

**CUTTEN ELEMENTARY SCHOOL DISTRICT
BOARD OF TRUSTEES
BOARD MEETING AGENDA**

October 12, 2026

6:00 pm

Ridgewood Commons
2060 Ridgewood Drive
Cuttan, CA 95503

1.0 CALL TO ORDER-FLAG SALUTE

2.0 CONSENT AGENDA

- 2.1 Approval of Minutes – September 14, 2026
- 2.2 Approval of Warrants and Payroll
- 2.3 Approval of Quarterly Report on Williams Uniform Complaints
- 2.4 Approval of School Nutrition Program Adult Meal Pricing Increase Lunch
\$6.36 Breakfast \$4.04
- 2.5 Approval of the Declaration of Need
- 2.6 Approval of 2026-2027 Bus Routes
- 2.7 Approval of Resignation/Retirement Classified Bus Driver/Custodian/Transportation Director
1.0 FTE; December 31, 2026

3.0 VISITOR COMMENTS ON NON-AGENDA ITEMS

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

4.0 REPORTS

- 4.1 Cutten Ridgewood PTA Report
- 4.2 School Site Council Report
- 4.3 HBTA Report
- 4.4 Superintendent/Principals' Report
- 4.5 2026-2027 Student Registration Report/Enrollment
- 4.6 LCAP

5.0 CORRESPONDENCE

- 5.1 Cutten ESD LCAP and Adopted Budget approved by HCOE
- 5.2 Williams Settlement Site Visit Report

6.0 INFORMATION / POSSIBLE ACTION ITEMS

- 6.1 Discussion/Action on the Selection of Board Member to Serve on Delegation to Elect Members or the County Committee
- 6.2 Discussion/Consider Approval of Leave of Absence Until End of 2026-27 School year; Classified Aide Position. .375 FTE
- 6.3 Discussion/Consider Approval of a Temporary or Probationary/Permanent Classified Aide Position .375 FTE

CUTTEN ELEMENTARY SCHOOL DISTRICT

BOARD OF TRUSTEES

BOARD MEETING Minutes

September 14, 2026

6:00 PM

Ridgewood Commons

2060 Ridgewood Drive

Eureka, CA 95503

1.0 CALL TO ORDER/FLAG SALUTE- Meeting called to order at 6:05pm with flag salute.

Board members in Attendance: Dennis Reinholtsen, Mary DeWald, Mindy Schon, Becky Reece, and Beth Johnston.

2.0 CONSENT AGENDA- Motioned by Becky Reece. Seconded by Mindy Schon. Motion carried 5-0.

- 2.1 Approval of Minutes- August 10, 2026
- 2.2 Approval of Warrants and Payroll
- 2.3 Approval of Amendments to 2026 – 2027 Local Accountability Plan (LCAP) (2026-2027 Budget Overview for Parents & 2025 – 2026 LCAP Annual Update, LCFF) (See Compliance Review and Website posting <https://cuttensd.org/reports/>)
- 2.4 Approval of Classified 7.61875 FTE
- 2.5 Approval of Quarterly Report on William Uniform Complaints, Quarter 2
- 2.6 Approval of 1.0 FTE Custodian/Bus Driver/Transportation Director

3.0 VISITOR COMMENTS ON NON-AGENDA ITEMS

Code loves her new class! She was given a new classroom and moved down from Cutten to RW to teach 2nd grade.

4.0 REPORTS

- 4.1 Cutten Ridgewood PTA Report- Back to school bingo Friday sept 25th.
- 4.2 School Site Council Report- First meeting Oct 20th, 2026. On record to renew board members.
- 4.3 HBTA Report- Math Curriculum-Bumps with the new curriculum and gives it time and interest to see where students end up and what the end goal will be, so being very optimistic about it. Not as much teaching, more about working together and exploring math vs actually teaching. Geared for CASSP testing which brings the concern of what will happen in April when testing is done. SISC meeting has created even more concern with JPA in regards to not one being better than the other. Teachers are finishing up M-class assessments to know kids' baseline and track their growth.
- 4.4 Principals' Report-RW-Campus is a positive start to the year and staff are taking advantage of the beautiful weather during this time. Back to school night went great. New work rooms give time to be able to check in with teachers as well as create a better space for families to come too. We have completed two safety drills that have gone great with the kids. Pumpkin patch field trips are coming up. Cutten-Wins-Clubs after school have started this week 9/14/26 as well as cross country 9/19/26. Teachers

AR5148; BP5148.3; AR5148.3; BP7110; BB9200 - Moved by Becky Reece excluding 5 policies. Seconded by Mindy Sehon. Motion Carried 5-0.

6.7 Discussion Regarding NCSMIG Medical Program Assessment- 24-25 True up of 150k due to poor oversight of deficit spending could be on the hook for two more years of liability.

6.8 Discussion Regarding 1 Open Board Position Beginning 2027 and Next Steps- Clarification of when next running will be. Process to be done as prior time- Advertise, Interview, and then Appoint.

7.0 SUPERINTENDENT REPORT- Imagine math curriculum is the biggest shift seen in a very long time which does challenge all but the framework is making kids collaborate to understand where they should end at. Ultimately, based on how kids learn and on research done over multiple years.

8.0 PUBLIC COMMENT ON CLOSED SESSION ITEM- No comments.

9.0 CLOSED SESSION - Meeting closed at 7:34 pm.

Closed session reconvened at 7:38pm.

9.1 CONFERENCE WITH LABOR NEGOTIATOR (GC § 54957.6)

Agency Negotiator: Becky MacQuarrie

Unrepresented Employee: Classified

Stepped out of closed session at 7:45pm. Motioned by Becky Reece to subject to legal council to pay remaining insurance cap upon early retirement for 26-27 school year including wives cap as well. Seconded by Beth Johnston. Motioned by 5-0. Share out.
Stepped back into session at 7:46pm.

9.2 CONFERENCE WITH LABOR NEGOTIATOR (GC § 54957.6)

Agency Negotiator: Becky MacQuarrie

Name of Organization Representing Employees: HBTA

7:53pm back to closed session.

No motion.

10.0 RECONVENE TO OPEN SESSION - Out of closed session 8:04 pm. No motion for 9.2 lack of motion.

11.0 BOARD MEMBER COMMENTS/COMMUNICATION- Sehon - Bond money possible movement of district office, but of course prioritize blacktop and HVAC projects just a thought to be thrown out. The gym still has a high goal to be added along with classrooms to be attached to add space at Cutten. Request for babysitting at bingo night not possible due to it being considered a gift of funds.

