



Cuttien School District

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

Superintendent/Principal
Becky MacQuarrie, EdD

CUTTEN BOARD OF TRUSTEES BOARD MEETING AGENDA

October 13, 2025 6:00 pm

Ridgewood Commons
2060 Ridgewood Drive
Cuttien, CA 95503

1.0 CALL TO ORDER-FLAG SALUTE

2.0 VISITOR COMMENTS ON CLOSED-SESSION ITEM

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

3.0 CLOSED SESSION

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

3.1 Public Employee Discipline/Dismissal Release (GC § 954957)

Agency Negotiator: Becky MacQuarrie

Unrepresented Employee: Classified

3.2 Public Employee Discipline/Dismissal Release (GC § 954957)

Agency Negotiator: Becky MacQuarrie

Unrepresented Employee: Classified

3.3 Conference with Labor Negotiator (GC § 54957.6)

Agency Negotiator: Becky MacQuarrie

Name of organization representing employees: Classified

4.0 RECONVENE TO OPEN SESSION

Report of Action Taken

5.0 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.

6.0 CONSENT AGENDA

- 6.1 Approval of Minutes – September 8, 2025
- 6.2 Approval of Warrants and Payroll
- 6.3 Approval of Quarterly Report on Williams Uniform Complaints
- 6.4 Approval of Resignation/Dismissal .99 FTE ASP/Classroom Aide
- 6.5 Approval of Employment of 2.06 FTE (Classroom, ASP, RW Library aides) Filling Vacant Positions
- 6.6 Approval of the Declaration of Need 2025-26
- 6.7 Approval of CalSCHLS MOU 2025-26 (5th Grade Healthy Kids Survey)
- 6.8 Approval of Contract With Fagan, Friedman & Fulfrost, Agreement for Legal Services 2025-2026
- 6.9 School Nutrition Program Adult Meal Pricing Increase Lunch \$6.16 Breakfast \$3.91
- 6.10 Eureka City Schools Waste Removal Agreement 2025-26



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7.0 REPORTS

- 7.1 Cutten Ridgewood PTA Report
- 7.2 School Site Council Report
- 7.3 HBTA Report
- 7.4 Superintendent/Principals' Report
- 7.5 2025-2026 Student Registration Report
- 7.6 LCAP Update

8.0 CORRESPONDENCE

- 8.1 Cutten ESD LCAP and Adopted Budget Approved by HCOE
- 8.2 Williams Settlement Site Visit Report
- 8.3 Memo Concerning the Election of County Committee on School District Organization Members

9.0 INFORMATION / POSSIBLE ACTION ITEMS

- 9.1 Discussion/Consider Approval 2025-2026 Cutten School Calendar Correction
- 9.2 Discussion/Consider Approval Lost Coast Kennel Club Usage
- 9.3 Discussion/Consider Approval of Apptegy App and Website Remodel Annual Cost: \$9,685, Start up \$4750.00
- 9.4 Discussion/Consider Approval BESC Phase 3 (Cutten) \$66,542.00 for PGE Driven Change, and Light Fixtures
- 9.5 Discussion Measure K School Bond Progress and Next Projects

10.0 BOARD MEMBER COMMENTS / COMMUNICATION

11.0 ADJOURNMENT

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

CUTTEN ELEMENTARY SCHOOL DISTRICT
BOARD OF TRUSTEES
BOARD MEETING Minutes
September 8, 2025, 6:00 PM
Ridgewood Commons
2060 Ridgewood Drive Cutten,
Eureka, CA 95503

1.0 CALL TO ORDER/FLAG SALUTE- Meeting called to order at 6:05 Pm. Board members in attendance: Dennis Reinholsten, Mary DeWald, Mindy Schon, Becky Reece, and Beth Johnston.

2.0 CONSENT AGENDA- Moved by Becky Reece as printed, motion seconded by Mindy Schon. Motion carried 4-0.

- 2.1 Approval of Minutes, August 25, 2025
- 2.2 Approval of Warrants and Payroll
- 2.3 Approval of HCOE Agreement to Transport Special Education Pupils 2025-2026
- 2.4 Approval of Amendments to 2025 – 2026 Local Accountability Plan (LCAP) (2024-2025 Budget Overview for Parents & 2024 – 2025 LCAP Annual Update, LCFF)
Approval MOU HCOE Agreement New Teacher Induction Program 2025-2026
- 2.5 Acceptance of Classified Staff Resignation .5 FTE
- 2.6 Approval of Classified 1.75 FTE
- 2.7 Approval of Notice to Proceed, Ridgewood Phase 2; ACGC Inc.

3.0 VISITOR COMMENTS ON NON-AGENDA ITEMS- None

The Board reserves the right to limit speakers to 3 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- Mod Pizza Takeover, PTA accepting new members. November 8th multicultural club which was great last year. Apple for the teacher day will be September 19th.
- 4.2 School Site Council Report- Two members voted back into the group. The first meeting is October 21st.
- 4.3 HBTA Report- Getting to know students. Deep in testing students with new softwares that were implemented even though it's taken longer but is very helpful so far for finding gaps.
- 4.4 Principals' Report- Applied for a state wide PBIS school and we are being recognized at the Silver level. Tip assessments happening and class studies will happen to talk about how to meet students' needs. 504's reports are also being implemented for those who need it. Lost coast kennel club happened last week and it's growing. CEI grant for Cutten to build a team to meet the purpose of the grant. Ridgewood construction has started and parents are accommodating for the current new drop off/pickup line. Williams review at Ridgewood to make sure books are accounted for correctly per student.
- 4.5 2025-2026 Student Registration Report- New printed report

- 4.6 School Facilities Update- BESC project still in progress to finish the cafeteria. The electricity portion is completed.
- 4.7 LCAP- Looking good just a few areas where we underspent but overall meeting goals well.

5.0 PUBLIC HEARING

- 5.1 Sufficiency of Standards-Aligned Textbooks/Instructional Materials

6.0 INFORMATION/POSSIBLE ACTION ITEMS.

- 6.1 Consider and Act Upon Resolution 2025-01, *Regarding Sufficiency of Instructional Materials* - Motioned by Becky Reece seconded by Mindy Sehon. Motion carried 4-0.
- 6.2 Consider Approval of 2025 – 2026 Unaudited Actuals Report and GANN Limit- Motioned by Becky Reece seconded by Mindy Sehon. Motion carried 4-0.
- 6.3 Discussion/Consider Approval of Studer Leadership Training \$5940 (12 sessions)- Motioned by Becky Reece seconded by Mary DeWald. Motion carried 4-0.
- 6.4 Discussion/Consider Approval of Technology Program Coordinator work days from 200 to 210 work days- Motioned by Becky Reese seconded by Mindy Sehon. Motion carried 4-0.
- 6.4 Discussion Walnut Drive Rental Property Expenses & Disbursements, 2024 & 2025ytd- Making small rental income but small units will be needing some upgrades.

