roan Lovely	01-5800 Lunch Refund			189.50
3000147153	09/09/2021	SYSCO SACRAMENTO	13-4396 Cafeteria Food		65.95	
				Cafeteria Supplies	114.80	
			13-4710 Cafeteria Food		405.41	
				Cafeteria Food	944.47	
			13-5623 Dishwasher		161.55	
3000147154	09/09/2021	U.S. BANK	01-4310 Chromebook Cart		1,013.38	1,692.18
			01-4351 Colored Paper		33.38	
			01-4377 Garden Supplies		13.98	
			01-4391 Bar Code Scanners		43.08	
				Decal Replacement	11.12	
				Party Tents	2,745.42	
			01-4392 Touchless Thermometers		323.10	
			01-4421 Storage Cabinet		202.56	
			01-5800 D&A Queries		25.00	
				Zoom Aug21	29.98	
				Zoom Jul21	29.98	
			01-5886 Finance Charge		48.98	
			01-5950 Stamps		165.00	
			21-6230 DSA CCD Fee		4,881.93	

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## Checks Dated 09/10/2021 through 09/30/2021

Board Meeting Date 10/11/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000147154	09/09/2021	U.S. BANK		DSA Conv Fee	145.97	9,712.86
3000147155	09/09/2021	U.S. BANK EQUIPMENT FINANCE		01-5637 Printer/Copier Lease		130.35
3000147156	09/09/2021	US CELLULAR		01-5909 ASP Cell Phone		44.68
3000147157	09/09/2021	VALLEY PACIFIC PETROLEUM SVCS		01-4365 Fuel		462.33
3000147930	09/16/2021	(HARRIS) SHAFER'S ACE HARDWARE		01-4381 Maintenance Supplies		86.64
3000147931	09/16/2021	ACCURATE TERMITE & PEST SOLUTI		01-5800 Animal Trapping	450.00	
				Finance Charge	6.75	456.75
3000147932	09/16/2021	ACSA		01-5300 Deshais 21-22 ACSA Dues		940.92
3000147933	09/16/2021	BESC Inc.		01-6200 HVAC Project		48,257.00
3000147934	09/16/2021	Code, Jennifer K		01-4310 LCAP Class Funds		94.95
3000147935	09/16/2021	CRYSTAL CREAMERY		13-4710 Food/Milk for Cafeteria	41.45	
				Milk/Food for Cafeteria	49.74	
				Milk for Cafeteria	165.97	
				Milk/Food for Cafeteria	135.52	
				Milk/Food for Cafeteria	142.79	535.47
3000147936	09/16/2021	DEMCO SUPPLY INC		01-4310 Library Supplies	296.12	296.12
3000147937	09/16/2021	DEPARTMENT OF JUSTICE		01-5861 DOJ Fingerprinting		288.00
		ACCOUNTING OFFICE				
3000147938	09/16/2021	FRANZ FAMILY BAKERY		13-4710 Food for Cafeteria		41.66
3000147939	09/16/2021	Girard, Anne E		01-4310 Mck-Vento Supplies		204.54
3000147940	09/16/2021	HUMB COMMUNITY SERVICES DIST		01-5530 Water/Sewer Aug-21		202.01
3000147941	09/16/2021	HUMBOLDT WASTE MGMT. AUTHORITY		01-5560 Waste Disposal		12.43
3000147942	09/16/2021	Johnston, Jennifer J		13-4710 Cafeteria Food/Supplies		124.96
3000147943	09/16/2021	Melanie Shumard		01-5800 Lunch Refund		38.75
3000147944	09/16/2021	MENDES SUPPLY COMPANY		01-4374 Custodial Supplies		775.59
3000147945	09/16/2021	MISSION LINEN SUPPLY		01-5550 Laundry		205.08
3000147946	09/16/2021	MURPHY'S MARKET		13-4710 Food for Cafeteria		55.96
3000147947	09/16/2021	Nelson, Wendell S		01-4310 Classroom/LCAP Monies		1,267.62
3000147948	09/16/2021	P G & E		01-5511 Electric & Gas Aug-21	19.56	
				01-5520 Electric & Gas Aug-21	1,512.08	1,531.64
3000147949	09/16/2021	PIERSON BLDG CENTER		01-4381 Maintenance Supplies		154.12
3000147950	09/16/2021	POWELL CONCRETE PUMPING		01-4391 Playground Material		426.25
3000147951	09/16/2021	POWELL LANDSCAPING MATERIALS		01-4391 Playground Chips		2,031.23
3000147952	09/16/2021	POWERSCHOOL		01-4450 Library Software		1,390.00
3000147953	09/16/2021	REVOLVING CASH FUND		13-4710 Food for Cafeteria		117.34
3000147954	09/16/2021	Richards, Michael J		01-4310 Classroom Monies		282.10
3000147955	09/16/2021	SCHMIDBAUER LUMBER INC.		01-4381 Maintenance Supplies		318.35
3000147956	09/16/2021	SCHOOL & COLLEGE LEGAL SERVICE S		01-5210 COLLECTIVE BARGAINING WKSHP	45.00	