12.0 ADJOURNMENT - Meeting adjourned at 8:26pm.

Checks Dated 09/01/2026 through 09/30/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
3000323917	09/03/2026	(HARRIS) SHAFER'S ACE HARDWARE	01-4374		390.70
3000323918	09/03/2026	Green Light LLC	01-5866		250.00
3000323919	09/03/2026	HUMBOLDT COUNTY SHERIFF'S DEPT	01-5884		25.00
3000323920	09/03/2026	JOHNSON'S MOBILE RENTALS	01-5881	20.00	
			21-5800	293.62	313.62
3000323921	09/03/2026	MENDES SUPPLY COMPANY	01-4374		1,204.78
3000323922	09/03/2026	MISSION LINEN SUPPLY	01-5550	515.61	
			01-5881	4.69	520.30
3000323923	09/03/2026	Old Hickory Sheds, LLC	01-4400		5,589.68
3000323924	09/03/2026	P G & E	01-5511	24.81	
			01-5520	3,131.65	3,156.46
3000323925	09/03/2026	SECURITY LOCK & ALARM	01-5804		117.23
3000323926	09/03/2026	STUDIO W ARCHITECTS	21-6210		1,592.52
3000323927	09/03/2026	SYSCO SACRAMENTO	01-4710	1,805.49	
			13-4396	2,793.63	
			13-4710	11,642.95	
			13-5623	317.44	16,559.51
3000323928	09/03/2026	Ubeo West, LLC	01-7439		2,508.63
3000323929	09/03/2026	University of Oregon Swis	01-5800		1,000.00
3000323930	09/03/2026	VALLEY PACIFIC PETROLEUM SVCS	01-4364	624.73	
			01-4365	176.23	800.96
3000324425	09/10/2026	U.S. BANK	01-4110	372.87	
			01-4210	361.28	
			01-4310	3,547.92	
			01-4393	3,146.74	
			01-4710	191.28	
			01-5831	2,647.58	
			01-5884	200.00	
			01-6421	543.71	11,011.38
3000325003	09/14/2026	AT&T CALNET 2	01-5909		285.71
3000325004	09/14/2026	CRYSTAL CREAMERY	13-4711		2,117.53
3000325005	09/14/2026	CRYSTAL SPRINGS BOTTLED WATER	01-5531	40.00	
			01-5623	34.00	74.00
3000325006	09/14/2026	CSBA - CSB (6744) c/o WEST AMERICA BANK	01-5300		11,892.00
3000325007	09/14/2026	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5861		576.00
3000325008	09/14/2026	eLuma LLC	01-5800		4,500.00
3000325009	09/14/2026	FRANZ FAMILY BAKERY	13-4710		211.68
3000325010	09/14/2026	2ndGear LLC	01-4310		2,679.60
3000325011	09/14/2026	U.S. BANK EQUIPMENT FINANCE	01-5637		2,228.89
3000325440	09/17/2026	REVOLVING CASH FUND	01-4210	442.98	
			01-4310	247.79	
			01-5886	2.25	

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 09/10/2026 through 09/30/2026

Fiscal Year 2026/27

EARNINGS by Earnings Code		Income	Adjustments	TAXES	Employee	Employer	Total	Subject Grosses
No Gross Pay			5.00	Federal Withholding	50,984.96		50,984.96	549,390.52
Regular		623,792.12		State Withholding	19,661.20		19,661.20	550,745.52
				Social Security	10,256.67	10,256.67	20,513.34	165,430.44
				Medicare	8,844.57	8,844.57	17,689.14	609,971.85
				SUI		305.65	305.65	611,326.85
				Workers' Comp		19,211.53	19,211.53	611,326.85
TOTAL		623,792.12	5.00	SUBTOTAL	89,747.40	38,618.42	128,365.82	

EARNINGS by Group		Income	Adjustments	REDUCTIONS	Employee	Employer	Total	Subject Grosses
Base Pay		618,822.61		PERS	2,232.52	8,419.76	10,652.28	31,893.09
Docks		9,143.09		PERS / 62	8,638.31	28,503.14	37,141.45	107,978.31
Extra Duty		8,669.89		STRS / 60	30,809.31	51,491.67	82,300.98	320,095.42
Miscellaneous			5.00	STRS / 62	13,861.65	25,943.88	39,805.53	135,831.66
Stipends		1,360.00		Tax Sheltered Annuit	5,039.54		5,039.54	
Substitutes		700.00		Health & Welfare	9,643.21	106,462.65	116,105.86	
Vacation Pay		3,382.71		Dependent Care	70.00		70.00	
				Supplemental Insuran	892.06		892.06	
				Health Savings Accou	1,355.00		1,355.00	
				Flex Medical Savings	1,860.00		1,860.00	
TOTAL		623,792.12	5.00	SUBTOTAL	74,401.60	220,821.10	295,222.70	

EARNINGS		Person Type	Female Employees	DEDUCTIONS	Employee	Employer	Total	Subject Grosses
Certificated	44	472,012.21	40	Dues & Memberships	3,675.88		3,675.88	31.20
Classified	60	151,779.91	46	Garnishments	32.33		32.33	
				Health & Welfare		1,317.60	1,317.60	
				District Repay	420.42		420.42	
				Supplemental Insuran	2,854.59		2,854.59	
				Summer Savings	53,394.97		53,394.97	
TOTAL	104	623,792.12	86	SUBTOTAL	59,537.35	1,317.60	60,854.95	320,608.78
TOTALS					223,686.35	260,757.12	484,443.47	

Vendor Summary for Pay Date 09/10/2026 thru 09/30/2026

Vendor Checks
Vendor LiabilitiesReissued
Cancel Checks
Void ACH

Cancel/Reissue for Process Date 09/10/2026 thru 09/30/2026

School Nutrition Program Adult Meal Pricing Tool – Values

The following values may be used to calculate the minimum adult meal prices for **SY 2026–27**.

1. National School Lunch Program

\$4.78	Federal Free reimbursement rate
\$0.09	Performance-based, if qualified
\$1.0302	State free lunch reimbursement, if qualified
<u>\$0.47</u>	<u>USDA Foods value</u>
\$6.37	Minimum adult meal price

Subtract:

- \$0.09 if **no** Performance-based reimbursement, and/or
- \$1.0302 if **no** State free lunch reimbursement, i.e., **private schools**

2. School Breakfast Program

A. Basic Breakfast

\$2.54	Federal Free reimbursement rate
\$1.0302	State free lunch reimbursement, if qualified
<u>\$0.47</u>	<u>USDA Foods value</u>
\$4.04	Minimum adult breakfast price

Subtract: \$1.0302 if **no** State free lunch reimbursement, i.e., **private schools**

B. Severe Need Breakfast

\$3.05	Federal Free reimbursement rate
\$1.0302	State free lunch reimbursement, if qualified
<u>\$0.47</u>	<u>USDA Foods value</u>
\$4.55	Minimum adult breakfast price

Subtract: \$1.0302 if **no** State free lunch reimbursement, i.e., **private schools**

NOTE: Sales of adult meals may be subject to tax. SFAs are encouraged to include sales tax in the price of adult meals. For questions regarding the collection and remittance of sales tax, SFAs should contact the California Department of Tax and Fee Administration.



State of California
Commission on Teacher Credentialing
Certification Division
651 Bannon Street, Suite 600 A
Sacramento, CA 95811

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2026-2027

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Cutten Elementary School District District CDS Code: 1262745

Name of County: Humboldt County CDS Code: 1210124

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on ____/____/2026 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2027.

Submitted by (Superintendent, Board Secretary, or Designee):

Becky MacQuarrie Superintendent

Name

Signature

Title

707-441-3906

707-441-3900

09/15/2026

Fax Number

Telephone Number

Date

4182 Walnut Drive, Eureka, CA 95503

Mailing Address

bmacquarrie@cuttensd.org

EMail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	1

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	

2026-2027 Regular Bus Schedule

Cutten & Ridgewood

MORNING

Bus 28

7:46	Cutten School
7:48	Babe's Pizza
7:49	3857 Walnut Dr. Real Estate Office
7:54	2232 Hemlock St. Powell's Daycare
7:56	3990 Walnut Dr. Insurance Office
7:58	Walnut & Aldo Ct.
7:59	Walnut & Pleasant
8:01	Walnut & Greenbriar
8:03	Ridgewood School
8:14	Cutten School

Bus 24

7:30	5975 Walnut Dr Jackie's Daycare
7:31	Walnut Dr. & Home Dr. East Side
7:32	Northridge & Ardagh
7:33	Northridge & Hurst
7:36	Excelsior & Simmons
7:37	Excelsior & Gage Ln.
7:38	Excelsior & McClaskey
7:40	4145 Excelsior Rd.
7:41	4092 Excelsior Rd.
7:42	1525 Fern St.
7:43	Fern & Vista
7:44	Campton & Leslie Ct.
7:45	Campton & Herron
7:46	Scott Way
7:50	Walnut Dr. & Home West Side
7:51	6060 Walnut Dr.
7:56	881 Westgate
7:58	Westgate & Hilma
8:02	Ridgewood Dr. & Eggert
8:04	Ridgewood School