7.0 SUPERINTENDENT REPORT- Nothing extra to report.

8.0 PUBLIC COMMENT ON CLOSED SESSION ITEM- No Comments

9.0 CLOSED SESSION - 7:05pm closed session started 7:07pm

9.1 CONFERENCE WITH LABOR NEGOTIATOR (GC § 54957.6)

Agency Negotiator: Becky MacQuarrie

Unrepresented Employee: Classified

9.2 CONFERENCE WITH LABOR NEGOTIATOR (GC § 54957.6)

Agency Negotiator: Becky MacQuarrie

Unrepresented Employee: Classified

9.3 CONFERENCE WITH LABOR NEGOTIATOR (GC § 54957.6)

Agency Negotiator: Becky MacQuarrie

Name of Organization Representing Employees: HBTA

10.0 RECONVENE TO OPEN SESSION - Opened session at 7:26pm. 9.1 Motioned by Becky Reece. Motion carried 4-0. 9.2 and 9.3 Motion by Mindy Sehon subject to ELOP and potential HBTA negotiations seconded by Becky Reece. Motion carried 4-0.

11.0 BOARD MEMBER COMMENTS/COMMUNICATION- Confirmation of October meeting date.

12.0 ADJOURNMENT- Meeting adjourned at 7:30pm.



Becky MacQuarrie <bmacquarrie@cuttensd.org>

Thanks for filling out this form: 2025 Williams 3rd Quarter Report from 7/1/25 to 9/30/25. Report Due by 10/31/2025

1 message

Forms response receipts <forms-receipts-noreply@google.com>
To: bmacquarrie@cuttensd.org

Wed, Oct 1, 2025 at 2:27 PM

Thanks for filling out this form: [2025 Williams 3rd Quarter Report from 7/1/25 to 9/30/25. Report Due by 10/31/2025](#)

You're receiving this email because you filled out the following form using your email address. **This form is owned by Humboldt County Office of Education.** Make sure you recognize and trust this form before copying or clicking on any links. If it looks suspicious, **report it.**

Here's what was received.

**2025 Williams 3rd Quarter Report from
7/1/25 to 9/30/25. Report Due by
10/31/2025**

Email *

bmacquarrie@cuttensd.org

District Superintendent's Name: *

Becky MacQuarrie

School District: *

Cutten SD ▼

Please Check the Box that Applies to Your School's Status during the Reporting Period: *

- ☒ 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.

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State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2025

Revised Declaration of Need for year: _____

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

Name of District or Charter: Cutten District CDS Code: 1262745-0000000

Name of County: Humboldt County CDS Code: _____

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 10 / 13 / 2025 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, 2026.

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

Becky MacQuarrie Superintendent

Name

Signature

Title

707-441-3900

10-13-2025

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 _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>
_____	_____	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

<i>Mailing Address</i>		

<i>EMail Address</i>		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit

Estimated Number Needed

CLAD/English Learner Authorization (applicant already holds teaching credential)

Bilingual Authorization (applicant already holds teaching credential)

List target language(s) for bilingual authorization:

Resource Specialist

Teacher Librarian Services

Emergency Transitional Kindergarten (ETK)

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

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	

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)	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

☐ Yes ☐ No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program?

☐ Yes ☐ No

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an internship program.

If no, explain why you do not participate in an internship program.



California School Climate, Health, and Learning Surveys

MEMORANDUM OF UNDERSTANDING · 2025/26 SCHOOL YEAR

DISTRICT NAME: Cutten

This agreement outlines conditions to be met by the above-named district (the “District”) and WestEd as they relate to access to and the administration of the California Healthy Kids Survey (CHKS), the California School Staff Survey (CSSS), and the California School Parent Survey (CSPS), which are part of the comprehensive CalSCHLS data system, developed by WestEd under contract with the California Department of Education (CDE). Survey access will not be granted until a signed copy of this Memorandum of Understanding (MOU) is received.

I. DISTRICT AGREES TO:

- **Coordination.** Provide one district-level contact person for each participating district.
- **Surveys.** Administer each CalSCHLS survey selected by District (CHKS, CSSS, and/or CSPS) according to the procedures in the CalSCHLS Administration Instructions. Ensure that each survey administered is the most recent version.
- **Data Submission and Report Preparation.** Notify CalSCHLS Regional Center staff upon completion of each survey administration per the guidelines provided at registration.

CALIFORNIA HEALTHY KIDS SURVEY (CHKS) ADMINISTRATION

- **Grades and Schools.** Survey Grades 3 through 12 as appropriate within the District. Provide current student enrollment figures for all schools by grade level.
- **Parent Consent.** Follow the active parental consent process with grades below seven, and passive parental consent with Grade 7 and above.
 - Follow written school board policy for active and/or passive consent and provide notification to parents of the approximate date(s) of survey administration and the availability of survey instruments for review at school and/or district offices. This is required regardless of consent type.
- **Privacy of Students.** Preserve respondent privacy and the confidentiality of the responses by ensuring that the room set-up prevents anyone from observing how the respondent is answering the survey questions and ensure that reasonable measures are taken to protect the responses after they are collected.
- **Assurance of Confidentiality Agreement.** Ensure that all teachers/proctors assigned to administer the survey sign the Assurance of Confidentiality Agreement and read the Introductory Script to students.
- **Response Rates.** Make best efforts to obtain a response rate of at least 70% of students in surveyed grades.

CALIFORNIA SCHOOL STAFF SURVEY (CSSS) ADMINISTRATION

- Ensure that all staff at participating schools have the opportunity to complete the online survey (CSSS) at each school and for each grade level.

CALIFORNIA SCHOOL PARENT SURVEY (CSPS) ADMINISTRATION

- Coordinate with CalSCHLS staff regarding the administration of online and paper parent survey materials.

- Administer the CSPS to all parents, guardians, or other caregivers of students in all grades and schools in the district.
- Each family (parent/guardian/caregiver) should complete only one survey per school regardless of number of children enrolled in that school.

PAYMENT

Make payment of all CalSCHLS fees, at the current rates for the applicable school year within thirty (30) days of completion of services and receipt of deliverables. See attached fee schedule for the 2025-2026 school year.

II. WESTED AGREES TO PROVIDE:

- Comprehensive technical assistance via email and phone.
- Access to the CHKS online system.
- Access to the CSSS online system.
- Access to the CSPS online system and master copy of the survey instrument for paper administration.
- Access to the CalSCHLS System website (calschls.org).
- Access to the integrated CalSCHLS Administration Instructions on each of the survey websites, which shall cover the tasks that need to be performed in conducting the surveys, and provide step-by-step instructions to District staff with responsibility for coordinating the survey.
- Access to the CalSCHLS Administration PowerPoint presentation, which shall be posted on the CalSCHLS website.
- Monthly editions of the School Climate Connection Newsletter during the school year.
- Scanning and online services.
- **District-level reports within six to ten weeks after receipt of accurate and complete survey information and materials.**

III. ACCESS

Under the Public Records Act, any third-party (for example, the media) can request existing district reports from CDE. Raw data may be provided to public agencies and research agencies by request for analyses only after the requesting agency has executed an agreement with WestEd and/or CDE and has agreed to conditions of strict confidentiality in compliance with state and federal regulations including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99), the California Information Practices Act (California Civil Code § 1798 et. seq.), and the Privacy Act of 1974, as amended (5 U.S.C. § 552).

CalSCHLS Regional Center staff post District CalSCHLS reports (CHKS and CSSS) to the CalSCHLS System websites in November of the year following survey administration.