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## Checks Dated 09/10/2021 through 09/30/2021

Board Meeting Date 10/11/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000147956	09/16/2021	SCHOOL & COLLEGE LEGAL SERVICE S		TITLE IX WORKSHOP	45.00	90.00
3000147957	09/16/2021	SCHOOLWISE TECHNOLOGIES	01-5800	STUDENT INFO SYSTEM		6,358.00
3000147958	09/16/2021	SECURITY LOCK & ALARM	01-4381	DOOR PART	106.51	
				REPLACEMENT KEY	26.94	
				01-5635 FIX BATHROOM LOCK	180.34	313.79
3000147959	09/16/2021	STAPLES ADVANTAGE	01-4310	School Supplies		7.37
3000147960	09/16/2021	STEWART TELECOMMUNICATIONS	01-4391	NEW PHONE IN ANNEX		365.67
3000147961	09/16/2021	SUDDENLINK	01-5800	CABLE IN THE CLASSROOM		32.32
3000147962	09/16/2021	SYSCO SACRAMENTO	01-4391	ASP Supplies	629.56	
				13-4710 Food for Cafeteria	1,916.96	2,546.52
3000147963	09/16/2021	U.S. BANK EQUIPMENT FINANCE	01-5637	Printer/Copier Lease		111.56
3000149285	09/30/2021	(HARRIS) SHAFER'S ACE HARDWARE	01-4381	Maintenance Supplies		108.34
3000149286	09/30/2021	ADVANCED SECURITY SYSTEM	01-5804	Security Monitoring 10/21-12/21		426.00
3000149287	09/30/2021	CRYSTAL CREAMERY	13-4710	Milk/Food for Cafeteria	240.43	
				13-4711 Milk for Cafeteria	144.95	
				Milk/Food for Cafeteria	692.15	1,077.53
3000149288	09/30/2021	CRYSTAL SPRINGS BOTTLED WATER	01-5531	Bottled Water Service		8.00
3000149289	09/30/2021	EUREKA FLOOR CO.	01-5800	Flooring Installation		1,502.55
3000149290	09/30/2021	FRANZ FAMILY BAKERY	13-4710	Food for Cafeteria		56.16
3000149291	09/30/2021	MENDES SUPPLY COMPANY	01-4374	Custodial Supplies		1,112.15
3000149292	09/30/2021	MISSION LINEN SUPPLY	01-5550	Laundry		759.76
3000149293	09/30/2021	MURPHY'S MARKET	01-4391	ASP		7.98
3000149294	09/30/2021	P G & E	01-5511	PG&E SEP 21		273.45
3000149295	09/30/2021	PIERSON BLDG CENTER	01-4381	Maintenance Supplies		332.90
3000149296	09/30/2021	RAY MORGAN CO	01-5637	Printer/Copier Lease		1,088.05
3000149297	09/30/2021	Redwood Electronics Corp.	01-5800	Repair Projector		89.81
3000149298	09/30/2021	SCHOOL & COLLEGE LEGAL SRVCS	01-5210	HR Workshop		75.00
3000149299	09/30/2021	SCHOOL SPECIALTY LLC	01-4110	Science Adoption		
3000149300	09/30/2021	SYSCO SACRAMENTO	13-4396	Food/Supplies for Cafeteria	717.22	112,590.47
				13-4710 Food for Cafeteria	1,738.32	
				Food/Supplies for Cafeteria	2,271.94	4,727.48
3000149301	09/30/2021	T-MOBILE	01-5841	Mobile Hotspots		800.00
3000149302	09/30/2021	U.S. BANK EQUIPMENT FINANCE	01-5637	Printer/Copier Lease		1,257.39
				<b>Total Number of Checks</b>	<b>97</b>	<b>244,739.72</b>

