



Cutten School District

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

Superintendent/Principal
Becky Mac Quarrie, EdD

CUTTEN BOARD OF TRUSTEES

BOARD MEETING AGENDA

October 9, 2022 6:00 pm

Ridgewood Commons

2060 Ridgewood Drive

Cutten, CA 95503

1.0 CALL TO ORDER-FLAG SALUTE

2.0 CONSENT AGENDA

- 2.1 Approval of Minutes – September 11, 2023
- 2.2 Approval of Warrants and Payroll
- 2.3 Approval of Quarterly Report on Williams Uniform Complaints
- 2.4 Approval of Agreement for Services-Haley Jones, Art Instruction-2nd year
- 2.5 Approval of Resignation two .4375 Classified aides ; one .75 SCIA
- 2.6 Approval of Employment of ten .4375 FTE Classroom Instructional Aides; one .6875 FTE RSP Aide; one .75 FTE SCIA; and a total of 1.0125 FTE RW Afterschool Aides (filling vacant positions)
- 2.7 Approval of 2023-2024 Bus Routes

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 Principal's Report
- 4.5 2023-2024 Student Registration Report
- 4.6 LCAP

5.0 CORRESPONDENCE

- 5.1 Cutten ESD LCAP and Adopted Budget approved by HCOE

6.0 INFORMATION / POSSIBLE ACTION ITEMS

- 6.1 Discussion/Action - Consideration of Feasibility of a School Improvement Bond Measure Survey for the Cutten Elementary School District
- 6.2 Discussion/Action on the Selection of Board Member to Serve on Delegation to Elect Members for the County Committee
- 6.3 Discussion/Approval of one additional RW ASP position at .275 FTE and one Cutten ASP position at .31875 FTE
- 6.4 Discussion/Consider Approval of Estimated Cost to Relocate Fiber Optic Line and Terminal at Ridgewood; \$18,359.33

7.0 SUPERINTENDENT'S REPORT

8.0 BOARD MEMBER COMMENTS / COMMUNICATION

9.0 ADJOURNMENT

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

CUTTEN ELEMENTARY SCHOOL DISTRICT
BOARD OF TRUSTEES
BOARD MINUTES
September 11, 2023, 6:00PM

Ridgewood Commons
2060 Ridgewood Drive Cutten,
Eureka, CA 95503

- 1.0 **CALL TO ORDER/FLAG SALUTE** Meeting called to order at 6:02pm. Board members in attendance: Dennis Reinholtsen, Becky Reece, and Beth Johnston. Flag salute.
- 2.0 **CONSENT AGENDA-** Consent to Agenda moved by Becky Reece seconded by Dennis Reinholtsen. Motion carried 3-0
 - 2.1 **Approval of Minutes, August 14, 2023**
 - 2.2 **Approval of Warrants and Payroll**
 - 2.3 **Approval of MOU SELPA Behavioral Specialist Services**
 - 2.4 **Approval of MOU North Coast School of Education/Sonoma County Superintendent of Schools**
- 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-** Lucky shared about backpacks for kids. The spirit store is open until September 22. Raffle being organized for ticket sales soon.
 - 4.2 **School Site Council Report-** Parents have been recruited for the committee. Meetings to start in October.
 - 4.3 **HBTA Report-** Professional development before school started was great for all teachers. Assessments of kids are being planned already to identify support needed.
 - 4.4 **Principals' Report-** Drills happening on campus as well as on the bus. Class studies list being prepared. New teachers are doing great with classrooms. TK early ending time so far working out great. TK playground hopefully to start being worked on in November 2023. New volleyball team in the works for 6th grade girls which hasn't been done before but exciting for all involved.
 - 4.5 **2022-2023 Student Registration Report-** 559 current enrollment steady standing.
 - 4.6 **LCAP -** New LCAP development year, schedule of events for input to come.
- 5.0 **PUBLIC HEARING-** Closed no Comments
 - 5.1 **Sufficiency of Standards-Aligned Textbooks/Instructional Materials-**no comments
- 6.0 **INFORMATION/POSSIBLE ACTION ITEMS**

- 6.1 **Discussion/Action - Consideration of Feasibility of a School Improvement Bond Measure for the Cutten Elementary School District-Greg Isom Presentation.-** Presenter via Zoom. Direction was given for Isom to create a survey and the board would look at it next meeting - more to come.
- 6.2 **Consider and Act Upon Resolution 2023-01, *Regarding Sufficiency of Instructional Materials* -** Motioned by Dennis Reinholtsen and second by Mary DeWald. Motion carried 3-0.
- 6.3 **Consider Approval of Amendments to 2022 – 2023 LCAP-**Motioned by Dennis Reinholtsen and second by Mary DeWald. Motion carried 3-0.
- 6.4 **Approval of 2023 – 2024 Unaudited Actuals Report and GANN Limit-** Motioned by Dennis Reinholtsen and second by Mary DeWald. Motion carried 3-0.
- 6.5 **Discussion/Review of Rental Budget and Expenses-** Research of water leak to be done and update board. Pipes are okay to be looked at for this.
- 6.6 **Provide CASBO Certified Business Officer Training for Business Officer \$5,500 plus Additional Travel Expenses-** Motioned by Dennis Reinholtsen and second by Mary DeWald. Motion carried 3-0.
- 6.7 **Yearly Review and Approval of Updates to the Safe Return to In-Person Instruction Plan and the CPP/CSP Plan-** Motioned by Dennis Reinholtsen and second by Mary DeWald. Motion carried 3-0.
- 6.8 **Discussion/Approval to Provide a \$40 Monthly Phone Stipend to the ITS Coordinator-** Motioned by Mary DeWald seconded by Dennis Reinholtsen . Motion carried 3-0.
- 6.9 **Discussion/Consider Approval of Estimated Cost to Relocate Fiber Optic Line and Terminal at Ridgewood-** Directed to push back to lower cost if possible
- 6.10 **Update on Ridgewood Bond Project and BESC Projects-** Ridgewood almost done just waiting for the fire alarm issue to be fixed for the final walkthrough to be completed.

- 7.0 **SUPERINTENDENT REPORT-** Great first start of the year, and the teachers are buying Cutten team shirts which would be a great sign of how the school is more than just a school, but rather a family.