IV. CONFIDENTIALITY AGREEMENT

Districts agreeing to administer any of the CalSCHLS surveys (CHKS, CSSS, and CSPS), understand that data will be subject to the conditions stated above. Once produced, district-level reports will be available to outside agencies via the website or upon request, and raw data may be provided to public and research agencies for analysis under strict conditions of confidentiality.

District further agrees to use the CalSCHLS surveys only for use in its own district, and only for so long as this MOU is in effect.

V. GENERAL TERMS AND CONDITIONS

- a. Terms. This MOU is effective on September 1, 2025 and expires on June 30, 2026.
- b. Amendments. This MOU may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall take effect, it shall be in writing and signed by both parties.
- c. Severability. The provisions of this MOU are severable and the unenforceability of any provision of this MOU shall not affect the enforceability of any other provision hereof.
- d. Limitation of Liability. Each party shall bear all costs, risk, and liabilities incurred by it arising out of its obligations and efforts under this MOU. Neither party shall have any right to reimbursement, payment or compensation of any kind from the other party, unless expressly agreed to in writing.
- e. Indemnification. District shall defend, indemnify, and hold WestEd, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or resulting from the negligent or intentional acts or omissions of District, its officers, agents, or employees.

WestEd shall defend, indemnify, and hold District, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or resulting from the negligent or intentional acts or omissions of WestEd, its officers, agents, or employees.

- f. Dispute resolution. District and WestEd shall exercise commercially reasonable efforts to settle any claim, controversy, or dispute (collectively, "Dispute") arising out of or relating to this MOU. The parties shall discuss any Dispute no later than thirty (30) days after either party gives written notice to the other party of a Dispute, including the legal and factual basis for such Dispute. No arbitration or other proceeding may be commenced before the parties have met pursuant to this provision. In the event that a Dispute cannot be resolved through good faith negotiations, the parties agree that such Dispute shall be finally settled through binding arbitration. The arbitration shall be administered by JAMS, in San Francisco, California, pursuant to its Comprehensive Arbitration Rules and Procedures. The decision of the arbitrator shall be final and conclusive upon the parties. Judgment on the award rendered by the arbitrators may be entered in any court having jurisdiction. Notwithstanding the foregoing, either party may seek injunctive or provisional relief to protect confidential information at any time.
- g. Assignment. District shall not voluntarily or by operation of law, assign or otherwise transfer its rights or obligations under this MOU without prior written consent from WestEd. Any purported assignment in violation of this paragraph shall be void.
- h. Execution. This MOU has been negotiated by all parties and shall not be strictly construed against the parties. This MOU may be executed in one or more original, electronic, or faxed counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Each of the persons signing this MOU represents that he or she has the authority to sign on behalf of and bind their respective party.



California Survey Administration Fees 2025–2026

CalSCHLS

All Fees include CDE Subsidies

Questions? Email us at calschls@wested.org

Data Dashboard

Password-Protected Data Dashboard – \$75 per eligible school

Districts may purchase a two-year subscription to a password-protected data dashboard that displays up to 10 years of CalSCHLS data at the district level and individual school level at the subsidized rate of \$75 per eligible school.

Survey-Related Fees

	CHKS Student	CSSS Staff	CSPS Parent
Survey Set-up Fee – per survey type	\$200	\$200*	\$200
Enrollment Fee – per student enrolled	\$0.40		
Paper Processing Fee – per parent survey paper copy returned for manual processing			\$0.40
Supplementary Modules – per supplemental module	\$100	\$100	\$100
School Reports – per school, includes school special reports (Elementary and secondary student reports are charged separately.)	\$75	\$75	\$75
District Raw Data – per data set	\$75	\$75	\$75
Countywide Raw Data – per data set	\$500	\$500	\$500
Countywide Report – per report	\$500	\$500	

* If you are a district surveying less than 100 students, the CSSS Survey Set-up Fee will be waived.

Custom Services

Custom Modules – \$200 development fee for every three questions or fraction thereof; \$100 for subsequent use of the same module (with no changes)

Custom Workshops – \$125 per hour (for staffing-related costs), plus travel expenses

Other Custom Requests – \$100 per hour

By signing this document, the named District and WestEd signify that each party, has reviewed, understands, agrees to, and will comply with the terms and conditions stated above.

District Representative:

WestEd Staff:

Signature

Signature

Printed name

Printed name

Date

Date



AGREEMENT FOR LEGAL SERVICES

This agreement is by and between Cutten Elementary School District ("Client") and the law firm of Fagen Friedman & Fulfroft LLP (F3 Law) ("Attorney"). In consideration of the promises and the mutual agreements hereinafter contained, Attorney agrees to provide legal services to Client on the terms set forth below effective July 1, 2025:

1. CONDITIONS. This Agreement will not take effect, and Attorney will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.

2. SCOPE OF SERVICES. Client hires Attorney as its legal representative/counsel with respect to matters Client specifically refers to Attorney. Attorney will provide those legal services reasonably required to represent Client. Attorney will take reasonable steps to keep Client informed of progress and to respond to Client's inquiries.

3. CLIENT'S DUTIES. Client agrees to cooperate with Attorney and to communicate with candor while keeping the Attorney apprised of any information or developments which may come to Client's attention, to abide by this Agreement, to pay Attorney's bills on time and to keep Attorney advised of Client's address and telephone number. Client will assist Attorney in providing information and documents necessary for the representation in the described matter.

4. CONSULTANT SERVICES. Attorney may provide consulting services, which may be referred to as Next Level Client Services, in addition to or in support of the legal services provided pursuant to this Agreement, through qualified non-attorney consultants, including but not limited to: governance training and assistance; communications services; education program planning and implementation; mentoring, coaching, and leadership; strategic planning and solutions; and advocacy at the local and state level.

5. EMAIL COMMUNICATIONS/CLOUD-BASED COMPUTING. Attorney will protect Client data in a manner that is compliant with state and federal law. In order to provide Client with efficient and convenient legal services, Attorney will frequently communicate and transmit documents using e-mail. In addition, Attorney uses a cloud computing service. Most of Attorney's electronic data, including emails and documents, are stored in this manner. Attorney will take reasonable precautions to keep email and other electronic data confidential and secure.

6. LEGAL FEES AND BILLING PRACTICES. Client agrees to pay by the hour, in minimum units of one tenth (.1) of an hour, at Attorney's prevailing rates for all time spent on Client's matter by Attorney's legal personnel. Current hourly rates are noted in an attached rate schedule and the actual rate billed is based on the attorney's number of years of experience.

The rates on this schedule, as well as the current job title designations/ classifications listed hereon, are subject to change on 30 days' written notice to client. If Client declines to pay any increased rates, Attorney will have the right to withdraw as Attorney for Client. The time charged will include the time Attorney spends on telephone calls relating to Client's matter, including calls with Client and other parties and attorneys. The legal personnel assigned to Client's matter may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is reasonably necessary and not duplicative. Likewise, if more than one of the legal personnel attends a meeting or other proceeding, each will charge for the time spent.