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

009 - Cutten Elementary School District

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
<b>Fund Recap</b>						
<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>			
01	GENERAL FUND	81	225,324.15			
13	CAFETERIA FUND	17	13,192.24			
21	BUILDING FUND	3	6,223.33			
	Total Number of Checks	97	244,739.72			
	Less Unpaid Tax Liability		.00			
	<b>Net (Check Amount)</b>		<u>244,739.72</u>			

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

No Gross Pay		6.00	
Regular	400,269.61		
<b>TOTAL</b>	<b>400,269.61</b>	<b>6.00</b>	

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

Federal Withholding	29,030.48		29,030.48	346,480.58
State Withholding	9,900.70		9,900.70	346,480.58
Social Security	6,018.15	6,018.15	12,036.30	97,067.10
Medicare	5,624.08	5,624.08	11,248.16	387,864.52
SUI	1,939.29	1,939.29	1,939.29	387,864.52
Workers' Comp	8,959.65		8,959.65	387,864.52
<b>SUBTOTAL</b>	<b>50,573.41</b>	<b>22,541.17</b>	<b>73,114.58</b>	

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

Base Pay	392,164.86	
Docks	5,841.67-	
Extra Duty	7,690.33	
Miscellaneous		6.00
Stipends	3,910.00	
Substitutes	150.00	
Vacation Pay	2,196.09	
<b>TOTAL</b>	<b>400,269.61</b>	<b>6.00</b>

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

PERS	2,633.31	8,618.48	11,251.79	37,618.89
PERS / 62	3,104.76	10,161.46	13,266.22	44,353.76
STRS / 60	26,383.78	43,426.93	69,810.71	257,402.28
STRS / 62	4,087.09	6,776.46	10,863.55	40,049.92
Tax Sheltered Annuit	5,175.00		5,175.00	
Health & Welfare	11,054.73	79,012.52	90,067.25	
Supplemental Insuran	713.70		713.70	
Flex Medical Savings	636.66		636.66	
<b>SUBTOTAL</b>	<b>53,789.03</b>	<b>147,995.85</b>	<b>201,784.88</b>	

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

Certificated	41	300,247.84	37	268,447.75
Classified	48	100,021.77	40	70,340.78
<b>TOTAL</b>	<b>89</b>	<b>400,269.61</b>	<b>77</b>	<b>338,788.53</b>

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

Dues & Memberships	3,004.25		3,004.25	29.80
Health & Welfare		10,089.00	10,089.00	
Miscellaneous	850.00		850.00	
Supplemental Insuran	2,313.53		2,313.53	
Summer Savings	27,493.52		27,493.52	166,327.65
Voluntary STRS	117.25		117.25	
<b>SUBTOTAL</b>	<b>33,778.55</b>	<b>10,089.00</b>	<b>43,867.55</b>	
<b>TOTALS</b>	<b>138,140.99</b>	<b>180,626.02</b>	<b>318,767.01</b>	

**Vendor Summary for Pay Date 09/30/2021**

Vendor Checks	7,518.14	5
Vendor Liabilities	311,248.87	19
	<u>318,767.01</u>	<u>24</u>

**Cancel/Reissue for Process Date 09/30/2021**

Reissued	
Cancel Checks	
Void ACH	

**BALANCING DATA**

Gross Earnings	400,269.61	262,128.62	Net Pay
District Liability	180,626.02	138,140.99	Deductions
	<b>580,895.63</b>	180,626.02	Contributions
		<b>580,895.63</b>	

**NET**

Direct Deposits	213,178.81	66
Checks	48,949.81	26
Partial Net ACH		
Negative Net		
Check Holds		
Zero Net		
<b>TOTAL</b>	<b>262,128.62</b>	<b>92</b>



Selection: Grouped by Org, Filtered by (Org = 9, Fiscal Year = 2022, Starting Pay Date = 9/30/2021, Ending Pay Date = 9/30/2021)

009 - Cutten Elementary School District

Generated for Thor Arwood (TARWOOD), Sep 29 2021 8:51AM

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## Request for Leave

1 message

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**Darcie Rutter** <drutter@cuttensd.org>

Tue, Oct 5, 2021 at 1:17 PM

To: Becky MacQuarrie <bmacquarrie@cuttensd.org>

October 1, 2021

Dear Mrs. MacQuarrie,

Due to medical reasons, I am requesting a leave of absence through 12/31/2021. Barring unforeseen circumstances, I will be able to return to work on Monday, 1/3/2022.