Ridgewood

AFTERNOON

Bus 28

2:15	Ridgewood School
2:16	5975 Walnut Dr. Jackie's Daycare
2:17	Walnut & Home Dr. East Side
2:19	Northridge & Ardagh
2:22	Walnut & Greenbriar
2:25	Walnut & Home Dr. West Side
2:29	4015 Walnut Dr. Babe's Pizza
2:31	3857 Walnut Dr. Real Estate Office
2:33	Russell St.
2:35	2232 Hemlock St. Powell's Daycare
2:37	Insurance Office
2:39	Walnut & Aldo Ct.
2:41	Campton & Scott Way
2:45	Cutten School

Bus 24

2:15	Ridgewood School
2:16	6060 Walnut Dr.
2:19	881 Westgate Rd.
2:21	Westgate & Hilma Dr.
2:24	Walnut & Eggert Rd.
2:27	Excelsior & Simmons
2:28	Excelsior & Gage Ln.
2:30	Excelsior & McClaskey
2:32	4141 Excelsior Rd.
2:34	1525 Fern St.
2:35	Fern & Vista
2:39	Campton & Leslie
2:41	Campton & Herron
2:45	Cutten School

Cutten

AFTERNOON

Bus 24

2:58	Cutten School
3:01	Aldo Ct.
3:03	Excelsior & Simmons
3:04	Excelsior & Gage
3:05	Excelsior & McClaskey
3:06	4144 Excelsior
3:07	1525 Fern
3:09	Fern & Vista
3:11	Campton & Leslie
3:12	Campton & Herron
3:13	Walnut Dr. & Pleasant
3:15	Walnut Dr. & Greenbriar
3:17	Walnut Dr. & Home West Side
3:19	6060 Walnut Dr. at Landreth Dr.
3:22	881 Westgate
3:23	Westgate & Hilma
3:27	Ridgewood Dr. & Eggert
3:29	Ridgewood School
3:32	5975 Walnut Dr. Jackie's Daycare
3:33	Walnut & Home Dr. East Side
3:34	Northridge & Ardagh
3:38	Ridgewood School

Conference Week Afternoon Bus Schedule 2026-27

BUS 28

CUTTEN ROUTE – DISMISSAL 12:15

12:25 Cutten School
12:27 Aldo Ct.
12:28 Excelsior & Simmons
12:29 Excelsior & Gage
12:30 Excelsior & McClaskey
12:31 4144 Excelsior
12:33 1525 Fern
12:36 Fern & Vista
12:38 Campton & Leslie
12:39 Campton & Herron
12:40 Walnut & Pleasant
12:41 Walnut & Greenbriar
12:42 Walnut & Home (west side)
12:44 5900 Walnut Dr. (Wendy's Daycare)
12:45 6060 Walnut Dr. at Landreth Dr.
12:48 881 Westgate
12:49 Westgate & Hilma
12:48 Ridgewood Dr. & Eggert
12:52 5975 Walnut Dr. (Jackie's Daycare)
12:53 Walnut & Home Dr. (East Side)
12:54 Northridge & Ardagh
Ridgewood School (arrives 12:58)

BUS 28

1:15 Ridgewood School
1:17 Walnut & Home Dr. (east side)
1:19 Northridge & Ardagh
1:20 Northridge & Hurst
1:22 Walnut & Greenbriar
1:24 5426 Walnut Dr
1:25 Walnut & Home Dr. (west side)
1:27 5900 Walnut Dr. (Wendy's Daycare)
1:29 4015 Walnut Dr. (Babe's Pizza)
1:31 3857 Walnut Dr. (Real Estate Office)
1:33 Russell (exclusive for Zoo Daycare)
1:35 2232 Hemlock St. (Powell's Daycare)
1:37 3990 Walnut Dr. (Insurance Office)
1:39 Walnut & Aldo Ct.
1:41 Campton & Scott Way
Cutten School (arrives 1:45)

BUS 24

RIDGEWOOD ROUTE - DISMISSAL 1:05

1:16 6060 Walnut Dr.
1:19 881 Westgate Rd.
1:21 Westgate & Hilma Dr.
1:24 Walnut Dr. & Eggert Rd.
1:28 Excelsior & Simmons
1:29 Excelsior & Gage Ln.
1:30 Excelsior & McClaskey
1:32 4141 Excelsior
1:34 1525 Fern St
1:35 Fern & Vista

2026- 2027 ONE BUS Schedule - Morning

7:30 Cutten School
7:32 Aldo Ct.
7:33 Excelsior & Simmons
7:34 Excelsior & Gage
7:35 Excelsior & McClaskey
7:37 4144 Excelsior
7:39 1525 Fern
7:40 Fern & Vista
7:43 Campton & Leslie
7:44 Herron
7:47 Babe's Pizza
7:48 Real Estate
7:51 Powell's Day Care
7:53 Insurance Office
7:54 Walnut & Pleasant
7:56 Walnut & Greenbriar
7:57 Northridge & Ardagh
7:59 Walnut Dr. & Home west side
8:01 6060 Walnut Dr.
8:06 881 Westgate
8:07 Westgate & Hilma
8:09 1470 Ridgewood Dr.
8:10 Ridgewood School
8:16 Cutten School

2026-27 **ONE BUS** Schedule - Afternoon, Early Out

RIDGEWOOD ROUTE - DISMISSAL 1:05

1:09	Ridgewood School
1:10	6060 Walnut Dr.
1:13	881 Westgate Rd.
1:15	Westgate & Hilma Dr.
1:18	Ridgewood Dr. & Eggert Rd.
1:21	Walnut & Home Dr. East Side
1:23	Northridge & Ardagh
1:24	Northridge & Hurst
1:25	Walnut & Greenbriar
1:28	Walnut & Home Dr. West Side
1:30	5900 Walnut Dr. Wendy's Daycare
1:33	4015 Walnut Dr. Babe's Pizza
1:34	3857 Walnut Dr. Real Estate Office
1:36	Russell (exclusive for Zoo Daycare)
1:39	2232 Hemlock St. Powell's Daycare
1:41	3990 Walnut Dr. Insurance Office
1:43	Walnut & Aldo Ct.
1:44	Excelsior & Simmons
1:46	Excelsior & Gage Ln.
1:47	Excelsior & McClaskey
1:48	4141 Excelsior
1:49	1525 Fern St
1:50	Fern & Vista
1:53	Campton Rd. & Leslie
1:54	Campton & Herron
1:56	Campton & Scott Way
1:59	Cutten School

CUTTEN ROUTE – DISMISSAL 1:40

2:05	Cutten School
2:07	Walnut Dr. & Aldo Ct.
2:08	Excelsior & Simmons
2:09	Excelsior & Gage
2:10	Excelsior & McClaskey
2:11	1525 Fern
2:12	Fern & Vista
2:13	Campton & Leslie
2:14	Campton & Herron
2:16	Walnut & Pleasant
2:18	Walnut & Greenbriar
2:21	Walnut & Home west side
2:22	5900 Walnut Dr. Wendy's Daycare
2:23	6060 Walnut Dr. at Landreth Dr.
2:28	881 Westgate
2:29	Westgate & Hilma
2:33	Ridgewood Dr. & Eggert
2:35	Ridgewood School
2:38	5975 Walnut Dr. Jackie's Daycare
2:39	Walnut & Home Dr. East Side
2:40	Northridge & Ardagh
2:44	Ridgewood School



Becky MacQuarrie <bmacquarrie@cuttensd.org>

Retiring

2 messages

Darold Ringler <dringler@cuttensd.org>

Mon, Sep 28, 2026 at 7:31 PM

To: Becky MacQuarrie <bmacquarrie@cuttensd.org>

Dear Becky MacQuarrie and board members, I will be retiring from my positions with the district as transportation director, bus driver, maintenance worker, and janitor. My last day will be December 31, 2026. The district has agreed to continue to provide my current insurance policy for my self and my wife, Michelle Ringer, through June 30, 2027. It's been a honor to serve here at Cutten Ridgewood School District.