7. COSTS AND OTHER CHARGES. (a) Attorney will incur various costs and expenses in performing legal services under this Agreement. Except as otherwise stated, Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. These include fees fixed by law or assessed by public agencies, messenger and other delivery fees, out of office copying/reproduction costs, and travel costs (including mileage charged at the standard IRS rate, parking, transportation, meals and hotel costs, if applicable), and other similar items. The following costs shall not be charged:

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Administrative Overhead	No Charge

(b) Out of town travel. Client agrees to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by law firm personnel. Client will also be charged the hourly rates for the time legal personnel spend traveling.

(c) Consultants and Investigators. To aid in the representation in Client's matter, it may become necessary to hire consultants or investigators. Client agrees to pay such fees and charges.

(d) Other fees and costs. Client understands that if a case proceeds to court action, arbitration or administrative hearing, the court, arbitrator or reviewing agency may award attorney fees and costs to the other party or parties. Payment of such attorney fees and costs shall be the sole responsibility of Client. Similarly, other parties may be required to pay some or all of the fees and costs incurred by Client. Client acknowledges that any such determination does not in and of itself affect the amount of the fees and costs to be paid by Client to Attorney pursuant to this agreement.

8. BILLING STATEMENTS. Attorney will send Client monthly statements for fees and costs incurred. Each statement will be payable within thirty (30) days of its mailing date. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) days past due. Client may request a statement at intervals of less than 30 days. If Client requests a bill, Attorney will provide one within 10 days. The statements shall include the amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be clearly identified by item and amount.

9. CLIENT APPROVAL NECESSARY FOR SETTLEMENT

Attorney will not make any settlement or compromise of any nature of any of Client's claims without Client's prior approval. Client retains the absolute right to accept or reject any settlement.

10. DISCHARGE AND WITHDRAWAL. Client may discharge Attorney at any time. Attorney may withdraw with Client's consent, for good cause or as allowed or required by law upon ten (10) days written notice. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Attorney's advice on a material matter or any fact or circumstance that would render Attorney's continuing representation unlawful or unethical. When Attorney's services conclude, all unpaid charges will immediately become due and payable. Following the conclusion of Attorney's representation of Client, Attorney will, upon Client's request, deliver to Client the Client file(s) and property in Attorney's possession, whether or not Client has paid for all services. If Client has not requested delivery of the files, Attorney may destroy all such files in its possession seven (7) years after the conclusion of the representation.

11. DISCLAIMER OF GUARANTEE AND ESTIMATES. Nothing in this Agreement and nothing in Attorney's statements to Client will be construed as a promise or guarantee about the outcome of the matter. Attorney makes no such promises or guarantees. Attorney's comments about the outcome of the matter are expressions of opinion only. Actual fees may vary from estimates given.

12. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

13. MODIFICATION BY SUBSEQUENT AGREEMENT. This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement only to the extent that the parties carry it out.

14. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY. If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

15. MEDIATION CLAUSE. If a dispute arises out of or relating to any aspect of this Agreement between the Client and Attorney, or the breach thereof, and if the dispute cannot be settled through negotiation, Attorney and Client agree to use mediation before resorting to arbitration, litigation, or any other dispute resolution procedure.

16. EFFECTIVE DATE. This Agreement will govern all legal services performed by Attorney on behalf of Client commencing with the date Attorney first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Attorney the reasonable value of any services Attorney may have performed for Client.

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE ATTORNEY FIRST PROVIDED SERVICES. THE CLIENT SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT.

IN WITNESS WHEREOF, the parties have signed this Agreement for Legal Services.

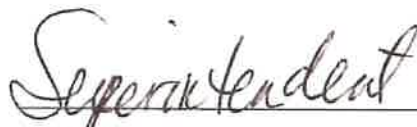
Cutten Elementary School District

Fagen Friedman & Fulfroft LLP


Type or Print Name

Namita S. Brown

Name


Type or Print Title

Managing Partner

Title


District Authorized Signature



Signature

DATE: 9/6/25

DATE: May 19, 2025

**PROFESSIONAL RATE SCHEDULE**Cutten Elementary School District
July 1, 2025**1. HOURLY PROFESSIONAL RATES**

Client agrees to pay Attorney by the following standard hourly rate:

Associate	\$300 - \$330 per hour
Partner	\$355 - \$390 per hour
Senior Partner*	\$415 per hour
Senior Counsel/Of-Counsel	\$370 - \$390 per hour
Paralegal	\$205 - \$290 per hour
Law Clerk	\$290 per hour
Next Level Client Services	\$180 per hour
Education Consultant	\$300 per hour
Communications Services Consultant	\$320 per hour
Communications Services Associate	\$100 per hour
Technology Discovery Associate	\$50 per hour

**Equity Partner or Partners with 25+ years of experience.*

Travel time shall be charged only from the Attorney's nearest office to the destination and shall be prorated if the assigned Attorney travels for two or more clients on the same trip. If Client requests a specific Attorney, Client agrees to pay for all travel time of that specific Attorney in connection with the matter. For matters concerning compliance with state and federal voting rights laws and/or related subjects, Client agrees to pay for all travel time of assigned Attorney in connection with those matters.

2. ON-SITE LEGAL SERVICES

At Client's discretion and by prior arrangement of Client and Attorney, Attorney may provide regularly scheduled on-site legal services ("Office Hours") to address legal issues that may arise in Client's day-to-day operations. Office Hours, which include time Attorney spends at Client's facility as well as travel time, shall be provided at a reduced hourly rate of 90% of the Attorney's standard hourly rate.

3. COSTS AND EXPENSES

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Administrative Overhead	No Charge
Mileage	IRS Standard Rate

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.



**Eureka City
Schools**

Paul Ziegler, Assistant Superintendent
Business Services

2100 J Street | Eureka, CA 95501

WASTE REMOVAL AGREEMENT

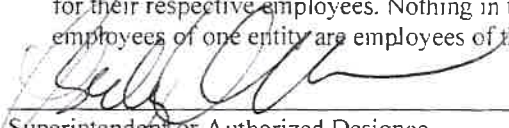
- Whereas the Cutten School District is in need of waste removal services;
 - Whereas Eureka City Schools has available waste removal services;
 - Whereas Education Code Section 35160 provides authority for Eureka City Schools to enter into arrangements that are not violative of existing law; and
 - Whereas Education Code Section 1200 et seq provides authority for the Cutten School District to enter into arrangements that assist school districts;
 - Therefore, the Cutten School District and Eureka City Schools agree as follows:
1. The term of this agreement is from October 1, 2025 through June 30, 2026.
 2. This agreement may be terminated by either party at any time by the giving of sixty (60) days written notice.
 3. Eureka City Schools shall provide waste removal services for the Cutten School District at the following sites:

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

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

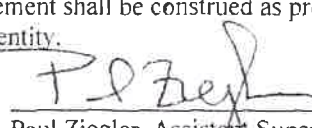
Cutten School District shall provide and maintain two (2) two-yard containers at Cutten School and two (2) two-yard containers at Ridgewood School. ECS will provide for pick-up two times per week. Cutten School District agrees not to place hazardous waste or construction debris in the containers, and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

4. The Cutten School District shall pay to Eureka City \$703.00 per container per month for a sum of \$2,812.00 beginning October 1, 2025. Such amount may be adjusted by the percentage of increase in the transfer site disposal fees and fuel cost. Cutten School District agrees to pay from a monthly invoice via inter-district transfer for waste disposal services. Eureka City Schools will have the responsibility for keeping appropriate records of disposal charges at the landfill.
5. Eureka City Schools and the Cutten School District shall mutually agree to indemnify and hold harmless each other and their employees against any and all loss, damage, or liability (including court costs and attorney's fees) arising against the other as a result of their own discharge of their obligations identified in this agreement. If liability is shared between the parties, each party shall be responsible only to the extent of its proportionate liability. This obligation shall survive the termination of this agreement, and shall apply to any and all claims asserted with regard to the services provided for in this agreement.
6. The Cutten School District and Eureka City Schools shall provide Workers Compensation coverage for their respective employees. Nothing in this agreement shall be construed as providing that the employees of one entity are employees of the other entity.