Thank you,

Darcie Rutter  
Third Grade Teacher  
Cuttan Elementary School

  
Educator



# Cutten School District

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

SUPERINTENDENT/PRINCIPAL  
 Sue Ivey

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

### Quarterly Reporting Period (please check one)

- 1st Quarter 2021      January 1 through March 31, 2021
- 2nd Quarter 2021      April 1 through June 30, 2021
- 3rd Quarter 2021      July 1 through September 30, 2021
- 4th Quarter 2021      October 1 through December 31, 2021

### PLEASE CHECK THE BOX THAT APPLIES:

No complaints were filed with any school in the district during the quarter indicated above.

Yes, complaints were filed with schools in the district during the quarter indicated above.

The following chart summarizes the nature and resolution of these complaints.

Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
<b>TOTALS</b>	<b>0</b>		

Becky MacQuarrie, Superintendent



Signature

Please return hard copy to:  
 Chandler Wilson, School Support  
 Humboldt County Office of Education  
[cwilson@hcoe.org](mailto:cwilson@hcoe.org)

by: Quarter 1 due: 04/15/2021  
 Quarter 2 due: 07/15/2021  
 Quarter 3 due: 10/15/2021  
 Quarter 4 due: 01/15/2022

**INDEPENDENT STUDY** (continued)

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

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week; **or 10% of the required minimum instructional time over four continuous weeks; or 60% of the scheduled days of synchronous instruction in a school month;** or who are in violation of their written agreement. This requirement only applies to students participating in an independent study program for 15 school days or more. The procedures shall include, but are not necessarily limited to, all of the following: (Education Code 51747)

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

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

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

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

**INTERDISTRICT ATTENDANCE AGREEMENT**  
*Effective July 1, 2021*

This Multi-District Interdistrict Attendance Agreement (“Agreement”) is made and entered into by the school districts of Humboldt County listed in Attachment A to this Agreement, and is made pursuant to California Education Code section 46600. The parties agree to the terms of this Agreement through June 30, 2022. This Agreement affects student enrollment upon district board approval and through the 2022-2023 school year.

**I. RECITALS:**

- A.** California’s Education Code permits two or more school districts to enter into an agreement for a term not to exceed five (5) years to allow pupils to enroll in a school district that is not their district of residence through a process known as “interdistrict transfer.”
- B.** California Education Code requires school districts to respond to a Parent’s request for an interdistrict transfer, if made in the current year, within thirty (30) calendar days of the request; and allows for Parents to appeal any denial of their request.
- C.** California’s Education Code requires school districts to respond to “future year” requests for interdistrict transfers as soon as possible but no later than 14 calendar days after the commencement of instruction in the year for which the interdistrict transfer is sought.
- D.** Humboldt County has a history of allowing pupils to attend school districts that are not the pupil’s district of residence where the capacity exists at the receiving district.
- E.** This Agreement addresses the interdistrict transfer process for parent requests to transfer a pupil during the current year or to transfer a pupil in the future school year. Parents benefit from knowing if the student will attend their preferred district in the future school year. Districts benefit from knowing accurate student enrollment projections by early February for the upcoming school year, to determine if layoff notices are warranted in advance of the legally mandated March 15 deadline to issue teacher layoff notices. Districts need to analyze projected enrollment and school boards must consider taking action on teacher layoffs, usually at their February board meetings.
- F.** This Agreement establishes deadlines for interdistrict transfers. To the degree that this is a departure from historic processes, the parties recognize that a county-wide information dissemination campaign will be critical to this Agreement’s success.



2. An existing interdistrict transfer permit that has been revoked or rescinded in accordance with the policy of the governing board of the school district.
3. A denial by the District of Proposed Enrollment when no permit has been first issued by the District of Residence.