- 8.0 **BOARD MEMBER COMMENTS/COMMUNICATION**

- 9.0 **ADJOURNMENT-** Meeting adjourned at 7:29pm

Pay Date 09/08/2023 through 09/29/2023

Fiscal Year 2023/24

EARNINGS by Earnings Code	Income	Adjustments	TAXES	Employee	Employer	Total	Subject Grosses
No Gross Pay		5,426.17-	Federal Withholding	27,339.27		27,339.27	366,438.05
Regular	433,830.17		State Withholding	8,403.24		8,403.24	366,438.05
			Social Security	7,584.55	7,584.55	15,169.10	122,331.82
			Medicare	6,025.30	6,025.30	12,050.60	415,535.25
			SUI	207.80	207.80	207.80	415,535.25
			Workers' Comp	11,497.87	11,497.87	11,497.87	415,535.25
TOTAL	433,830.17	5,426.17-	SUBTOTAL	49,352.36	25,315.52	74,667.88	

EARNINGS by Group	Income	Adjustments	REDUCTIONS	Employee	Employer	Total	Subject Grosses
Base Pay	422,946.45		PERS	3,029.32	11,546.08	14,575.40	43,276.16
Docks	561.99-		PERS / 62	5,597.19	18,666.71	24,263.90	69,965.20
Extra Duty	7,523.92		STRS / 60	25,566.74	47,641.44	73,208.18	249,431.30
Gross Pay Adjs		5,434.17-	STRS / 62	5,378.95	10,067.41	15,446.36	52,708.90
Miscellaneous		8.00	Tax Sheltered Annuit	9,525.00		9,525.00	
Stipends	710.00		Health & Welfare	15,819.40	76,813.00	92,632.40	
Substitutes	525.00		Dependent Care	120.00		120.00	
Vacation Pay	2,686.79		Supplemental Insuran	838.86		838.86	
			Flex Medical Savings	1,516.66		1,516.66	
TOTAL	433,830.17	5,426.17-	SUBTOTAL	67,392.12	164,734.64	232,126.76	

EARNINGS	Person Type	Female Employees	DEDUCTIONS	Employee	Employer	Total	Subject Grosses
Certificated	45	40	Dues & Memberships	3,303.95		3,303.95	31.80
Classified	50	44	Garnishments	469.55		469.55	
			Health & Welfare		1,030.00	1,030.00	
			Miscellaneous	850.00		850.00	
			Supplemental Insuran	2,470.46		2,470.46	
			Summer Savings	28,744.43		28,744.43	172,466.31
TOTAL	95	84	SUBTOTAL	35,838.39	1,030.00	36,868.39	
			TOTALS	152,582.87	191,080.16	343,663.03	

Vendor Summary for Pay Date 09/08/2023 thru 09/29/2023

Vendor Checks	.00	0
Vendor Liabilities	478.62	5
	<u>478.62</u>	<u>5</u>

Cancel/Reissue for Process Date 09/08/2023 thru 09/29/2023

Reissued	
Cancel Checks	
Void ACH	

Pay01a

Payroll Summary by Org

Pay Date 09/08/2023 through 09/29/2023

Fiscal Year 2023/24

BALANCING DATA

NET

Gross Earnings	433,830.17	281,247.30	Net Pay		73
District Liability	191,080.16	152,582.87	Deductions		24
	624,910.33	191,080.16	Contributions		
		624,910.33			
			Direct Deposits	242,978.68	
			Checks	38,268.62	
			Partial Net ACH		
			Negative Net		
			Check Holds		
			Zero Net		
			TOTAL	281,247.30	97

Checks Dated 09/01/2023 through 09/30/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
3000214650	09/07/2023	(HARRIS) SHAFER'S ACE HARDWARE	01-4374		124.79
3000214651	09/07/2023	ADVANCED SECURITY SYSTEM	01-5804		162.50
3000214652	09/07/2023	AT&T CALNET 2	01-5909		312.96
3000214653	09/07/2023	Carillo-Salas, Vanesa	01-5201		112.60
3000214654	09/07/2023	CRYSTAL CREAMERY	13-4711		1,259.57
3000214655	09/07/2023	EUREKA RUBBER STAMP COMPANY	01-4391		51.09
3000214656	09/07/2023	Gabbert, Stacey E	01-4310		135.70
3000214657	09/07/2023	Goodman, Kimberly A	01-4310		83.51
3000214658	09/07/2023	GOPHER	01-4310		996.00
3000214659	09/07/2023	James Marta & Company LLP	01-5822		9,800.00
3000214660	09/07/2023	JOHNSON'S MOBILE RENTALS	21-5800		145.46
3000214661	09/07/2023	Lemmon, Katrin A	01-4310		147.75
3000214662	09/07/2023	MacQuarrie, Becky L	01-4393	15.98	
			01-5950	5.01	20.99
3000214663	09/07/2023	MCGRAW-HILL SCHOOL ED HOLDING.	01-4110		11,246.90
3000214664	09/07/2023	MENDES SUPPLY COMPANY	01-4374		3,088.00
3000214665	09/07/2023	MISSION LINEN SUPPLY	01-5550		594.24
3000214666	09/07/2023	Mitchell, Brandee L	01-5210		36.04
3000214667	09/07/2023	P G & E	01-5511	18.80	
			01-5520	1,742.18	1,760.98
3000214668	09/07/2023	REVOLVING CASH FUND	01-5950		126.00
3000214669	09/07/2023	SECURITY LOCK & ALARM	01-4381		13.47
3000214670	09/07/2023	SHAFERS HARDWARE	01-4374		272.03
3000214671	09/07/2023	STAPLES ADVANTAGE	01-4310		3,447.42
3000214672	09/07/2023	SYSCO SACRAMENTO	13-4396	868.20	
			13-4710	9,104.33	9,972.53
3000214673	09/07/2023	U.S. BANK	01-4310	1,815.60	
			01-5841	159.90	
			01-5866	2.04	1,977.54
3000214674	09/07/2023	U.S. BANK EQUIPMENT FINANCE	01-5637		1,596.00
3000214675	09/07/2023	US CELLULAR	01-5909		47.70
3000214676	09/07/2023	WEST COAST PAPER COMPANY	01-4310		8,211.06
3000215108	09/11/2023	DONS RENT ALL	01-5623		334.30
3000215109	09/11/2023	KEENAN ASSOCIATES	01-9542		28,754.50
3000215110	09/11/2023	STAPLES ADVANTAGE	01-4310		715.12
3000215111	09/11/2023	STUDIO W ARCHITECTS	21-6210		3,789.83
3000215611	09/14/2023	County of Humboldt Office of Elections	01-5821		2,577.04
3000215612	09/14/2023	HUMBOLDT COUNTY SHERIFF'S DEPT	01-5884		25.00
3000215613	09/14/2023	HUMBOLDT WASTE MGMT. AUTHORITY	01-5560		69.26
3000215614	09/14/2023	Tanner Mendes	01-5800		6,000.00
3000215615	09/14/2023	Ubeo West, LLC	01-5637		2,099.44
3000215616	09/14/2023	VALLEY PACIFIC PETROLEUM SVCS	01-4364	231.96	