Superintendent or Authorized Designee
Cutten School District

Date: 9/15/25



Paul Ziegler, Assistant Superintendent
Eureka City Schools

Date: 9/11/25

CUTTEN SCHOOL DISTRICT Certificated Staffing / Enrollment for 2025-2026
October 2025

Grade Level	Classroom Teacher	Classroom Aide	1st Day Class Size	Class Size	Grade	Grade Totals	School Totals
SDC	Veeh, Tom	Hartridge, Macias	11	12	SDC	12	Ridgewood Total 269
TK	Chastain, Amy	O'Kane, Tarryn	18	17	TK	37	
TK	Seghetti, Nadine	Copeland, Linda	16	15			
TK	Seymour, Melissa	Morris, Melissa	5	5			
K	Gabbert, Stacey	Emerson, Lilly	19	19	Kindergarten	74	
K	Lemmon, Katrin	Thayer, Tracy	21	21			
K	Seymour, Melissa	Morris, Melissa	14	14			
K	Escutia, Liz	Moser, Shara	20	20			
1	Felmlee, Jamie	Blacketer, Kacie	22	21	First	71	
1	Kencke, Joe	Urban, Michelle	22	21			
1	Hinrichs, Dani	Wagner, Ella	22	21			
1	Richards, Mike	Kidd, Lorna	8	8			
2	Bon, Mindi	Holgerson, Ashleighna	21	21	Second	75	Cutten Total 306
2	Ibbitson, Bethany	Houseworth, Stephanie	22	22			
2	Rice, Suzanne	Blaisdell, Lena	22	21			
2	Richards, Mike	Kidd, Lorna	11	11			
SDC	Jones, Taylor	Burton, Bunnell	10	12		12	
3	Watkins, Lindsay	Pino, Karen	20	20	Third	75	
3	Standish Tina	Hulstrom, Gidget	20	20			
3	Troyer, Chara	Morgan, Aubrie	17	17			
3	Bise, Deirdre	Hulstrom, Mike	18	18			
4	Hague, Jaime	Lawson, Brandi	24	24	Fourth	71	
4	Benbow, Tracy	Kovaly, Anna	23	23			
4	Cudahy, Emily	Smith, Jessica	23	24			
5	Code, Jen	Gonzales, Destiny	26	26	Fifth	63	
5	Stokes, MaryBeth	Lane, Amaia	25	25			
5	Atkins, Shandi	Martin, Emily	11	12			
6	Cook, Kaycee	Christiansen, Tyler	26	25	Sixth	84	
6	Mitchell, Brandee	Creason, Valerie	25	25			
6	Yip, Andrea	Clark, Tyler	25	26			
6	Atkins, Shandi	Martin, Emily	9	8			
Home/Hospital	Catalano, Janel		1	1		1	School Total 575
		Totals	577	575			

School Nutrition Program Adult Meal Pricing Tool – Values

The following values may be used to calculate the minimum adult meal prices for **SY 2025–26**.

1. National School Lunch Program

\$4.62	Federal Free reimbursement rate
\$0.09	Performance-based, if qualified
\$1.0015	State free lunch reimbursement, if qualified
<u>\$0.45</u>	<u>USDA Foods value</u>
\$6.16	Minimum adult meal price

Subtract:

- \$0.09 if **no** Performance-based reimbursement, and/or
- \$1.0015 if **no** State free lunch reimbursement, **i.e., private schools**

2. School Breakfast Program

A. Basic Breakfast

\$2.46	Federal Free reimbursement rate
\$1.0015	State free lunch reimbursement, if qualified
<u>\$0.45</u>	<u>USDA Foods value</u>
\$3.91	Minimum adult breakfast price

Subtract: \$1.0015 if **no** State free lunch reimbursement, **i.e., private schools**

B. Severe Need Breakfast

\$2.94	Federal Free reimbursement rate
\$1.0015	State free lunch reimbursement, if qualified
<u>\$0.45</u>	<u>USDA Foods value</u>
\$4.39	Minimum adult breakfast price

Subtract: \$1.0015 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.

October 6, 2025

Cutten School District
4182 Walnut Dr.
Eureka, CA 95503

Subject: 2025-2026 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 2025-2026. 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).

Ridgewood Elementary School

Instructional Materials

As reported on the schoolwide Instructional Materials surveys completed by site administration, and verified during the site visit on September 11, 2025, instructional materials were found to be sufficient.

School Facilities

HCOE staff reviewed the results of the FIT report completed by school personnel and verified the accuracy of information reported. As reported on the annual FIT inspection, the school is in good repair with no conditions that pose an emergency or urgent threat to the health or safety of pupils or staff.

School Accountability Report Card

Information on the SARC was available on the website at the time of the visit and contained information for the required elements.

Teacher Misassignments

According to the 2025-27 Williams Case – Schools Eligible for Monitoring List, no teachers were reported as misassigned. This data reflects teachers assigned during the 2022-23 school year.

Please extend to your administration and site staff my appreciation for their professionalism in addressing the compliance requirements for the Williams Settlement Legislation. If you need any clarification or assistance in regard to this report, please feel free to call me at (707) 445-7030.

Sincerely,



Michael Davies-Hughes
County Superintendent of Schools

cc: Becky MacQuarrie, Superintendent
Annette Sligh, Ridgewood Elementary Principal
Humboldt County Board of Education
Humboldt County Board of Supervisors

September 12, 2025

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

SUBJECT: 2025-2026 BUDGET REVIEW

Dear Becky MacQuarrie:

In accordance with Education Code sections 52070 and 42127, the Humboldt County Office of Education has reviewed your 2025-26 Local Control and Accountability Plan (LCAP) and adopted budget of the Cutten School District for fiscal year 2025-26. 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 2025-26 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 2025-26 we have determined that the district is in compliance with the above criteria.

With regard to the district's adopted budget, Education Code 42127 requires the county superintendent to approve, conditionally approve, or disapprove the adopted budget for each school district after a review that includes the following:

- Determine whether the adopted budget includes the expenditures necessary to implement the LCAP or annual update to the LCAP.
- Examine the adopted budget to determine whether it complies with the standards and criteria established pursuant to Section 33127, and identify any technical corrections needed to bring the budget into compliance with those standards and criteria.
- Determine whether the adopted budget will allow the district to meet its financial obligations during the current fiscal year and is consistent with a financial plan that will enable the district to satisfy its multiyear financial commitments.

Based on our review of your district's 2025-26 adopted budget and multiyear projection we have determined that the district is in compliance with the above criteria.