**District of Proposed Enrollment or “DPE”:** A school district other than the school district in which the Parent of a pupil resides, but in which the Parent of the pupil nevertheless intends to enroll the pupil through an interdistrict transfer.

**District of Residence or “DOR”:** A school district in which the Parent of a pupil resides and in which the pupil would otherwise be required to enroll pursuant to the compulsory education requirements.

**Enrollment Window:** The period of time that interdistrict transfer requests for the upcoming year shall be considered by both the District of Residence and the District of Proposed Enrollment.

**Future year request:** A request for interdistrict transfer received up until 16 calendar days before the commencement of instruction in the school year for which interdistrict transfer is sought. A request received 15 calendar days before or thereafter is a “current year” request.

**Hardship:** Extreme difficulty or suffering.

**Interdistrict transfer or “IDT”:** Interdistrict transfer; the act of a student attending a school district that is not the student’s district of residence.

**IDT Permit:** The form which authorizes an individual interdistrict transfer, signed by the District of Residence, the District of Proposed Enrollment, and the Parent. The form is attached as Attachment B to this Agreement. Permits are good for one (1) school year. Parents must re-apply for each school year.

**IDT Request:** The formal process of a Parent seeking written permission from both the District of Residence and the District of Proposed Attendance for the child to attend a school district outside of his or her District of Residence. A District of Residence makes the initial determination as to whether an interdistrict transfer request shall be granted; the District of Proposed Enrollment then reviews the request and determines whether it will grant the request for the transfer to the District of Proposed Enrollment.

**New Sibling Requests:** Requests for a student to attend a District of Proposed Enrollment when the student’s sibling(s) will be enrolled at the District of Proposed Enrollment in the same year.

**Parent:** The natural or adoptive parent or guardian, the person having legal custody, or other educational rights holder.

Open Enrollment Window (or 5 school days from receipt of the approved IDT Permit from the DOR, whichever is later) to approve or deny the IDT Request and to notify both the Parent and DOR of the DPE's decision.

4. Renewals and New Sibling Requests will be approved and will follow the same timelines listed within Priority One, above. A DOR may require a Parent to participate in Reasonable Enrollment Activities prior to granting a renewal when the student transfer involves a School Level Transition (defined above). Districts will honor existing approved multiyear IDT permits.

**B. Priority Two Enrollment Window – Requests for an IDT for the Future School Year Received After February 1 and for Requests Made In the Current School Year**

IDT Requests received from a Parent for the current school year and for the future year received after the February 1 enrollment window will be processed and approved by a DOR under the following circumstances:

1. Parent did not reside in Humboldt County school districts' boundaries prior to Priority One deadline.
2. Parent moved from one district to another district subsequent to the Priority One deadline.
3. Parent has a reasonable argument and a compelling reason, including hardship, such as medical conflicts, work schedule, child care, transportation, language barriers, for why the Priority One deadline was not met, or why the circumstance did not warrant a request for an IDT at the time of the Priority One deadline.
4. Parent has a reasonable explanation for not being able to participate in DOR Reasonable Enrollment Activity.

The DOR may require the Parent to participate in Reasonable Enrollment Activities as outlined in Subsection IV.A.2. (Priority One). If approved by the DOR, IDT Requests will be forwarded to the DPE for approval or denial.

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

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

enrollment is granted under these limited circumstances, and for a period not to exceed two school months, the governing board of a DPE may provisionally admit to the schools of the school district a pupil who resides in another school district, pending a decision of the governing boards of the two school districts, or by HCOE upon appeal, regarding the interdistrict attendance. The period of provisional attendance begins on the first day of the pupil's attendance in the school. If a decision by the school districts or HCOE has not been rendered by the conclusion of two school months, and the school districts or HCOE are still operating within the prescribed timelines, the pupil shall not be allowed to continue attendance at the DPE. If the pupil is subject to compulsory full-time education pursuant to Section 48200, he or she shall enroll in the DOR or in another educational program.

Provisional attendance shall not guarantee that a school district or HCOE will approve a request for interdistrict transfer.

## **VII. REVOCATIONS:**

Neither a DOR nor DOA may revoke an IDT for a student after June 30 following the completion of grade 10, or for pupils in grades 11 or 12. Any other IDT Permit may be revoked pursuant to the policies and regulations of either the DOA or DOR, or as set forth on the IDT Permit itself, as permitted by law. If a school district revokes an IDT Permit, it will promptly provide written notice of the revocation to the other district.