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

Checks Dated 09/01/2023 through 09/30/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
3000215616	09/14/2023	VALLEY PACIFIC PETROLEUM SVCS	01-4365	457.02	688.98
3000215874	09/18/2023	Chastain, Amy R	01-4310		376.86
3000215875	09/18/2023	Dickinson, Lori J	01-4310		119.84
3000215876	09/18/2023	Girard, Anne E	01-4310		34.92
3000215877	09/18/2023	Gomersall, Timothy E	01-4391		77.56
3000215878	09/18/2023	Goodman, Kimberly A	01-4310		149.91
3000215879	09/18/2023	Morgan, Aubriana	01-5210		15.00
3000215880	09/18/2023	Rutter, Darcie R	01-4393		416.43
3000215881	09/18/2023	Sligh, Annette M	01-4310	32.87	
			01-4393	71.06	103.93
3000216240	09/21/2023	CENGAGE LEARNING	01-4110		1,935.52
3000216241	09/21/2023	DEMCO SUPPLY INC	01-4310		313.92
3000216242	09/21/2023	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5861		241.00
3000216243	09/21/2023	HUMB COMMUNITY SERVICES DIST	01-5530		1,384.25
3000216244	09/21/2023	POWELL CONCRETE PUMPING	01-4391		545.70
3000216245	09/21/2023	POWELL LANDSCAPING MATERIALS	01-4391		2,254.92
3000216246	09/21/2023	REMIND101 INC.	01-5800		3,194.40
3000216247	09/21/2023	STEWART TELECOMMUNICATIONS	01-5800		198.00
3000217183	09/28/2023	ADVANCED SECURITY SYSTEM	01-5804		966.00
3000217184	09/28/2023	Bon, Melinda J	01-4310		184.10
3000217185	09/28/2023	FRANZ FAMILY BAKERY	13-4710		188.64
3000217186	09/28/2023	Goodman, Kimberly A	01-4310		38.98
3000217187	09/28/2023	Kencke, Joseph T	01-4310		35.03
3000217188	09/28/2023	MCGRAW-HILL SCHOOL ED HOLDING.	01-4110		1,741.35
3000217189	09/28/2023	P G & E	01-5520		36.28
3000217190	09/28/2023	PEARSON EDUCATION	01-4310		539.50
3000217191	09/28/2023	REDWOOD MUSIC MART	01-4310		109.25
3000217192	09/28/2023	REVOLVING CASH FUND	01-4310	26.26	
			01-4393	841.20	
			01-5884	15.00	
			01-5950	57.74	
			13-4396	115.00	
			13-4710	467.27	1,522.47
3000217193	09/28/2023	Rutter, Darcie R	01-4310	52.07	
			01-4391	189.55	241.62
3000217194	09/28/2023	SCHOOL INNOVATIONS & ACHIEVEME	01-5800		4,500.00
3000217195	09/28/2023	SCHOOLWISE TECHNOLOGIES	01-5800		7,906.00
3000217196	09/28/2023	SECURITY LOCK & ALARM	01-4381		45.26
Total Number of Checks			67		130,212.94

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	62	114,274.64

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.

ESCAPE ONLINE

Checks Dated 09/01/2023 through 09/30/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
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Fund Recap

Fund	Description	Check Count	Expensed Amount
13	CAFETERIA FUND	4	12,003.01
21	BUILDING FUND	2	3,935.29
Total Number of Checks		67	130,212.94
Less Unpaid Tax Liability			.00
Net (Check Amount)			130,212.94

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.

ESCAPE ONLINE



Cutten School District

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

Superintendent
Becky MacQuarrie, EdD

Quarterly Report on Williams Uniform Complaints

(Education Code §35186)

Quarterly Reporting Period (please check one)

- 1st Quarter 2023 January 1 through March 31, 2023
- 2nd Quarter 2023 April 1 through June 30, 2023
- 3rd Quarter 2023 July 1 through September 30, 2023
- 4th Quarter 2023 October 1 through December 31, 2023

PLEASE CHECK THE BOX THAT APPLIES:

- No complaints were filed with any school in the district during the quarter indicated above.
- Yes, complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

Area	Total # of Complaints	# Resolved	# Unresolved
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Textbooks and Instructional Materials	0		
Teacher Vacancy or Missassignment	0		
Facilities Conditions	0		
TOTALS	0		

Becky MacQuarrie

(Print Name of District Superintendent)

(Signature of District Superintendent)

Haley Davis - Teaching Artist
AGREEMENT FOR SERVICES
2023-2024 SCHOOL YEAR
Cutten School District

Haley Davis and Cutten School District does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual identity/preference, or handicap status.

Agreement made Oct 5th, 2023 by and between Haley Davis an individual providing professional services under and by virtue of the laws of the State of California, hereinafter referred to as Teaching Artists. This is a part-time hourly non-exempt position.

Cutten School District hereby engages the Teaching Artist to render services as follows:

1. **JOB DESCRIPTION.** Teaching Artist duties include preparation for class lessons and clear age-appropriate instruction. The Teaching Artist is responsible for managing set up, clean up, organization/maintenance of materials, and keeping the classes on schedule. The Teaching Artist will keep the lines of communication open and manage correspondence with the classroom teachers and school administration.

2. **TERM OF ENGAGEMENT.** The Teaching Artist will make all reasonable efforts to keep the current schedule as stated below, managing communication and correspondence with the classroom teachers and administration. Breakdown of services and pay rates:

Oct 2023 - June 2024 (21 available weeks)

- a. Maximum of 6 hours of teaching a week @ \$50 per hour
- b. Maximum of 4 hours of classroom coordinating a week @ \$20 per hour
- c. Maximum of 4 hours of materials/lesson prep a week @ \$25 per hour
- d. 4 hours of Teacher Enrichment a year @ \$40 per hour

Employee will send an invoice for payment each month.

Total Teaching Hours	- 126 @ \$50.00/HR
Total Prep Hours	- 84 @ \$20.00/HR
Total Coordination	- 84 @ 25.00/HR
Total Enrichment	- 4 @ \$40.00/HR
Total Pay	\$10,240.00

4. **EMPLOYEES ARE HIRED "AT WILL"** This Agreement may be terminated by either party at any time for any reason by giving the other party written notice of termination, but each party will endeavor to give the other two weeks prior notice of any proposed termination

unless such termination is for cause or there are circumstances that make such prior notice impractical or inappropriate.