The attached review and approval form document communicates our observations and/or concerns with regard to your district's budget. The last page provides detailed information under the Description of Recommendations and Technical Corrections section.

We want to acknowledge and express our appreciation to your district's staff, the governing board, and the community for their continued diligence and hard work. We recognize the challenges around developing a budget and financial plan that provides for ongoing fiscal stability and advancing the goals and activities contained within your district's LCAP.

If you have any questions or concerns regarding our review process, please feel free to contact me.

Sincerely,


Michael Davies-Hughes (Sep 15, 2025 11:20:07 PDT)

Michael Davies-Hughes
County Superintendent
Humboldt County Office of Education

cc: Board of Education, Cutten SD
Corey Weber, Assistant Superintendent of Business Services, HCOE

REVIEW AND APPROVAL OF FISCAL YEAR 2025-2026 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).

B. Average Daily Attendance (ADA): We recommend budgeting funding guaranteed by the state based on prior year ADA. The district ADA upon which this budget is based is 532.69.

- ☒ This represents the state guaranteed level of ADA funding.
- ☐ With our prior concurrence, this level of ADA is above the state guaranteed level of funding by ____ADA (actual ADA should be monitored closely).
- ☐* This exceeds the state guaranteed level of ADA funding by ____ ADA (See Section 8 for details).

C. Other Recommendations

- ☐ See Section 8 for details.
- ☐* See Section 8 for details.

D. Technical Corrections

- ☐* Other technical corrections have been made to your final adopted budget (See Section 8 for details).

5. **SPECIAL RESERVES**

We have completed a preliminary review of the ending unrestricted reserves for the prior year based on information available at this time as well as the unrestricted reserves for the budget year and two subsequent years. They:

- ☒ Appear to meet the state required reserves.
- ☐* Are projected or recalculated to be below the state recommended minimum reserves as of June 30, _____. (See Section 8 for details).

6. **CASH BALANCE**

- ☒ Appears adequate.
- ☐* Cash shortage appears possible in one or more months of the budget year.

7. **MULTI-YEAR FINANCIAL PLAN (E.C. 42127(c)(2))**

We have reviewed your board adopted multi-year budgets and found that they were based upon the following assumptions:

1st Subsequent Fiscal Year

2nd Subsequent Fiscal Year

Staffing Changes:		
Certificated	No FTE Change	No FTE Change
Classified	No FTE Change	No FTE Change
Enrollment	561	561
ADA	531.98	531.98
Unduplicated %	48.57%	47.77%
COLA %	3.02%	3.42%

8. DESCRIPTION OF RECOMMENDATIONS AND TECHNICAL CORRECTIONS

SECTION NUMBER	DESCRIPTION
* ITEM REQUIRES SPECIFIC BOARD ACTION	

EXAMINED BY COUNTY SUPERINTENDENT OF SCHOOLS:

BY: 
Michael Davies-Hughes Sep 15, 2025 11:20:07 PDT
Michael Davies-Hughes
Superintendent

DATE: Sep 15, 2025

MDH:ts

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

CUTTEN ELEMENTARY SCHOOL DISTRICT
ALL FUNDS
BUDGET ADOPTION WORKING BUDGET
FISCAL YEAR 2025-26

9/10/2025

A. REVENUES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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District Reserve of 48.3% includes:

Total General Fund Expenditures, Transfers out and Uses	\$9,926,155	General Fund Designated for Economic Uncertainty:	\$2,910,904
Recommended Minimum Reserve Calculation at 4%:	\$397,046	Special Reserve Fund Ending Balance:	\$1,883,699
Budgeted Reserve Level:	48.30%	TOTAL:	\$4,794,603

MULTI-YEAR BUDGET PROJECTION

CUTTEN ELEMENTARY SCHOOL DISTRICT											
ALL FUNDS											
BUDGET ADOPTION MULTI-YEAR PROJECTION											
FISCAL YEAR 2026-27											
	General Fund/TRANS Unrestricted	General Fund/TRANS Restricted	General Fund/TRANS Total	SPECIAL REVENUE FUNDS			OTHER FUND TYPES				
				Cafeteria Fund	Special Reserves	Building Fund	County School Facilities	Capital Outlay	Retiree Fund	Student Activities	Total All Funds
A. REVENUES											
Local Control Funding Formula	\$ 6,820,173	\$	\$ 6,820,173	\$	\$	\$	\$	\$	\$	\$	\$ 6,820,173
Federal Sources		312,272	312,272	170,000							482,272
Other State Sources	139,859	906,985	1,046,844	125,000							1,171,844
Other Local Sources	110,331	279,098	389,429	2,276	15,477		24	20,377			427,583
Total Revenue	7,070,363	1,498,355	8,568,718	297,276	15,477		24	20,377			8,901,872
B. EXPENDITURES											
Certificated Salaries	2,984,714	666,852	3,651,566								3,651,566
Classified Salaries	910,322	480,943	1,391,265	112,435							1,503,700
Employee Benefits	1,873,721	760,651	2,634,372	82,915							2,717,287
Supplies	276,507	38,103	314,610	203,948							518,558
Services & Other Operating	717,586	105,358	822,944	7,177							830,121
Capital Outlay	53,750		53,750								53,750
Other Outgo	29,326	520,791	550,117								550,117
Support Costs	(22,160)	22,160									
Total Expenditures	6,823,766	2,594,858	9,418,624	406,475							9,825,099
C. EXCESS REVENUES (EXPENDITURES)	246,597	(1,096,503)	(849,906)	(109,199)	15,477		24	20,377			(923,227)
D. OTHER FINANCING SOURCES/USES											
Interfund Transfers In											
Interfund Transfers Out	(109,199)		(109,199)	109,199							109,199
Other Sources											
Other Uses											
Contributions	(1,035,755)	1,035,755									
Total Other Sources (Uses)	(1,144,954)	1,035,755	(109,199)	109,199							
E. FUND BALANCE INCREASE (DECREASE)	(898,357)	(60,748)	(959,105)		15,477		24	20,377			(923,227)
F. ADJUSTED BEGINNING BALANCE	3,617,990	697,480	4,315,470	53,000	1,883,699		1,641	85,199		12,777	6,351,786
G. ENDING BALANCE	\$ 2,719,633	\$ 636,732	\$ 3,356,365	\$ 53,000	\$ 1,899,176	\$ 0	\$ 1,665	\$ 105,576	\$	\$ 12,777	\$ 5,428,559
District Reserve of 39.77% includes:											
General Fund Designated for Economic Uncertainty: \$ 1,889,963											
Special Reserve Fund Ending Balance: \$ 1,899,176											
TOTAL: \$ 3,789,139											
Total General Fund Expenditures, Transfers out and Uses \$9,527,823											
Recommended Minimum Reserve Calculation at 4%: \$381,113											
Budgeted Reserve Level: 39.77%											