## **VIII. CHANGES IN LAW:**

If any law modifies or conflicts with a provision of this Agreement, the new law shall prevail as if written into the Agreement. A change in law, or a finding that one portion of this Agreement is not legally compliant, shall not invalidate the other terms of the Agreement.

## **IX. COMMUNICATIONS AND PUBLIC AWARENESS**

In order to maximize awareness of the inter-district transfer process the Humboldt County Office of Education (HCOE), in partnership with participating districts, will coordinate a public awareness campaign that will include print, radio, and social media advertisements. In addition, school districts, charter schools, early childhood providers, and other relevant public/private agencies will receive copies of media print materials to post on their websites and/or share with families. The public awareness campaign will begin in November of each year and run through the end of the priority one window.

ATTACHMENT A: LIST OF PARTIES

ATTACHMENT B: IDT REQUEST FORM

For Each Party:

ATTACHMENT A: LIST OF PARTIES

Arcata School District  
Big Lagoon Union School District  
Blue Lake Union School District  
Bridgeville School District  
Cuddeback Union School District  
Cutten School District  
Eureka City Schools District  
Ferndale Unified School District  
Fieldbrook School District  
Fortuna Elementary School District  
Fortuna Union High School District  
Freshwater School District  
Garfield School District  
Green Point School District  
Hydesville School District  
Jacoby Creek School District  
Klamath Trinity Joint Unified School District  
Kneeland School District  
Loleta Union School District  
Maple Creek School District  
Mattole Unified School District  
McKinleyville Union School District  
Northern Humboldt Union High School District  
Orick School District  
Pacific Union School District  
Peninsula Union School District  
Rio Dell School District  
Scotia Union School District  
South Bay Union School District  
Southern Humboldt Unified School District  
Trinidad Union School District

ATTACHMENT B

Inter-District Transfer Request Forms – English and Spanish

For the School Year 2022-2023

# ANNUAL INTERDISTRICT ATTENDANCE TRANSFER AGREEMENT for SCHOOL DISTRICTS IN HUMBOLDT COUNTY for school year 2022-2023

Date Request Received  
by DOR

## Part A

**Parent/Guardian:** Complete applicable steps on page 1 and 2 shaded in gray and then submit it to your **District of Residence (DOR)**. If it is approved, it will be forwarded to the **District of Proposed Enrollment (DPE)**. **Only new requests submitted between December 1<sup>st</sup> and February 1<sup>st</sup> are assured of approval by the DOR, subject to reasonable enrollment activities.** (See the DOR district office for exceptions and for information on reasonable enrollment activities). If both districts approve, and you agree to any additional terms and conditions required by the district(s), you may enroll your student in the DPE.

District of Residence \_\_\_\_\_ District of Proposed Enrollment \_\_\_\_\_

Foster Youth <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Homeless/McKinney-Vento Youth <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
If <b>Yes</b> or <b>Unknown</b> to either of the above please contact the district of residence Foster/Homeless liaison or the Humboldt County Office of Education Foster & Homeless Youth Education Services office at 707-445-7187 before proceeding with application.	

COMPLETE ALL SECTIONS	<b>STEP 1: To be completed by parent/guardian (PLEASE PRINT)</b>		<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal
			<input type="checkbox"/> Sibling(s) at school? Sibling Grade(s): _____	<input type="checkbox"/> No change in address
			Sibling Name(s): _____	<input type="checkbox"/> Address change
	Have you applied for a transfer to any other district for this same school year? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, list all:		Student Grade in 2022-2023:	
	Student Name (Last, First)		Birth Date	
	Current or Last School of Attendance			
	Student Address		City, Zip Code	
	Parent / Guardian Name			
Primary Phone	Other Phone	Email address		