Sincerely,

Darold Ringler

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.

Becky MacQuarrie <bmacquarrie@cuttensd.org>

Tue, Sep 29, 2026 at 1:35 PM

To: Darold Ringler <dringler@cuttensd.org>

Thank you Darold. I will forward this to the Board, and I will have Vanesa get you the information you requested.

All the best to you!

Becky

[Quoted text hidden]

Becky MacQuarrie, Ed.D.

Cutten School District Superintendent

September 22, 2026

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

SUBJECT: 2026-2027 BUDGET REVIEW

Dear Becky MacQuarrie:

In accordance with Education Code sections 52070 and 42127, the Humboldt County Office of Education has reviewed your 2026-27 Local Control and Accountability Plan (LCAP) and adopted budget of the Cutten School District for fiscal year 2026-27. By statute, the adopted budget review must be completed by September 15 of each year, and the LCAP review must be completed by October 8. Based on our review, the 2026-27 LCAP and adopted budget of the Cutten School District have been approved.

With regard to our review of the district's LCAP, Education Code 52070 requires the county superintendent to approve the plan for each school district after determining all of the following:

- **Adherence to State Board of Education Template** - The LCAP adheres to the template adopted by the state board pursuant to Section 52064 and follows any instructions or directions for completing the template that are adopted by the State Board of Education (SBE).
- **Sufficient Expenditures in Budget to Implement LCAP** - The budget for the applicable fiscal year adopted by the governing board of the school district includes expenditures sufficient to implement the specific actions and strategies included in the LCAP adopted by the governing board of the school district.
- **Adherence to State Board of Education (SBE) Expenditure Regulations** - The LCAP adheres to the expenditure requirements adopted pursuant to Section 42238.07 for funds apportioned on the basis of the number and concentration of unduplicated pupils pursuant to Sections 42238.02 and 42238.03.
- **Calculation and Implementation of Carryover** - The LCAP includes the required calculations to determine whether there is a carryover requirement pursuant to Education Code Sections 42238.07 and 52064 and, if applicable, includes a description of the planned uses of the specified funds and a description of how the planned uses of those funds satisfy the requirements for specific funds and a description of how the planned uses of those funds satisfy the requirements for specific actions to be considered as contributing toward meeting the increased or improved services requirement (Education Code Section 52070(d)(4)).

Based on our review of your district's LCAP for 2026-27 we have determined that the district is in compliance with the above criteria.

REVIEW AND APPROVAL OF FISCAL YEAR 2026-2027 FINAL ADOPTED BUDGET

TO THE GOVERNING BOARD: Cutten School District
FROM: Michael Davies-Hughes, Humboldt County Superintendent of Schools

In accordance with the provisions of Education Code (E.C.) Section 42127, we have completed our review of the final adopted budget for your district. A report on that review follows.

AN ITEM MARKED WITH AN ASTERISK (*) REQUIRES THE DISTRICT SUPERINTENDENT AND GOVERNING BOARD TO DO THE FOLLOWING BY OCTOBER 8:

- Review the comments, recommendations and/or technical corrections at a public meeting of the board, and
- Provide a written response communicating any actions taken and, if required, submit a revised budget.

1. TYPE OF APPROVAL

- ☒ The adopted budget has been approved.
- ☐* The adopted budget has been conditionally approved. Board action and response to HCOE is required before OCTOBER 8. (See Section 8 for details).
- ☐* The adopted budget has not been approved. (See Section 8 for details).

2. STANDARDS AND CRITERIA (E.C. 33127 and 33129)

- ☒ We accept your school district Criteria and Standards Review as complete and narrative(s) as reasonable.
- ☐* We have made recalculations based upon updated information for the prior fiscal year. (See Section 8 for details).

3. OTHER INFORMATION (E.C. 42127(c)(2))

We are required to review and consider studies, reports, evaluations or audits that may contain information relative to the fiscal stability or distress of a school district. You have provided all such information to us and based upon our review:

- ☒ The information does not indicate other evidence of fiscal distress.
- ☐* The information does indicate some evidence of fiscal distress. (See Section 8 for details).

4. RECOMMENDATIONS AND TECHNICAL CORRECTIONS

A. Revenue and Expenditures

- ☐* The revenue appears to be overstated (see Section 8 for details).
- ☐* The total expenditures appear to be understated. (See Section 8 for details).
- ☒ There appears to be a structural deficit in the general fund.
 - ☒ Total available reserves appear adequate to offset this condition.
 - ☐* Total available reserves do not appear adequate to offset this condition. (See Section 8 for details).

8. DESCRIPTION OF RECOMMENDATIONS AND TECHNICAL CORRECTIONS

SECTION NUMBER	DESCRIPTION
* ITEM REQUIRES SPECIFIC BOARD ACTION	
4	<u>Deficit in Budget Year</u> During our review, we noted that the district's budget-year structural deficit, after adjustments for one-time revenues and expenditures, is projected to be \$1,113,703.
5	<u>Special Reserves</u> The report indicates that the district is projected to end 2026-27 with reserves of \$4,791,806, or 45.78%. However, reserves are projected to decline to \$2,755,990, or 26.56%, by 2028-29 due to deficit spending.
7	<u>Multi-Year Budgets</u> The multi-year budget projections include cost-of-living adjustments (COLA) of 3.06% for 2027-28 and 3.34% for 2028-29. The projections also identify ongoing deficit spending, with estimated shortfalls of \$1,437,681 in 2027-28 and \$1,067,429 in 2028-29. We recommend that the district continue to monitor its multi-year projections and consider strategies to address projected deficit spending overtime to help preserve fiscal flexibility and long-term stability.

EXAMINED BY COUNTY SUPERINTENDENT OF SCHOOLS:

BY: _____

Michael Davies-Hughes
Superintendent

DATE: Sep 25, 2026

MDH:ts

c: Board President
District Superintendent and Business Office
County Business Office

October 1, 2026

Cutten School District
4182 Walnut Dr.
Eureka, CA 95503

Subject: 2026-2027 Williams Settlement Site Visit Report

Dear Cutten School District Governing Board:

California Education Code Section 1240 requires that I, or HCOE staff on my behalf, visit schools identified in our county, review information in the areas noted below, and report to you the results of my visits and reviews. I am pleased to provide, for submission to the district's governing board at a regularly scheduled meeting, the annual report for fiscal year 2026-2027. This report presents the results of the visit and review of Ridgewood Elementary School.

The purpose of the visit(s), as specified in California Education Code 1240, was to:

1. Determine if students have *sufficient* standards-aligned instructional materials;
2. Determine if there is any facility condition that *poses an emergency or urgent threat to the health or safety of pupils or staff*; and
3. Determine if the school has provided accurate data on the annual school accountability report card related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including "good repair."

The law further requires that I annually monitor and review teacher misassignments and teacher vacancies. This information is publicly reported on the California Statewide Assignment Accountability System (CalSAAS) platform.

Before proceeding with the report, let me define some basic terms:

- *Sufficient textbooks or instructional materials* means each pupil, including English language learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home.
- A school facility condition that poses an *emergency or urgent threat* is a condition that poses a threat to the health or safety of pupils or staff while at school. *Good Repair* means the school facilities are clean, safe and functional as determined pursuant to the school Facility Inspection Tool (FIT).