MULTI-YEAR BUDGET PROJECTION

CUTTEN ELEMENTARY SCHOOL DISTRICT														
ALL FUNDS		General Fund/T/TRANS		General Fund/T/TRANS		General Fund/T/TRANS		SPECIAL REVENUE FUNDS		OTHER FUND TYPES			9/10/2025	
BUDGET ADOPTION MULTI-YEAR PROJECTION		Fund/Unrestricted	Unrestricted	Restricted	General Fund/TRANS	General Fund/TRANS	Cafeteria Fund	Special Reserves	Building Fund	County School Facilities	Capital Outlay	Retiree Fund	Student Activities	Total All Funds
FISCAL YEAR 2027-28														
A. REVENUES														
Local Control Funding Formula		\$	7,045,724	\$	7,045,724	\$		\$		\$		\$		\$
Federal Sources				312,272	312,272		170,000							7,045,724
Other State Sources			139,859	906,985	1,046,844		125,000							482,272
Other Local Sources			110,331	279,098	389,429		2,276	15,477		24	20,377			1,171,844
														427,583
Total Revenue			7,295,914	1,498,355	8,794,269		297,276	15,477		24	20,377			9,127,423
B. EXPENDITURES														
Certificated Salaries			3,015,936	681,304	3,697,240									3,697,240
Classified Salaries			922,894	486,310	1,409,204		113,439							1,522,643
Employee Benefits			1,902,890	772,319	2,675,209		84,639							2,759,848
Supplies			276,742	38,488	315,230		207,530							522,760
Services & Other Operating			724,740	94,043	818,783		7,328							826,111
Capital Outlay			53,750		53,750									53,750
Other Outgo			29,326	520,791	550,117									550,117
Support Costs			(22,160)	22,160										
Total Expenditures			6,904,118	2,615,415	9,519,533		412,936							9,932,469
C. EXCESS REVENUES (EXPENDITURES)														
D. OTHER FINANCING SOURCES/USES														
Interfund Transfers In			391,796	(1,117,060)	(725,264)		(115,660)	15,477		24	20,377			(805,046)
Interfund Transfers Out			(115,660)		(115,660)		115,660							115,660
Other Sources														(115,660)
Other Uses			(1,047,288)	1,047,288										
Contributions														
Total Other Sources (Uses)			(1,162,948)	1,047,288	(115,660)		115,660							
E. FUND BALANCE INCREASE (DECREASE)														
F. ADJUSTED BEGINNING BALANCE			(771,152)	(69,772)	(840,924)		53,000	1,899,176		24	20,377		12,777	(805,046)
			2,719,633	636,732	3,356,365					1,665	105,576			5,428,559
G. ENDING BALANCE		\$	1,948,481	\$	566,960	\$	53,000	\$	1,914,653	\$	0	\$	12,777	\$
District Reserve of 30.21% includes:														
Total General Fund Expenditures, Transfers out and Uses \$9,635,193														
Recommended Minimum Reserve Calculation at 4%: \$385,408														
Budgeted Reserve Level: 30.21%														
General Fund Designated for Economic Uncertainty: \$ 996,227														
Special Reserve Fund Ending Balance: \$ 1,914,653														
TOTAL: \$ 2,910,880														

**CUTTEN ELEMENTARY SCHOOL DISTRICT
CASH FLOW WORKSHEET -- GENERAL FUND (INCLUDES RESERVE)**

2025-2026

	0	1	2	3	4	5	6	7	8	9	10	11	12	Accruals
Actuals through the month of: Before FY start	July	August	September	October	November	December	January	February	March	April	May	June		
Beginning Cash	7,834,887	7,975,793	7,913,760	7,859,865	7,440,609	7,078,716	7,077,976	7,252,077	6,865,220	6,878,098	6,578,611	6,314,146		
Local Control Funding Formula	203,119	203,119	626,454	365,613	365,613	626,454	991,058	436,993	640,108	379,268	379,268	1,283,946	111,051	
Federal Revenues	-	-	-	-	3,683	66,267	-	1,686	2,908	-	65,045	17,327	155,356	
State Revenues	29,310	29,310	52,759	90,160	55,786	52,759	61,840	52,759	52,759	90,160	52,759	339,022	87,464	
Local Revenues	16,336	17,129	29,194	49,700	29,209	30,008	49,943	27,879	27,830	27,801	47,979	25,729	26,169	
Sources	-	-	-	-	-	-	-	-	-	-	-	-	-	
Receivables	52,794	-	-	84,419	44,221	-	21,675	21,954	-	-	-	-	-	
1000	66,113	81,342	327,226	337,534	335,437	334,332	444,201	331,748	323,176	331,532	340,875	360,494	-	
2000	45,571	64,454	114,708	119,015	120,557	115,048	187,657	116,874	118,623	120,808	121,651	124,229	-	
3000	45,436	58,163	198,090	210,594	201,705	200,317	213,210	198,136	196,774	229,289	177,729	522,406	-	
4000	609	41,300	57,015	18,602	28,237	25,776	42,001	50,990	22,520	24,089	14,032	104,448	-	
5000	2,925	54,169	65,262	85,128	98,811	43,649	30,017	227,499	38,872	59,000	84,123	140,802	-	
6000	-	12,161	-	228,345	67,307	45,969	33,329	2,880	10,762	21,862	62,756	54,605	-	
7000	-	-	-	9,930	8,351	11,137	-	-	-	10,136	8,351	502,213	-	
TF in	-	-	-	-	-	-	-	-	-	-	-	-	-	
TF out	-	-	-	-	-	-	-	-	-	-	-	41,132	-	
Uses	-	-	-	-	-	-	-	-	-	-	-	-	-	
Payables	-	-	-	-	-	-	-	-	-	-	-	-	-	
Deferred Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	
TRANS Note Payable	-	-	-	-	-	-	-	-	-	-	-	-	-	
Prepaid Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	
Cash Balance	7,975,793	7,913,760	7,859,865	7,440,609	7,078,716	7,077,976	7,252,077	6,865,220	6,878,098	6,578,611	6,314,146	6,129,841		

Total Projected Receivables (including deferred appropriations if any): 380,040
Final Projected Cash Balance General/Charter Fund, TRANS, Reserve: **\$6,129,841**

09 Cutten 25-26 LCAP and Budget Approval

Final Audit Report

2025-09-15

Created:	2025-09-12
By:	Teresa Smith (TSmith@HCOE.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA245AfkR7y9Qx3xQ-mGBca3jLJhnJf5K

"09 Cutten 25-26 LCAP and Budget Approval" History

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September 10, 2025

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 Areas 2 and 4, as well as terms ending for a member in Supervisorial Area 5. 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 5 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.

Thank you for your prompt attention to this matter.