5. BEST EFFORTS, COMPENSATION AND TERMINATION

The employee agrees to do their job to the best of their ability in good faith and the employer will compensate them for their work. If the employee terminates this agreement, they will be paid for any hours due. Company equipment must be returned upon termination or leaving the company

6. CONFIDENTIALITY

While employed or upon termination of employment, the Employee agrees to maintain confidential information, including personnel contact information, including social media, and any other company information determined to be private, such as health information or salary information.

7. NULLIFICATION OF AGREEMENT

If the performance of any part(s) of this Agreement on the part of the Teaching Artist or the Employer is prevented by an act of God, physical disability, illness, or incapacity, the acts, regulations, or orders of duly constituted public authorities, strike, civil tumult, war, epidemic, interruption or delay of transportation services, or any other cause beyond its or their reasonable control, Cutten School District and/or the Employee will respectively be relieved of their obligations under this Agreement during the period in which performance of such covenant(s) is prevented.

8. This Agreement will be governed by the laws of the State of California.

FOR Teaching Artist



Haley Davis

DATE: 10/5/2023

FOR EMPLOYER:

Cutten School District

DATE: _____

2023 – 2024 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 1525 Fern St.
 7:42 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 5865 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 5865 Walnut Dr.
 Jackie's Daycare
 3:33 Walnut & Home Dr.
 East Side
 3:34 Northridge & Ardagh
 3:38 Ridgewood School

2023 – 2024 Regular Bus Schedule Early Out Wednesday

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 1525 Fern St.
 7:42 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

1:15 Ridgewood School
 1:16 5865 Walnut Dr.
 Jackie's Daycare
 1:17 Walnut & Home Dr.
 East Side
 1:19 Northridge & Ardagh
 1:22 Walnut & Greenbriar
 1:25 Walnut & Home Dr.
 West Side
 1:29 4015 Walnut Dr.
 Babe's Pizza
 1:31 3857 Walnut Dr.
 Real Estate Office
 1:33 Russell St.
 1:35 2232 Hemlock St.
 Powell's Daycare
 1:37 Insurance Office
 1:39 Walnut & Aldo Ct.
 1:41 Campton & Scott Way
 1:45 Cutten School

Bus 24

1:15 Ridgewood School
 1:16 6060 Walnut Dr.
 1:19 881 Westgate Rd.
 1:21 Westgate & Hilma Dr.
 1:24 Walnut & Eggert Rd.
 1:27 Excelsior & Simmons
 1:28 Excelsior & Gage Ln.
 1:30 Excelsior & McClaskey
 1:32 4141 Excelsior Rd.
 1:34 1525 Fern St.
 1:35 Fern & Vista
 1:39 Campton & Leslie
 1:41 Campton & Herron
 1:45 Cutten School

Cutten

AFTERNOON

Bus 24

1:58 Cutten School
 2:01 Aldo Ct.
 2:03 Excelsior & Simmons
 2:04 Excelsior & Gage
 2:05 Excelsior & McClaskey
 2:06 4144 Excelsior
 2:07 1525 Fern
 2:09 Fern & Vista
 2:11 Campton & Leslie
 2:12 Campton & Herron
 2:13 Walnut Dr. & Pleasant
 2:15 Walnut Dr. & Greenbriar.
 2:17 Walnut Dr. & Home
 West Side
 2:19 6060 Walnut Dr. at
 Landreth Dr.
 2:22 881 Westgate
 2:23 Westgate & Hilma
 2:27 Ridgewood Dr. & Eggert
 2:29 Ridgewood School
 2:32 5865 Walnut Dr.
 Jackie's Daycare
 2:33 Walnut & Home Dr.
 East Side
 2:34 Northridge & Ardagh
 2:38 Ridgewood School

2023-24 ONE BUS Schedule - Morning

7:30 Cutten School
7:32 Aldo Ct.
7:33 Excelsior & Simmons
7:34 Excelsior & Gage
7:35 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

2023-24 **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 5865 Walnut Dr.
 Jackie's Daycare
 2:39 Walnut & Home Dr.
 East Side
 2:40 Northridge & Ardagh
 2:44 Ridgewood School

2023-24 ONE BUS Afternoon - Regular Release

RIDGEWOOD ROUTE - DISMISSAL 2:00

2:09 Ridgewood School
 2:10 6060 Walnut Dr.
 2:13 881 Westgate Rd.
 2:15 Westgate & Hilma Dr.
 2:18 Ridgewood Dr. & Eggert Rd.
 2:21 Walnut & Home Dr.
 East Side
 2:23 Northridge & Ardagh
 2:24 Northridge & Hurst
 2:25 Walnut & Greenbriar
 2:28 Walnut & Home Dr.
 West Side
 2:30 5900 Walnut Dr.
 Wendy's Daycare
 2:33 4015 Walnut Dr.
 Babe's Pizza
 2:34 3857 Walnut Dr.
 Real Estate Office
 2:36 Russell (exclusive for Zoo Daycare)
 2:39 2232 Hemlock St.
 Powell's Daycare
 2:41 3990 Walnut Dr.
 Insurance Office
 2:43 Walnut & Aldo Ct.
 2:46 Excelsior & Gage Ln.
 2:47 Excelsior & McClaskey
 2:48 4141 Excelsior
 2:49 1525 Fern St
 2:50 Fern & Vista
 2:53 Campton Rd. & Leslie
 2:54 Campton & Herron
 2:56 Campton & Scott Way
 2:59 Cutten School

CUTTEN ROUTE – DISMISSAL 2:50

3:05 Cutten School
 3:07 Walnut Dr. & Aldo Ct.
 3:08 Excelsior & Simmons
 3:09 Excelsior & Gage
 3:10 Excelsior & McClaskey
 3:11 1525 Fern
 3:12 Fern & Vista
 3:13 Campton & Leslie
 3:14 Campton & Herron
 3:16 Walnut & Pleasant
 3:18 Walnut & Greenbriar
 3:21 Walnut & Home
 west side
 3:22 5900 Walnut Dr.
 Wendy's Daycare
 3:23 6060 Walnut Dr.
 at Landreth Dr.
 3:28 881 Westgate
 3:29 Westgate & Hilma
 3:33 Ridgewood Dr. & Eggert
 3:35 Ridgewood School
 3:38 5865 Walnut Dr.
 Jackie's Daycare
 3:39 Walnut & Home Dr.
 East Side
 3:40 Northridge & Ardagh
 3:44 Ridgewood School