<b>STEP 2: To be completed by parent/guardian for NEW applications only</b>			
Reason for Request: <input type="checkbox"/> Childcare <input type="checkbox"/> Parent Employment <input type="checkbox"/> Other (Explain below)			
If reason is parent employment or childcare, provide name, address, and phone number of childcare or work below. Any additional information you wish to provide may be included below (use additional pages as needed):			
If reason is "Other", please explain as thoroughly and clearly as possible. Include all relevant details.			
What special services has the student received? (Check all that apply)			
<input type="checkbox"/> Gifted (GATE) <input type="checkbox"/> Section 504 <input type="checkbox"/> Special Education <input type="checkbox"/> English Language Learner <input type="checkbox"/> None			
If the student is receiving Special Education services, what is their current placement (Please attach IEP)			
<input type="checkbox"/> Special Day (SDC) <input type="checkbox"/> Resource (RSP) <input type="checkbox"/> Speech Services <input type="checkbox"/> Pending Assessment			
Is the student currently pending disciplinary action or under an expulsion order? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**I have read the terms and conditions and understand the regulations and policies governing interdistrict attendance permits and hereby submit my application. I also understand that approval or denial of this application and revocation of the Permit is subject to the terms of this Permit and the policies and/or regulations of the individual districts. I understand that this information may be verified and that inaccurate or false information may subject my request to denial or revocation. I certify under penalty of perjury that the information provided above is true and correct to the best of my knowledge and belief. I also understand and agree to the above terms.**

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Student Name \_\_\_\_\_

**PART B: Terms and Conditions:**

The following terms and conditions apply to this Permit if it is approved by both districts:

1. Students will be required to re-apply for interdistrict attendance for any subsequent school year.
2. As permitted by law, the Permit may be revoked by either district pursuant to its policies and regulations and any applicable terms and conditions in Part C and/or D. Grounds for revocation of the Permit include, but may not be limited to, the failure of a pupil to attain satisfactory academic progress, follow established rules of conduct, or maintain regular attendance, as determined by the district of proposed enrollment.
3. Neither district will be responsible for pupil transportation unless required by law.
4. The District of Proposed Enrollment (DPE) will be responsible for special education services and related costs.
5. Approval of this Permit does not guarantee athletic eligibility.

**PART C: Action of District of Residence (to be completed by DOR):**

Decision:  Approved  Denied for the school year 2022-2023

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of action by DOR

Authorizing Signature: \_\_\_\_\_

Title: \_\_\_\_\_

District: \_\_\_\_\_

**PART D: Action of District of Proposed Enrollment (to be completed by DPE):**

Decision:  Approved  Denied  Denied, but on waitlist for the school year 2022-2023

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of action by DPE

Authorizing Signature: \_\_\_\_\_

Title: \_\_\_\_\_

District: \_\_\_\_\_

If one or both districts deny the permit you may contact the Humboldt County Office of Education at 707-445-7171 if you wish information on the appeal process or go online at <https://www.hcoe.org/inter-district/>. **(An interdistrict attendance appeal request must be filed with the Humboldt County Board of Education within thirty (30) calendar days of notification that the request was denied.)**

The parent/guardian and each district shall be provided with and retain a copy of this form.

## AB 361 Summary

Assembly Bill ("AB") 361, signed into law on September 16, 2021, amends Government Code section 54953 to provide authority and specific requirements for public agencies to hold virtual meetings during a proclaimed state of emergency and remain in compliance with the Brown Act (Gov. Code §§ 54950 et seq.).

Enacted as urgency legislation, AB 361 would typically be effective immediately. However, on September 20, 2021, the Governor issued Executive Order N-15-21, delaying the full application of AB 361 until 11:59 p.m. on October 1, 2021. As such, public agencies may generally continue to hold virtual meetings through September 30, 2021 consistent with the requirements of Executive Order N-29-20 issued on March 17, 2020 due to the COVID-19 pandemic ("COVID Executive Order").

### September 24-September 30, 2021

The COVID Executive Order allowing electronic or virtual meetings remains in force until September 30, 2021. Public agencies may continue to hold regular and special meetings under that authority through September 30, 2021. Please note, however, and, as further explained below, a public agency holding a virtual meeting from September 24, 2021 through September 30, 2021, for the purpose of making the required AB 361 findings to continue with virtual meetings after September 30, shall conduct such virtual meeting in compliance with the AB 361 requirements.

### After September 30, 2021

A public agency that intends to continue with virtual or hybrid meetings after September 30 must have a separate meeting before any other regular or special October meetings to comply with AB 361 and make appropriate findings in order to hold future meetings remotely. In other words, if a public agency would like to meet electronically in October, it must make the AB 361 determination before that meeting.