Sincerely,



Michael Davies-Hughes, Humboldt County Superintendent of Schools

County Committee Roster:

Term	Term Expires	Area	Districts Included*	Name
2023-2027	2027	1	Cuttan, Eureka City Schools, Ferndale, Loleta, Mattole, Scotia, South Bay	Beth Johnston
2024-2028	2028	1		Tabitha Martel
2023-2027	2027	2	Bridgeville, Cuddeback, Fortuna Elementary, Fortuna High, Hydesville, Rio Dell, Southern Humboldt	Ren Wohlers
2022-2026	2026	2		Vacant
2024-2028	2028	3	Arcata, Blue Lake, Freshwater, Kneeland, Garfield, Northern Humboldt, Pacific Union	Fred Hanks
2022-2026	2026	3		Mark Benzinger
2024-2028	2028	4	Eureka City Schools, Peninsula	Vacant
2022-2026	2026	4		Jessica Rebholtz
2024-2028	2028	5	Fieldbrook, Klamath-Trinity, McKinleyville, Orick, Trinidad, Maple Creek	Tom Hinz
2021-2025	2025	5		Colleen Barrick
2022-2026	2026	At Large		Audrey Dieker

**To confirm a Supervisorial Area, you may enter the home address of the interested candidate on the Humboldt County Board of Supervisors website at*

<https://humboldt.gov/167/Board-of-Supervisor>

CUTTEN SCHOOL DISTRICT

2025 - 2026 School Calendar

MONTH	MON	TUES	WED	THURS	FRI	HOLIDAYS	DAYS TAUGHT
First Month	18	19	20	21*	22*	Teacher Preservice Days - Aug. 18-20	16
August 18 to	25	26	27*	28	29	First Day of School - Aug. 21	
September 12	1	2	3*	4	5	Labor Day - Sept. 1	
	8	9	10*	11	12		
Second Month	15	16	17*	18	19		20
September 15 to	22	23	24*	25	26		
October 10	29	30	1*	2	3		
	6	7	8*	9	10		
Third Month	13	14	15*	16	17		19
October 13 to	20	21	22*	23	24		
November 7	27	28	29*	30	31	10/27 Teacher inservice-No School	
	3	4	5*	6	7	11/10 No School, No Teacher Duty	
Fourth Month	10	11	12*	13	{14}	Veterans Day - Nov. 11	13
November 10 to	17~	18~	19~	20~	21~	~Conference Week - Nov. 17-21	
December 5	24	25	26	27	28	Early Dismissal: Cutten 12:30pm RW 1:05pm	
	1	2	3*	4	5	Fall Break - Nov. 24-28	
Fifth Month	8	9	10*	11	12		10
December 8 to	15	16	17*	18	19*		
January 2	22	23	24	25	26	Winter Break - Dec. 22- Jan.2	
	29	30	31	1	2		
Sixth Month	5	6	7*	8	9		19
January 5 to	12	13	14*	15	16		
January 30	19	20	21*	22	23	Martin Luther King Day - Jan. 19	
	26	27	28*	29	30		
Seventh Month	2	3	4*	5	6		15
February 2 to	9	10	11*	12	13		
February 27	16	17	18	19	20	Presidents' Week - Feb. 16-20	
	23	24	25*	26	27		
Eighth Month	2	3	4*	5	{6}		20
March 2 to	9~	10~	11~	12~	13~	~Conference Week - Mar. 9-13	
March 27	16	17	18*	19	20	Early Dismissal: Cutten 12:30pm RW 1:05pm	
	23	24	25*	26	27		
Ninth Month	30	31	1*	2	3		15
March 30 to	6	7	8*	9	10	Spring Break - Apr. 13-17	
April 24	13	14	15	16	17	Make-up Days - April 15-17 if needed	
	20	21	22*	23	24*		
Tenth Month	27	28	29*	30	1		20
April 27 to	4	5	6*	7	8		
May 22	11	12	13*	14	15		
	18	19	20*	21	22		
Eleventh Month	25	26	27*	28	29	Memorial Day - May 25	13
May 25 to	1	2	3*	4	5	Last day of school - June 11	
June 11	8	9	10	11	12	Teacher Duty Day - June 12	
	15	16	17	18	19	Juneteenth June 19	

Tri. 1

Tri. 2

Tri. 3

End of Trimester		1st Trimester	58 Days			180
Conference Week		Aug. - Nov.			*Early Dismissal Ridgewood 1:05 pm	
School Breaks		2nd Trimester	59 Days		*Early Dismissal Cutten 1:40 pm	
Inservices-No School		Nov.-Feb			~Conference Week Early Dismissal:	
Paid Holidays-No School		3rd Trimester	63 Days		Ridgewood 1:05	
First/Last Day of School		Mar. - June		180 Days	Cutten 12:15	



Becky MacQuarrie <bmacquarrie@cuttensd.org>

apptegy cost and booklet PDF

2 messages

Clay Rogers <clay.rogers@apptegy.com>

Mon, Oct 6, 2025 at 1:07 PM

To: Becky MacQuarrie <bmacquarrie@cuttensd.org>

Hey Becky, it was great chatting again today. I think this really could be a great fit, I hope we can find a way to move forward. I wanted to share the cost we went over today, and also the PDF of the booklet that can help with your conversations with your board. Let me know what you think!

Price includes app, website, alerts functionality, and publishing platform.

Annual Cost: \$9,685

One Time Development: \$9,500 (if you can sign by the end of October, we can cut this in half to \$4,750)

Let me know if any questions pop up before your board meeting, and if there is anything else I can do to help! Let me know what you think of the PDF and if it will be helpful.

--
 **apptegy**

Clay Rogers

Sales Representative



Cutten School District, CA.pdf

8017K

Becky MacQuarrie <bmacquarrie@cuttensd.org>

Mon, Oct 6, 2025 at 1:11 PM

To: Clay Rogers <clay.rogers@apptegy.com>

This is great, thank you!

[Quoted text hidden]

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Becky MacQuarrie, Ed.D.

Cutten School District Superintendent



September 15th, 2025

CESD Heating & Ventilation Project – Phase 3

PTN # 62745-0008

Change Order Request #CO-002: Electrical Service Consolidation, ETC.

Value of Proposed Change Order: Increase of \$ 66,542.00

Value of Original Contract.....	\$347,236.00
Value of CO #0001 - Electrical System Modifications.....	\$352,598.00
Current Value of Contract.....	\$699,834.00
Value of PCO #0002 – PGE Engineering & Field Changes.....	\$ 66,542.00
Adjusted Value of Contract.....	\$766,376.00

In order to complete the CESD Heating & Ventilation Project – Phase 3, there were a number of electrical modifications that were made during construction to accommodate the electrical service upgrade and changing site conditions.

1. Previous electrical scope of work covered in the above CO#0001 was based on **PG&E PM35271536 plan dated 9/9/2022** which was the basis for **2/27/2024 DSA CCD2** BESC Inc & PACE Engineering Project Plans E0.0, E0.1, E0.2, E0.3, E1.1, E2.1, E4.1, E5.1 dated 5/13/2022. Due to a PG&E policy change during our construction, new **PG&E drawing dated 8/3/2024** was issued to reduce the two original electrical services (i.e. 2 meters) to one new electrical service (i.e. 1 meter). This new PG&E drawing became the basis for 9/25/24 DSA CCD3 drawings and calculations by BESC Inc & PACE Engineering. This PG&E change and other associated delays increased the total electrical equipment and shipping costs and the administration/processing effort in the amount of \$ 52,588.

Other unforeseen field changes during electrical portion of construction totaling a cost increase of \$ 13,954 are summarized below:

2. 50A breaker for exterior kitchen storage shed
3. Concrete housekeeping pad under south exterior panel.
4. Change Lighting in MP to clear obstruction, & re-attach to framing (CCD5).
5. Add concrete slurry to protect existing storm sewer at MSB (ref 2/E1.1).
6. Add 100A breaker for K2 Kitchen Panel (not on drawings)

Total Proposed Change Order (PCO#002) request is for \$ 66,542 and a time extension through November 30th, 2025 to complete remaining punchlist items and DSA paperwork.

Tim Twomey, P.E.
President
BESC, Inc.