CUTTEN SCHOOL DISTRICT Certificated Staffing / Enrollment for 2023-2024
10/1/2023

Grade Level	Classroom Teacher	Classroom Aide	1st Day Class Size	Class Size	Grade	Grade Totals	School Totals
SDC	Veeh, Tom	Hartridge, Catherine	8	7	SDC	8	Ridgewood Total 260
TK	Chastain, Amy	O'Kane, Taryn	15	17	TK	32	
TK	Seghetti, Nadine	Copeland, Linda	14	15	Kindergarten	81	
K	Gabbert, Stacey	Lilly Emerson	20	19			
K	Lemmon, Katrin	Thayer, Tracy	20	21			
K	Seymour, Melissa	Gutierrez, Teia	20	20	First	74	
K	Escutia, Liz	Isabella Curiel	20	21			
1	Felmler, Jamie	Blacketer, Kacie	19	19			
1	Dickinson, Lori	Morgan, Aubrie	19	17	Second	65	
1	Kencke, Joe	Urban, Michelle	20	19			
1	Hinrichs, Dani	Ella Wagner	19	19			
2	Filbey, Audrea	Trinity Blevins	23	21	Third	62	
2	Rice, Suzanne	Blaisdell, Leina	22	22			
2	Richards, Mike	Kidd, Lorna	23	22			
3	Hassler, Jeannie	Hulstrom, Gidget	21	21	Fourth	93	
3	Watkins, Lindsay	Pino, Karen	20	22			
3	Watson, Harriet	Hulstrom, Mike	20	19			
4	Code, Jen	Bell, Marissa	27	26	Fifth	64	
4	Ibbitson, Bethany	Houseworth, Stephanie	27	27			
4	Wheeler, Jesse	Comas, Maria	27	28			
4	Bon, Mindi	Houseworth, Brenae	11	12	Sixth	82	
5	Benbow, Tracy	Wheeler, Sharon	27	27			
5	Hague, Jaime	Holm, Calisa	27	27			
5	Bon, Mindi	Houseworth, Brenae	10	10	Totals	560	
6	Yip, Andrea	Holgerson, Ashlee	27	28			
6	Cook, Kaycee	McCarty, Sydney	27	27			
6	Mitchell, Brandee	Creason, Valerie	27	27	Cutten Total 301	561	
Totals							561

September 15, 2023

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

SUBJECT: 2023-2024 BUDGET REVIEW

Dear Becky MacQuarrie:

In accordance with Education Code sections 52070 and 42127, the Humboldt County Office of Education has reviewed your 2023-24 Local Control and Accountability Plan (LCAP) and adopted budget of the Cutten School District for fiscal year 2023-24. 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 2023-24 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 2023-24, 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 2023-24 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 18, 2023 14:56 PDT)

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 2023-2024 FINAL ADOPTED BUDGET

TO THE GOVERNING BOARD: Cutten Elementary 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 561.14.

- 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

	<u>1st Subsequent Fiscal Year</u>	<u>2nd Subsequent Fiscal Year</u>
Staffing Changes:		
Certificated	No FTE Change	(1.00) FTE
Classified	No FTE Change	No FTE Change
Enrollment	571	571
ADA	539.60	539.60
Unduplicated %	45.81%	45.24%
COLA %	3.94%	3.29%
GAP %	100%	100%

8. DESCRIPTION OF RECOMMENDATIONS AND TECHNICAL CORRECTIONS

SECTION NUMBER	DESCRIPTION
* ITEM REQUIRES SPECIFIC BOARD ACTION	
4C	<p><u>Facilities</u> We noted that the budget contains expenditures for facility projects funded by bond proceeds. We recommend that the district closely monitor the expenditures to avoid any unintended fiscal impact to district reserves or cash.</p>

EXAMINED BY COUNTY SUPERINTENDENT OF SCHOOLS:

BY: 
 Michael Davies-Hughes
 Superintendent

DATE: Sep 18, 2023

MDH:cm

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

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	<u>1st Subsequent Fiscal Year</u>	<u>2nd Subsequent Fiscal Year</u>
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EXAMINED BY COUNTY SUPERINTENDENT OF SCHOOLS:

BY: _____
 Michael Davies-Hughes
 Superintendent

DATE: _____

MDH:cm

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

**CUTTEN ELEMENTARY SCHOOL DISTRICT
ALL FUNDS
BUDGET ADOPTION WORKING BUDGET
FISCAL YEAR 2023-24**

9/15/2023

	General Fund/TRANS Unrestricted	General Fund/TRANS Restricted	General Fund/TRANS Total	Cafeteria Fund	Special Reserves	Building Fund	County School Facilities	Capital Outlay	Retiree Fund	Capital Facilities	Total All Funds
A. REVENUES											
Local Control Funding Formula	\$ 6,661,014	\$ 1,442,462	\$ 6,661,014	\$ 261,316	\$	\$	\$	\$	\$	\$	\$ 6,661,014
Federal Sources	114,205	983,227	1,442,462	30,000							1,703,778
Other State Sources	138,625	346,355	1,097,432	1,000	11,500						1,127,432
Other Local Sources			484,980								484,980
Total Revenue	6,913,844	2,772,044	9,685,888	292,316	11,500						9,989,704
B. EXPENDITURES											
Certificated Salaries	2,520,267	843,241	3,363,508								3,363,508
Classified Salaries	775,092	623,374	1,398,466	83,089							1,481,555
Employee Benefits	1,572,133	869,391	2,441,524	59,489							2,501,013
Supplies	180,570	36,386	216,956	177,000							393,956
Services & Other Operating	512,308	112,384	624,692	6,607							631,299
Capital Outlay	86,225	328,356	414,581								414,581
Other Outgo	29,326	245,016	274,342								274,342
Support Costs	(7,160)	7,160									
Total Expenditures	5,668,761	3,065,308	8,734,069	326,185							9,060,254
C. EXCESS REVENUES (EXPENDITURES)	1,245,083	(293,264)	951,819	(33,869)	11,500						929,450
D. OTHER FINANCING SOURCES/USES											
Interfund Transfers In											
Interfund Transfers Out											
Other Sources											
Other Uses											
Contributions											
Total Other Sources (Uses)	(697,228)	697,228									
E. FUND BALANCE INCREASE (DECREASE)	547,855	403,964	951,819	(33,869)	11,500						929,450
F. ADJUSTED BEGINNING BALANCE	4,133,579	1,618,207	5,751,786	122,009	1,826,020		1,537				7,701,352
G. ENDING BALANCE	\$ 4,681,434	\$ 2,022,171	\$ 6,703,605	\$ 88,140	\$ 1,837,520	\$ 0	\$ 1,537	\$	\$	\$	\$ 8,630,802