September 11, 2026

TO: District Superintendents
FROM: Michael Davies-Hughes, Humboldt County Superintendent of Schools
SUBJECT: Election of County Committee on School District Organization Members

The Humboldt County Committee on School District Organization is composed of eleven members, two for each of the Supervisorial Areas and one member at large. The County Committee responds to petitions for school district reorganization, including unifications, formations, dissolutions, lapsations, annexations, and boundary alterations. Additionally, the County Committee has the power to establish trustee areas, rearrange the boundaries of trustee areas, abolish trustee areas, adopt one of the alternative methods of electing governing board members, and increase or decrease the number of members of the governing board in any school district or community college district.

There are vacant positions in Supervisorial Area 4 and the member at large, as well as terms ending for members in Supervisorial Area 2 and 3. Supervisorial Areas may be found at this link: <https://humboldt.gov.org/167/Board-of-Supervisors> Members of the County Committee are elected by delegates of each district board during an annual meeting held between October 1 and December 1. This year the meeting will be held on November 12 at 5:30 PM in the Annex Conference Room. Delegates will be asked to nominate members to the County Committee, or may self-nominate. In order to ensure each district representative is able to participate in the election process, we will provide the option of voting by absentee ballot.

The selection of County Committee members is a two step process. The first step is for school district governing boards to take action to select one board member to serve on a delegation that will then elect members of the County Committee. The second step is for the County Superintendent to convene a meeting of the delegation that will elect County Committee members to vacant positions, or to positions that have expired terms.

Members of school district governing boards may serve concurrently as a school district trustee and County Committee member. No county superintendent of schools, employee of the office of a county superintendent of schools, employee of a school district, or employee of a community college district shall be a member of the County Committee.

During your October board meeting, please select one board member as a representative to serve on the delegation that will elect members of the County Committee. If one of your board members currently serves on the County Committee, you may want to select that person to also serve on the delegation. For your reference, the full roster of committee members is below.

We ask that you provide the name and contact information (email and phone number) of your delegate to Natalie Carrigan, Executive Assistant, via email at ncarrigan@hcoe.org.



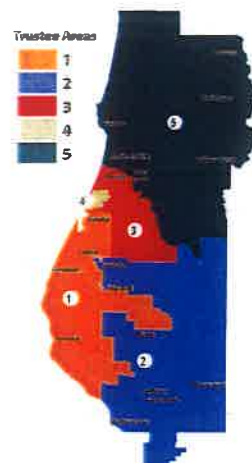
The County Committee responds to petitions for school district reorganization including unifications, formations, dissolutions, lapsations, annexations, and boundary alterations. Additionally, the County Committee has the power to establish trustee areas, rearrange the boundaries of trustee areas, abolish trustee areas, adopt one of the alternative methods of electing governing board members, and increase or decrease the number of members of the governing board in any school district or community college district.

Committee Members

Name	Area	Term Expires
Beth Johnston	1	2027
Tabitha Martel	1	2028
Ren Wohlers	2	2027
Tara Lewis	2	2026
Fred Hanks	3	2028
Mark Benzinger	3	2026
(Vacant)	4	2028
Jessica Rebholtz	4	2026
Tom Hinz	5	2028
Rich Grissom	5	2029
Audrey Dieker	At Large	2026

[Agendas & Minutes](#)
[Meeting Schedule](#)
[Policies & Procedures](#)
[Committee on School District Organization](#)

TRUSTEE AREA
MAP



CSBA UPDATE CHECKLIST – August 2026

District Name: Cutten

Contact Name: Becky MacQuarrie Phone: 707-4413941 Email: bmacquarrie@cuttensd.org

POLICY	TITLE	OPTIONS/BLANKS	ADOPTION DATE	MANDATED
BP 0410	Nondiscrimination in District Programs and Activities	Fill in Blanks _____ _____ _____	yes	M
BP 1312.2	Complaints Concerning Instructional Materials		yes	
AR 1312.2	Complaints Concerning Instructional Materials		yes	
E(1) 1312.2	Complaints Concerning Instructional Materials	Fill in Blanks _____ _____ _____	yes	
BP 1312.3	Uniform Complaint Procedures		yes	M
AR 1312.3	Uniform Complaint Procedures	OPTION 1: ☐ OPTION 2: ☐ Fill in Blanks _____ _____ _____	yes	M
E(1) 1312.3	Uniform Complaint Procedures		yes	
E(2) 1312.3	Uniform Complaint Procedures	Fill in Blanks _____ _____ _____	yes	
BP 3471	Parcel Taxes		yes	
BP 4119.1	Civil and Legal Rights		yes	
E(1) 4119.1	Civil and Legal Rights	NEW EXHIBIT	yes	

CSBA UPDATE CHECKLIST – August 2026

District Name: _____

Cutten

POLICY	TITLE	OPTIONS/BLANKS	ADOPTION DATE	MANDATED
AR 6159	Individualized Education Program		<i>yes</i>	M
BP 6159.1	Procedural Safeguards and Complaints for Special Education		<i>yes</i>	M
AR 6159.1	Procedural Safeguards and Complaints for Special Education		<i>yes</i>	M
BP 6159.2	Nonpublic, Nonsectarian School and Agency Services for Special Education		<i>yes</i>	M
BP 6159.2	Nonpublic, Nonsectarian School and Agency Services for Special Education		<i>yes</i>	
BP 6161.1	Selection and Evaluation of Instructional Materials		<i>yes</i>	
AR 6161.1	Selection and Evaluation of Instructional Materials		<i>yes</i>	
E(1) 6161.1	Selection and Evaluation of Instructional Materials	Fill in Blanks _____ _____ _____	<i>yes</i>	
BP 6161.11	Supplementary Instructional Materials		<i>yes</i>	
BP 6163.1	Library Media Centers	OPTION 1: ☐ OPTION 2: ☐	<i>yes</i>	
BP 6164.4	Identification and Evaluation of Individuals for Special Education		<i>yes</i>	M
AR 6164.4	Identification and Evaluation of Individuals for Special Education	Fill in Blanks _____ _____ _____	<i>yes</i>	
BP 7214	General Obligation Bonds		<i>yes</i>	
AR 7214	General Obligation Bonds		<i>yes</i>	

Regulation 1240: Volunteer Assistance

Original Adopted Date: 03/01/2010 | **Last Revised Date:** 05/01/2026 | **Last Reviewed Date:** 05/01/2026

Duties of Volunteers

The Superintendent or designee may assign volunteers to:

1. Assist certificated personnel in the performance of their duties, including in the supervision of students and in the performance of instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher (Education Code 35021, 45343, 45344, 45349)
2. Serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities (Education Code 35021)
3. Supervise students during lunch, breakfast, or other nutritional periods (Education Code 35021, 44814, 44815)
4. Work on short-term facilities projects pursuant to "Volunteer Facilities Projects," below
5. Perform other duties in support of district or school operations as approved by the Superintendent or designee

Volunteers shall not be authorized to assign grades to students, and shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021, 45344)

Basic Skills Proficiency Requirement

Volunteers who supervise or provide instruction to students pursuant to Education Code 45349 shall submit evidence of basic skills proficiency to the Superintendent or designee. (Education Code 45344.5, 45349)

Criminal Background Check

Prior to assuming a volunteer position working with students in a district-sponsored student activity program, a volunteer shall obtain fingerprint clearance through the Department of Justice and Federal Bureau of Investigation. At the volunteer's discretion, the volunteer may choose to meet this requirement by obtaining an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. (Education Code 49024)

The Superintendent or designee shall determine which volunteer positions in the district are subject to the above requirement.