District Reserve of 59.86% includes:

General Fund Designated for Economic Uncertainty:	\$3,390,550
Special Reserve Fund Ending Balance:	\$1,837,520
TOTAL:	\$5,228,070

Total General Fund Expenditures, Transfers out and Uses	\$8,734,069
Recommended Minimum Reserve Calculation at 4%:	\$349,363
Budgeted Reserve Level:	59.86%

MULTI-YEAR BUDGET PROJECTION

CUTTEN ELEMENTARY SCHOOL DISTRICT ALL FUNDS BUDGET ADOPTION MULTI-YEAR PROJECTIO FISCAL YEAR 2024-25	General Fund/TRANS		General Fund/TRANS		General Fund/TRANS		Special Revenue Funds		OTHER FUND TYPES		9/15/2023 Capital Facilities	Total All Funds
	Unrestricted	Restricted	Unrestricted	Restricted	General Fund/TRANS Total	Cafeteria Fund	Special Reserves	Building Fund	County School Facilities	Capital Outlay		
A. REVENUES												
Local Control Funding Formula	\$ 6,692,107	\$	\$ 6,692,107	\$	\$ 6,692,107	\$	\$	\$	\$	\$	\$	\$ 6,692,107
Federal Sources			353,719		353,719	261,316						615,035
Other State Sources	114,205	918,048	1,032,253		1,032,253	30,000						1,062,253
Other Local Sources	138,625	346,355	484,980		484,980	1,000	11,500					497,480
Total Revenue	6,944,937	1,618,122	8,563,059		8,563,059	292,316	11,500					8,866,875
B. EXPENDITURES												
Certificated Salaries	2,825,896	646,541	3,472,437		3,472,437							3,472,437
Classified Salaries	1,067,709	368,222	1,435,931		1,435,931	86,804						1,522,735
Employee Benefits	1,846,141	688,214	2,534,355		2,534,355	66,481						2,600,836
Supplies	190,271	26,415	216,686		216,686	177,000						393,686
Services & Other Operating	537,252	69,637	606,889		606,889	6,607						613,496
Capital Outlay	86,225		86,225		86,225							86,225
Other Outgo	29,326	245,016	274,342		274,342							274,342
Support Costs	(7,160)	7,160										
Total Expenditures	6,575,660	2,051,205	8,626,865		8,626,865	336,892						8,963,757
C. EXCESS REVENUES (EXPENDITURES)												
D. OTHER FINANCING SOURCES/USES												
Interfund Transfers In												
Interfund Transfers Out	(14,000)		(14,000)		(14,000)	14,000						(96,882)
Other Sources												
Other Uses												
Contributions	(752,402)	752,402										
Total Other Sources (Uses)	(766,402)	752,402	(14,000)		(14,000)	14,000						
E. FUND BALANCE INCREASE (DECREASE)	(397,125)	319,319	(77,806)		(77,806)	(30,576)						(96,882)
F. ADJUSTED BEGINNING BALANCE	4,681,434	2,022,171	6,703,605		6,703,605	88,140	11,500	1,837,520	1,537			8,630,802
G. ENDING BALANCE	\$ 4,284,309	\$ 2,341,490	\$ 6,625,799		\$ 6,625,799	\$ 57,564	\$ 1,849,020	\$ 0	\$ 1,537	\$	\$	\$ 8,533,920
Total General Fund Expenditures, Transfers out and Uses			\$8,640,865									
Recommended Minimum Reserve Calculation at 4%:			\$345,635									
Budgeted Reserve Level:			54.53%									
District Reserve of 54.53% includes:												
General Fund Designated for Economic Uncertainty:			\$ 2,863,236									
Special Reserve Fund Ending Balance:			\$ 1,849,020									
TOTAL:			\$ 4,712,256									

MULTI-YEAR BUDGET PROJECTION

CUTTEN ELEMENTARY SCHOOL DISTRICT ALL FUNDS BUDGET ADOPTION MULTI-YEAR PROJECTION FISCAL YEAR 2025-26	9/15/2023										
	General Unrestricted	General Fund/TRANS Restricted	General Fund/TRANS Total	Cafeteria Fund	Special Reserves	Building Fund	County School Facilities	Capital Outlay	Retiree Fund	Capital Facilities	Total All Funds
A. REVENUES											
Local Control Funding Formula	\$ 6,904,146	\$	\$ 6,904,146	\$	\$	\$	\$	\$	\$	\$	\$ 6,904,146
Federal Sources	114,205	353,719	353,719	261,316							615,035
Other State Sources	138,625	816,874	931,079	30,000							961,079
Other Local Sources		346,355	484,980	1,000	11,500						497,480
Total Revenue	7,156,976	1,516,948	8,673,924	292,316	11,500						8,977,740
B. EXPENDITURES											
Certificated Salaries	2,852,592	602,580	3,455,172								3,455,172
Classified Salaries	1,080,364	370,748	1,451,112	87,973							1,539,085
Employee Benefits	1,857,014	660,785	2,517,799	66,928							2,584,727
Supplies	194,970	25,375	220,345	177,000							397,345
Services & Other Operating	530,052	165,640	695,692	6,607							702,299
Capital Outlay	86,225		86,225								86,225
Other Outgo	29,326	245,016	274,342								274,342
Support Costs	(7,160)	7,160									
Total Expenditures	6,623,383	2,077,304	8,700,687	338,508							9,039,195
C. EXCESS REVENUES (EXPENDITURES)											
D. OTHER FINANCING SOURCES/USES											
Interfund Transfers In											
Interfund Transfers Out	(40,000)		(40,000)	40,000							
Other Sources											
Contributions	(766,008)	766,008									
Total Other Sources (Uses)	(806,008)	766,008	(40,000)	40,000							
E. FUND BALANCE INCREASE (DECREASE)	(272,415)	205,652	(66,763)	(6,192)	11,500						(61,455)
F. ADJUSTED BEGINNING BALANCE	4,284,309	2,341,490	6,625,799	57,564	1,849,020		1,537				8,533,920
G. ENDING BALANCE	\$ 4,011,894	\$ 2,547,142	\$ 6,559,036	\$ 51,372	\$ 1,860,520	\$ 0	\$ 1,537	\$	\$	\$	\$ 8,472,465
Total General Fund Expenditures, Transfers out and Uses		\$8,740,687									
Recommended Minimum Reserve Calculation at 4%:		\$349,627									
Budgeted Reserve Level:		49.31%									
District Reserve of 49.31% includes:											
General Fund Designated for Economic Uncertainty:											
Special Reserve Fund Ending Balance:											
TOTAL:											\$ 4,310,219

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

2023-2024

Actuals through the month of:	0	1	2	3	4	5	6	7	8	9	10	11	12	Accruals
		July	August	September	October	November	December	January	February	March	April	May	June	
Beginning Cash		6,293,869	6,432,116	6,269,739	6,057,288	6,643,809	6,333,818	7,163,401	6,926,137	6,738,378	6,960,964	6,682,884	6,965,277	
Local Control Funding Formula		183,899	183,899	757,274	331,019	378,990	1,238,547	335,246	343,914	770,169	343,914	810,178	993,965	-
Federal Revenues		-	-	-	-	4,238	84,252	6,612	-	164,604	6,612	80,246	141,872	954,024
State Revenues		-	-	-	33,239	2,774	233,009	8,322	-	-	33,239	-	720,370	66,479
Local Revenues		19,566	21,650	35,176	45,738	59,071	35,465	54,447	29,874	45,066	32,203	43,968	63,881	10,375
Sources		-	-	-	-	-	-	-	-	-	-	-	-	-
Receivables		183,842	-	-	922,553	-	-	55,949	136,920	-	-	-	-	-
1000		83,878	22,567	340,539	323,277	331,320	328,398	327,561	334,609	320,770	327,476	319,289	303,825	-
2000		55,884	44,811	128,962	135,141	135,564	132,518	129,419	137,231	136,705	130,187	114,576	117,466	-
3000		47,094	44,884	208,198	202,913	203,206	206,603	203,391	207,136	205,025	205,872	184,820	522,381	-
4000		45	23,638	97,010	14,034	9,891	4,513	11,654	4,234	15,051	5,600	13,112	18,175	-
5000		62,159	135,358	57,186	27,991	49,210	44,111	25,815	15,257	79,702	24,914	20,203	82,785	-
6000		-	96,669	173,005	13,363	25,872	45,545	-	-	-	-	-	60,126	-
7000		-	-	-	29,308	-	-	-	-	-	-	-	245,034	-
TF in		-	-	-	-	-	-	-	-	-	-	-	-	-
TF out		-	-	-	-	-	-	-	-	-	-	-	-	-
Uses		-	-	-	-	-	-	-	-	-	-	-	-	-
Payables		-	-	-	-	-	-	-	-	-	-	-	-	-
Deferred Expense		-	-	-	-	-	-	-	-	-	-	-	-	-
TRANS Note Payable		-	-	-	-	-	-	-	-	-	-	-	-	-
Prepaid Expense		-	-	-	-	-	-	-	-	-	-	-	-	-
Cash Balance		6,432,116	6,269,739	6,057,288	6,643,809	6,333,818	7,163,401	6,926,137	6,738,378	6,960,964	6,682,884	6,965,277	7,525,574	

Total Projected Receivables (including deferred appropriations if any): 1,030,878
 Final Projected Cash Balance General/Charter Fund, TRANS, Reserve: \$7,525,574

**Voter ID Draft 10/3/23
Cutten School District**

Hello is ____ there {ASK FOR THE LISTED VOTER BY FIRST NAME}? Hi my name is _____ and I'm calling on behalf of the Cutten School District. We're conducting a brief public opinion survey about some important local issues that concern voters in your community.

IF UNAVAILABLE, SCHEDULE A CALL BACK OR TERMINATE THE CALL.

I would like to begin the survey by asking you a general question to get you comfortable with the format of the survey.

Generally speaking, would you say...

1. Education at the elementary schools in your community is headed in the right direction or the wrong direction?

Right Direction-----1
Wrong Direction -----2
(DON'T READ) Don't Know-----3

At this time, the Cutten School District is looking to make classroom and school facility improvements and is considering placing a school improvement bond measure before voters in the community on an upcoming ballot. Let me read you the proposed measure:

"To improve Cutten and Ridgewood Elementary Schools; modernize, upgrade, and renovate outdated classrooms, restrooms and school facilities; make health, safety and security improvements; shall Cutten School District issue \$5,000,000 of bonds at legal rates, generating on average \$318,000 annually as long as bonds are outstanding at a rate of approximately 3 cents per \$100 assessed value, with annual audits, independent citizens' oversight, NO money for salaries and all money staying local?"

2. If the election were held today, would you vote YES in favor of the measure or would you vote NO to oppose the measure?

(IF RESPONSE IS YES/NO): Is that Definitely (Yes/No) or is that Probably (Yes/No)?

(IF UNDECIDED, ask): Would you say that is Undecided, Leaning (Yes/No) or Still Undecided?

Definitely Yes -----1
Probably Yes -----2
Undecided, Leaning Yes -----3
Still Undecided -----4
Undecided, Leaning No -----5
Probably No -----6
Definitely No -----7

Next, I would like to read you a list of projects the District is considering funding with the proposed school improvement measure. For each project, please tell me whether it would make you More Likely or Less Likely to vote in favor of the measure if you knew the funds would be used to...

(IF RESPONSE IS MORE LIKELY/LESS LIKELY): Is that Much (More Likely/Less Likely) or is that Somewhat (More Likely/Less Likely)?

- Much More Likely -----1
- Somewhat More Likely-----2
- Somewhat Less Likely-----3
- Much Less Likely-----4
- (DON'T READ)** Makes No Difference-----5
- (DON'T READ)** Don't Know-----6

ROTATE Q3-Q7

3. Make energy-efficiency improvements, including replacing outdated windows.
4. Modernize outdated classrooms, restrooms, and school facilities.
5. Make health, safety and security improvements.
6. Replace outdated heating, ventilation, and air-conditioning systems.
7. Upgrade playgrounds and playfields for school and community use.

Next, I would like to ask you a few questions regarding the cost of the proposed facilities improvement measure. For each statement, please tell me whether you would vote YES in favor of the measure or would you vote NO to oppose the measure if you knew...

(IF RESPONSE IS YES/NO): Is that Definitely (Yes/No) or is that Probably (Yes/No)?

(IF UNDECIDED, ask): Would you say that is Undecided, Leaning (Yes/No) or Still Undecided?

[READ IN SEQUENCE UNTIL ALL ITEMS ARE READ. IF RESPONDENT SAYS "DEFINITELY YES," RECORD "DEFINITELY YES" FOR ALL OTHER LOWER TAX RATES, AND GO TO THE NEXT QUESTION.]