The criminal background check requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021, including parents/guardians volunteering in a classroom or on a field trip or community members providing noninstructional services. (Education Code 49024)

Registered Sex Offenders

The Superintendent or designee may require all volunteers to disclose whether they are a registered sex offender and/or to provide the district with sufficient information in order to allow verification of this status on the Department of Justice's Megan's Law website.

The principal may grant a registered sex offender, who is not the parent/guardian of a student at the school, permission to come into a school building or upon school grounds to volunteer at the school. At least 14 days prior

CSBA POLICY GUIDE SHEET

August 2026

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes and minor revisions have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

Board Policy 0410 – Nondiscrimination in District Programs and Activities

Policy updated to make more precise the statement regarding the applicability of the policy. Additionally, policy updated to reflect **NEW LAW (AB 495, 2025)** which (1) prohibits, unless one of the limited exceptions applies, the collection and disclosure of information or documents regarding the citizenship or immigration status of students, student family members, and staff, and (2) requires the district to notify parents/guardians with specified information regarding their children's right to a free public education regardless of immigration status. In addition, policy updated to reflect **NEW LAW (AB 715, 2025)** which (1) includes staff development materials in the list of materials the Governing Board is prohibited from adopting or approving if the use would subject a student to unlawful discrimination, (2) prohibits teachers from giving instruction and districts from sponsoring any activity that promotes a discriminatory bias on the basis of race or ethnicity, gender, religion, disability, nationality, sexual orientation, or any other characteristic in specified law, (3) requires that instructional materials adopted by the Board be factually accurate, reflect specified curriculum and standards, and be consistent with accepted standards of professional responsibility, rather than advocacy, personal opinion, bias, or partisanship, (4) prohibits the Board from adopting or approving the use of any staff development materials or services if such materials or services promote, endorse, or otherwise support actions or the use of any textbook, instructional material, supplemental instructional material, or curriculum which would subject a student to unlawful discrimination, and (5) requires the district to include in the annual parent/guardian notification the protections, requirements, and responsibilities regarding unlawful discrimination related to instruction and instructional and staff development materials. Policy also updated to reflect **NEW LAW (AB 932, 2025)** which prohibits districts from discriminating against any person on the basis of sex or gender in the operation, conduct, or administration of community youth athletics programs, or in the allocation of parks and recreation facilities and resources, or school and recreation facilities and resources, that support or enable such programs.

Board Policy 1312.2 – Complaints Concerning Instructional Materials

Policy updated to move material related to the use of established complaint procedures for complaints concerning the content or use of instructional materials so that it is chronologically placed within the order of the policy. Additionally, policy updated to reflect **NEW LAW (AB 715, 2025)** which requires instructional materials adopted by the Governing Board to be factually accurate, reflect specified curriculum and standards, and be consistent with accepted standards of professional responsibility, rather than advocacy, personal opinion, bias, or partisanship. In addition, policy updated to add that a complaint alleging discriminatory bias be filed, investigated, and resolved in accordance with the district's uniform complaint procedures.

Administrative Regulation 1312.2 – Complaints Concerning Instructional Materials

Regulation updated to clarify language related to review committee complaint findings. Additionally, regulation updated to include that parents/guardians are not precluded from opting a student out of specified instructional content.

Exhibit (1) 1312.2 – Complaints Concerning Instructional Materials

Exhibit updated to (1) align title with use of the form "Complaint Concerning Instructional Materials," (2) include that complaints concerning discrimination, including discrimination related to instructional materials, be made in accordance with Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures, and (3) to create check boxes for stakeholders to identify their association with the district (employee, district resident, or parent/guardian), as the use of the form is limited to such persons.

Board Policy 4119.1/4219.1/4319.1 – Civil and Legal Rights

Policy updated to reference **NEW COURT DECISION (Dodge v. Evergreen School District)** where the Ninth Circuit Court of Appeals held that a principal inappropriately reprimanded a teacher who brought (but did not wear) a hat with a presidential campaign slogan on it to an on-site professional development session because (1) the teacher was expressing himself as a private citizen on a national political campaign, which was a matter of public concern and (2) the fact that some employees in attendance took offense did not create the type of substantial disruption necessary to justify limiting the teacher's right to free speech. Additionally, policy updated to clarify that, as permitted by law, districts may direct employees to search their personal accounts, devices, and records for district-related documents or information. In addition, policy updated to reflect **NEW COURT DECISION (Brown v. City of Inglewood)** where the California Supreme Court held that elected officials are not considered "employees" eligible for whistleblower protections under specified law.

NEW - Exhibit(1) 4119.1/4219.1/4319.1 – Civil and Legal Rights

New exhibit provides a copy, without the original formatting, of the model list of employees' rights and responsibilities under the whistleblower laws created by the Labor Commissioner's Office and which a district is required to prominently display pursuant to specified law.

Board Policy 4131 – Staff Development

Policy updated to reflect that staff be required to attend staff development as directed by the Superintendent or designee and in accordance with any applicable collective bargaining agreement and Board Policy. Additionally policy updated to add the requirement (1) for all teachers and other certificated staff serving students in any of grades 7-12 to receive at least one hour of training annually which incorporates the California Department of Education's (CDE) online training curriculum to support lesbian, gay, bisexual, transgender and questioning (LGBTQ+) cultural competency, (2) for districts, on or before July 1, 2029, to certify to CDE that 100 percent of its certificated employees who have direct contact with students in any of grades 7-12 have received youth behavioral health training at least one time, (3) for districts to provide annual training, using the online training module provided by the State Department of Social Services, to employees, volunteers, and persons working on their behalf who are mandated reporters on the mandated reporting requirements, and (4) for certificated staff who administer screening instruments or other instruments used to assess students in grades kindergarten-2 for risk of reading difficulties to be appropriately trained to administer such instruments. In addition, policy updated to reflect **NEW LAW (AB 715, 2025)** which (1) prohibits the Governing Board from adopting or approving the use of any staff development materials or services if such materials or services promote, endorse, or otherwise support actions or the use of any textbook, instructional material, supplemental instructional material, or curriculum which would subject a student to unlawful discrimination, (2) requires, if the Board knows or has reason to know that staff development materials or services were used, or an action occurred, which violated specified law, the Board to investigate and remediate the action, and (3) requires the district to notify an organization that the district determines provided a textbook, instructional material, supplemental instructional material, staff development material, or curriculum that violated specified law, unless the Superintendent of Public Instruction has already done so. Policy also updated to reflect **NEW LAW (SB 303, 2025)** which provides that an employee's assessment, testing, admission, or acknowledgment of the employee's own personal bias that was made in good faith and solicited or required as part of a bias mitigation training does not constitute unlawful discrimination.

Board Policy 4231 – Staff Development

Policy updated to reflect that staff be required to attend staff development as directed by the Superintendent or designee and in accordance with any applicable collective bargaining agreement and Board Policy. Additionally, policy updated to add the requirement (1) for districts, on or before July 1, 2029, to certify to the California Department of Education that 40 percent of its classified employees who have direct contact with students in any of grades 7-12 have received youth behavioral health training at least one time, (2) the requirement for districts to provide annual training, using the online training module provided by the State Department of Social Services, to employees, volunteers, and persons working on their behalf who are mandated reporters on the mandated reporting requirements, and (3) the authorization for staff development on student and campus safety to include implementation of the school safety plan. In addition, policy updated to reflect **NEW LAW (AB 715, 2025)** which (1) prohibits the Governing Board from adopting or approving

student's gender presentation at school, such as using a different set of preferred pronouns/names when speaking with the parent/guardian than is being used at school, or (2) permit or require the use of a name or pronoun other than a student's legal name or pronoun assigned at birth when the parent/guardian has objected to such use. In addition, policy updated to clarify that the Superintendent or designee ensure that parents/guardians receive notification regarding their rights, including, but not limited to, their rights in accordance with the federal Family Educational Rights and Privacy Act, and in accordance with applicable Board policy. Policy also updated to clarify that documents regarding citizenship or immigration status of students or their families may only be released in accordance with applicable Board policy or administrative regulation.

Administrative Regulation 5022 – Student and Family Privacy Rights

Regulation updated to clarify that parents/guardians may (1) file a complaint concerning the content or use of instructional materials and (2) request to opt their student out of specific instructional materials, in accordance with applicable Board policy and administrative regulation.

Board Policy 5125 – Student Records

Policy updated to move material related to the provision of documentation to an operator of a website, online service or application, or mobile application that controls student records upon a request for such documentation pursuant to law, and to amend such language to focus on the district's obligations. Additionally, policy updated to clarify that in accordance with law and applicable Board policy, the Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records.

Administrative Regulation 5125 – Student Records

Regulation updated to (1) add that the district update a current student's name and/or gender consistent with specified administrative regulation and (2) reorganize, for organization and clarity, information related to making changes to student records for purposes of name and/or gender change. Additionally, regulation updated to add that when a student with a disability transfers into the district from another district, the Superintendent or designee take reasonable steps to promptly obtain the student's records, including the individualized education program and the supporting documents related to the provision of special education services, in accordance with applicable administrative regulation. In addition, regulation updated to clarify that upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee notify parents/guardians and eligible students, in writing, in accordance with applicable Board policy, of their rights related to student records.

Board Policy 5131.8 – Mobile Communications Devices

Policy updated to clarify, in the Governing Boards philosophical paragraph, that the use of smartphones and other mobile communication devices can have both beneficial as well as harmful effects on student learning and well-being, and on the instructional program. Additionally, policy updated to reflect **NEW LAW (AB 962, 2025)** which authorizes the district to prohibit students from possessing or using a smartphone in the case of an emergency or in response to a perceived threat of danger, if explicitly addressed in the comprehensive school safety plan. In addition, policy updated to cross-reference to sample discipline policies for instances when discipline is being considered for a student who uses a mobile communication device in an unauthorized manner while at a school site or under the supervision and control of a district employee.

Board Policy 5145.3 – Nondiscrimination/Harassment

Policy updated to reflect **NEW LAW (AB 715, 2025)** which (1) prohibits teachers from giving instruction and districts from sponsoring any activity that promotes a discriminatory bias on the basis of race or ethnicity, gender, religion, disability, nationality, sexual orientation, or any other characteristic in specified law and (2) provides that discriminatory bias in instruction and district-sponsored activities does not require a showing of direct harm to members of a protected group, and members of a protected group do not need to be present while the discriminatory bias is occurring for the act to be considered discriminatory bias.

student that is consistent with federal and state law, as applicable, within 30 days of receipt of official records or specified unofficial records.

Board Policy 6159.1 – Procedural Safeguards and Complaints for Special Education

Policy updated to reflect **NEW LAW (SB 373, 2025)** which requires students to be given a copy of their rights and procedural safeguards.

Administrative Regulation 6159.1 – Procedural Safeguards and Complaints for Special Education

Regulation updated to reflect **NEW LAW (SB 373, 2025)** which requires students to be given a copy of their rights and procedural safeguards. Additionally, regulation updated to include that a student with disabilities may elect to receive the procedural safeguards notice by electronic mail communication.

Board Policy 6159.2 – Nonpublic, Nonsectarian School and Agency Services for Special Education

Policy updated to change the term “student with exceptional needs” to “students with disabilities” for alignment with federal law and consistency throughout CSBA sample policies.

Administrative Regulation 6159.2 – Nonpublic, Nonsectarian School and Agency Services for Special Education

Regulation updated to change the term “student with exceptional needs” to “students with disabilities” for alignment with federal law and consistency throughout CSBA sample policies. Additionally, regulation updated to reflect **NEW LAW (SB 373, 2025)** which requires (1) for a nonpublic nonsectarian school or agency (NPS/A) located outside of California, the Superintendent of Public Instruction (SPI) to make available, upon request from a district or special education local plan area, information and documentation relating to the certification status of the NPS/A, a summary of the SPI’s findings supporting the determination, and access to relevant documents used to support the determination, if available, (2) districts to disclose the information received from the SPI, if available, to parent(s)/guardian(s) at the time the individualized education program (IEP) team considers placement of the student in a NPS/A, (3) for a student placed in an NPS/A located outside of California, the district, as part of its yearly on-site monitoring visit, to conduct an in-person interview with the student, in a manner consistent with the student’s IEP, to evaluate the student’s health and safety, (4) districts to report the findings resulting from the monitoring visit to the California Department of Education (CDE) using the, “Local Educational Agency Onsite Visit for Nonpublic School,” available on CDE’s website, within 60 calendar days of the onsite visit, and (5) districts to conduct a quarterly check-in with a student attending an NPS/A located outside of California through an unmonitored telephone call in a manner consistent with the student’s IEP.

Board Policy 6161.1 – Selection and Evaluation of Instructional Materials

Policy updated to reflect **NEW LAW (AB 715, 2025)** which (1) requires that any instructional materials adopted by the Governing Board be factually accurate, reflect specified curriculum and standards, and be consistent with accepted standards of professional responsibility, rather than advocacy, personal opinion, bias, or partisanship, (2) prohibits the Board from adopting or approving the use of any instructional materials if the use would subject a student to unlawful discrimination, (3) requires that parents/guardians have, within a reasonable amount of time, access to instructional materials in accordance with Board policy, and (4) if the Board knows or has reason to know that materials were used in a classroom or an action occurred that violated specified law, the Board is required to investigate and remediate the action. Additionally, policy updated to clarify that the Board not adopt textbooks or other instructional materials if they contain any matter reflecting adversely upon persons on the basis of race or ethnicity, gender, religion, disability, nationality, or sexual orientation, or that violates law. In addition, policy updated to clarify that parent/guardian requests to opt a student out of specified instructional content be handled in accordance with applicable Board policy.

Administrative Regulation 6161.1 – Selection and Evaluation of Instructional Materials

Regulation updated to reflect **NEW LAW (AB 715, 2025)** which (1) prohibits the Governing Board from adopting any textbooks or other instructional materials that violate specified law and (2) requires instructional materials adopted by the Board to be factually accurate, reflect specified curriculum and standards, and be consistent with accepted standards of professional responsibility, rather than advocacy, personal opinion, bias, or partisanship. Additionally, regulation updated to add that technology-based materials recommended for adoption by the Board (1) promote active student engagement in the learning process, (2) nurture

which requires that the residence address, telephone number, and email address of a Board candidate appearing on the affidavit of registration be kept confidential except as provided by state law, and **NEW LAW (AB 94, 2025)** which prohibits a recalled Board member from being appointed to the seat that was vacated by the recall. In addition, bylaw updated to reference **NEW LAW (AB 5, 2025)** which requires county elections officials to finish counting all ballots, with certain exceptions, and release a vote count for those ballots by the 13th day following an election. Bylaw also updated to include, for those districts with board elections that have voters in more than one county, that the Board's declaration of which individuals were elected to the Board shall be transmitted to the county elections official with primary jurisdiction for the district.

Exhibit (1) 9220 – Governing Board Elections

Exhibit updated in conjunction with the accompanying Board bylaw.

Board Bylaw 9240 – Board Training

Bylaw updated to reflect **NEW LAW (AB 640, 2025)** which (1) requires a Governing Board member to receive training on school district finance, (2) requires the district to maintain records of such trainings, and (3) authorizes Board members to satisfy the training requirement by successfully completing CSBA's Masters in Governance program. Additionally, bylaw updated, for purposes of the required ethics training, to remove references to Board members whose terms expired prior to January 1, 2026, as that provision is now outdated. In addition, bylaw updated to reference **NEW LAW (SB 848, 2025)** which (1) includes Board members among those individuals who are mandated to report known or suspected child abuse or neglect and establishes procedures for filing a report, (2) provides that Board members may receive mandated reporter training, although they are not explicitly required to do so, and (3) includes that each Board member is required to receive the annual mandated reporter training in accordance with Board Policy and Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting. Bylaw also updated to reflect **NEW LAW (SB 707, 2025)** which requires a district to provide a copy of the Brown Act to each newly elected or appointed Board member.

Criteria to Determine the Order of Termination Among Certificated Employees with the Same Date of Paid Service (Hired After June 12, 2006)

The Cutten School District Board of Trustees finds that objective criteria must be established to make effective employment decisions relating to the order of teacher termination. This will ensure that District employees are treated fairly and equitably. To this end, the needs of the District and its students will be best served by using the following criteria in establishing the order of termination among certificated employees hired after June 12, 2006, with the same date of paid probationary service. Ratings using these criteria will be calculated as of the date of hire. It is the responsibility of the employee to provide necessary documentation to verify all criteria ratings.

- A. Credentials, certificates, or supplementary authorizations on file with the Humboldt County Office of Education
Rating: +1 point for each.
- B. Years of teaching service
Rating: +1 point for each year of 1.0 FTE service. (Points based upon FTE of total service).
- C. Years of classified instructional service
Rating: +.5 point for each 1.0 FTE year of service. (Same as Criteria B, but half value.)
- D. Degrees beyond Bachelor of Arts or Bachelor of Science
Rating: +1 point for each degree.
- E. Weeks of compensation at a "long-term" substitute teacher rate of pay
(If district of service has no established "long-term" substitute teacher rate of pay, consecutive weeks of substitute teaching beyond 15th consecutive day will be criteria.)
Rating: +.02 point for each week.

Tie-Breaking Procedure: In the event that certificated employees with the same date of paid probationary service have equal qualifications based on application of the above criteria, the District will then break ties by utilizing a lottery.

First Reading: May 8, 2006

Adopted: June 12, 2006

Revised:

Authority: Ed. Code 44955 (b)

CUTTEN ELEMENTARY SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
November 9, 2026 5:30 pm
Ridgewood Commons
2060 Ridgewood Drive Cutten, CA 95503

Board Members in Attendance: Becky Reece, Beth Johnston, Mindy Sehon, Dennis Reihnholsten, Mary DeWald

1.0 CALL TO ORDER/FLAG SALUTE 5:30PM

2.0 VISITOR COMMENTS ON NON-AGENDA ITEMS

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

3.0 INFORMATION / POSSIBLE ACTION ITEMS

**3.1 Discussion Regarding Interview Process to Make a Provisional Appointment to Fill Vacancy on the
Cutten Board of Trustees**

Interview Process:

- The Board received 4 letters of interest and resumes from all candidates in advance
- The Board determined the order of interviews in open session
- Each candidate was interviewed in open session using a consistent set of questions

Candidate Interviews:

[REDACTED]

- Interview began at 5:50
- Interview ended at 6:02
- Board asked prepared set of questions

[REDACTED]

- Interview began at 6:04
- Interview ended at 6:30
- Board asked prepared set of questions (no summary of answers).

[REDACTED]

- Interview began at 6:31
- Interview ended at 6:45
- Board asked prepared set of questions (no summary of answers).

[REDACTED]

- Interview began at 6:47
- Interview ended at 7:01
- Board asked prepared set of questions (no summary of answers).

**3.2 Consideration and Possible Action to Make a Provisional Appointment to Fill Vacancy on the Cutten
Board of Trustees (Ed Code sect. 5091)**



Bylaw 9223: Filling Vacancies

Status: ADOPTED

Original Adopted Date: 08/25/2025 | **Last Reviewed Date:** 08/25/2025

Events Causing a Vacancy

A vacancy on the Governing Board may arise from any of the following events:

1. The death of an incumbent (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of the office for the remainder of the term (Government Code 1770)
3. A Board member's resignation in accordance with Board Bylaw 9222 - Resignation (Government Code 1770)
4. A Board member's removal from office by recall (Elections Code 11000-11386; Government Code 1770)
5. A Board member's ceasing to be a resident of the district (Government Code 1770)
6. A Board member's ceasing to inhabit the trustee area represented by the Board member (Government Code 1770)
7. A Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)
 - a. Upon district business with the approval of the Board
 - b. With the consent of the Board for an additional period not to exceed a total absence of 90 days or, in the case of illness or other urgent necessity and upon a proper showing thereof, for more than 90 days
 - c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve during the absence. If two or more Board members are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

8. A Board member's ceasing to discharge the duties of the office for the period of three consecutive months, except when prevented by sickness or when absent from the state with the permission required by law (Government Code 1770)
9. A Board member's conviction of a felony or any offense involving a violation of official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)
10. A Board member's refusal or neglect to file the required oath within the time prescribed (Government Code 1770)

1. The fact of the vacancy or resignation
2. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
3. The full name of the provisional appointee to the Board and the date of the provisional appointee's appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent of Schools within 30 days of the provisional appointment, the appointment shall become effective

The person appointed shall only hold office until the next regularly scheduled election for district Board members. (Education Code 5091)

If within 30 days of the Board's appointment, registered voters of the district or, where elections are by trustee areas, of the trustee area, submit a petition for special election that the County Superintendent determines to be legally sufficient, the provisional appointment is terminated, and a special election shall be held in accordance with Education Code 5091 to fill the vacancy.

Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

When, as authorized by law, the Board seeks to make an appointment because of a failure to elect, the Board, by resolution, may approve any additional the procedures for selecting the person to be appointed to fill the vacancy.



INVESTMENT SUMMARY

From paper packets to one digital record.

A proposal to replace paper onboarding packets, manual credential tracking, and email-chain approvals with **one paperless HR system** — so your team walks into this year's audit with complete, organized records instead of a stack of manila folders.

SOLUTION

Frontline Central

PREPARED BY

Mackenzie, Frontline

PREPARED FOR

Vanessa & Becky

01 • CURRENT REALITY

HR is still running on paper packets and manual lists.

Vanessa is handling HR, payroll, new hires, and sick leave largely on her own — and every new hire still means a paper packet, a trip into the office, and manual data entry. With an audit on the horizon, that manual process isn't just slow, it's a risk.



Paper onboarding packets

New hires come in for a 10-15 form paper packet, which then has to be manually entered into Frontline — every single time.



The "blue cover sheet" workaround

IT setup runs through a handwritten sheet from the principal — an informal process with no tracking or automation behind it.



Manual credential tracking

Credentialing runs through the county office, with payroll sending a monthly list of who's coming due — no automatic alerts if something slips.



Chasing incomplete packets

Without a checklist system, Vanessa has to review every packet by hand just to catch what's missing.

02 • DESIRED OUTCOMES

What success looks like for your team.

A paperless HR office where records are complete, credentials never slip through, and Vanessa isn't the single point of failure for every form and folder.



Onboarding goes digital

New hires complete forms online instead of a paper packet — no more calling people in just to fill out paperwork.



Credentials that track themselves

Automatic expiration alerts replace the monthly manual list, so nothing coming due catches your team off guard.



Audit-ready records

Personnel files, forms, and credentials live in one organized system — exactly what you want walking into this year's audit.



Less riding on one person

Employee-initiated forms and automated routing mean Vanessa isn't manually chasing, entering, and reviewing every single record.