- Definitely Yes -----1
- Probably Yes -----2
- Undecided, Leaning Yes-----3
- Still Undecided -----4
- Undecided, Leaning No-----5
- Probably No-----6
- Definitely No-----7

8. The proposed measure would cost property owners \$30.00 annually per \$100,000 of assessed valuation.
9. The proposed measure would cost property owners \$25.00 annually per \$100,000 of assessed valuation.
10. The proposed measure would cost property owners \$19.00 annually per \$100,000 of assessed valuation.

Now that you have heard some additional information regarding the proposed projects and cost, if the election were held today, would you vote YES in favor of the measure or would you vote NO to oppose the measure?

(IF RESPONSE IS YES/NO): Is that Definitely (Yes/No) or is that Probably (Yes/No)?

(IF UNDECIDED, ask): Would you say that is Undecided, Leaning (Yes/No) or Still Undecided?

- Definitely Yes -----1
- Probably Yes -----2
- Undecided, Leaning Yes -----3
- Still Undecided -----4
- Undecided, Leaning No -----5
- Probably No -----6
- Definitely No -----7

Finally, I would like to ask one question for statistical purposes.

11. Do you have any children or grandchildren who are now attending school in the Cutten School District?

(IF NO): Have you ever had any children or grandchildren attend school in the Cutten School District?

- Yes, children/grandchildren currently attending -----1
- Yes, children/grandchildren have attended in the past -----2
- No, never -----3
- (DON'T READ)** Don't Know -----4

This concludes our survey. Thank you for your time and input.

FOLLOW-UP FOR THE SURVEYOR

Should there be any questions for a District representative, they can call Becky MacQuarrie (Superintendent) at (707) 441-3900.

September 15, 2023

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 1. Supervisorial Areas may be found at this link: <https://humboldt.gov.org/167/Board-of-Supervisors> Members of the County Committee are elected by representatives of each district board during an annual meeting held between October 1 and December 1. This year the meeting will be held on November 6 at 5:30 PM in the Annex Conference Room. 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. We ask that you provide the name and contact information of your delegate representative to Natalie Carrigan via email at ncarrigan@hcoe.org.

Thank you for your prompt attention to this matter.

Sincerely,



Michael Davies-Hughes, Humboldt County Superintendent of Schools

Humboldt County Committee on School District Organization - Quick Reference Guide

Composition of the County Committee

- Eleven County Committee Members Total
 - Two for each of the Supervisorial Areas
 - One member at large

Primary Responsibilities of the County Committee

- Responds to petitions for school district reorganization
- Establish trustee areas, rearrange the boundaries of trustee areas, abolish trustee areas
- Adopt one of the alternative methods of electing governing board members
- Increase or decrease the number of members of the governing board in any school district or community college district

Duties of District Governing Boards - Step 1

- Annually select one governing board member to serve as a representative on the delegation that will in turn, elect County Committee members
- District Governing Boards must take action to select a representative during their October board meeting (*EC 4002, 4003, 4005, 35023, 72403*)
- Notify the County Superintendent of Schools, or designee, of the representative, once selected

Duties of County Superintendent and Delegation of District Board Representatives - Step 2

- Between October 1 and December 1 of each year, the County Superintendent will convene a meeting of the delegation. The purpose of the meeting is to elect County Committee members to vacant positions or to positions that have expired terms. This year, the meeting is scheduled for November 6, 2023
- Each district representative must attend the meeting to elect members to the County Committee, or submit their vote via absentee ballot

Find additional information regarding County Committees here:

<https://www.cde.ca.gov/re/lr/do/sdohandbook.asp>



Estimate of Cost and Authority for Work Special Construction Charge and Invoice

Customer Request Number : 230223
Project Number :

Date : 08/17/2023
Customer ID : 173953

Billing Information

Billing Party's Name : CUTTEN SCHOOL DISTRICT
Phone : (707) 441-3930
Billing Address : 4182 WALNUT DR
EUREKA, CA 95503
Contact Name : BECKY MACQUARRIE
Phone : (707) 441-3900

Work Description & Engineering Remarks : RELOCATE FIBEROPTIC LINE AND TERMINAL AT RIDGEWOOD SCHOOL

Expenses	Amount
Engineering Labor	\$ 1,470.87
Material Cost	\$ 900.36
Construction Labor	\$ 12,199.67
Contractor Cost	\$ 0.00
Salvage Credit	\$ 0.00
CIAC	\$ 3,788.43
Total Estimated Costs	\$ 18,359.33
Advanced Payment	\$ 0.00
Total Amount Due	\$ 18,359.33

OSPE Representative: BRIAN JOHNSON

Title: OSP DESIGN - AND ASSIGNMENT -
NETWORK CAPACITY PROVISIONING

Phone #: (707) 445-4091



AT&T CR : 230223

AT&T Project :

Make check payable to: AT&T

Return signed Application with Payment to: AT&T

14575 Presidio Square Blvd
Room 111
Houston, TX 77083
Attn: Christina Williams

APPLICATION FOR CUSTOM WORK - FIXED PRICE BASIS

August 17, 2023

CUTTEN SCHOOL DISTRICT
4182 WALNUT DR
EUREKA, CA 95503

ATTN: Mr./Ms. BECKY MACQUARRIE

DESCRIPTION OF CUSTOM WORK:

RELOCATE FIBEROPTIC LINE AND TERMINAL AT RIDGEWOOD SCHOOL

CHARGE FOR CUSTOM WORK: FIXED CONTRACT PRICE: \$18,359.33

Applicant has asked AT&T to perform the above-described custom work for which Applicant shall pay AT&T the contract price of Eighteen Thousand Three Hundred Fifty-Nine Dollars And Thirty-Three Cents/ \$18,359.33 in advance of the start of any AT&T work.

Applicant shall pay for work on a "Fixed Price" basis. Thus, the amount quoted above is the amount Applicant will pay for the work regardless of the actual cost of the work.

Charges are computed in accordance with AT&T's ordinary accounting practices under the Uniform System of Accounts for Class A telephone companies and include allocated costs for labor, engineering, materials, transportation, motor vehicles, and tool and supply expenses and corporate overhead loadings, if applicable, a 26 percent tax component collected for State and Federal Income Tax purposes in accordance with CPUC decision 87-09-026.

The amount of Eighteen Thousand Three Hundred Fifty-Nine Dollars And Thirty-Three Cents/ \$18,359.33 is valid for only sixty (60) days and is therefore subject to change after October 16, 2023 if AT&T has not received an executed copy of the Application and the advance payment by that date.

The Advanced Payment Received is \$ 0.00

The Total Amount Due is \$ 18,359.33

If the applicant cancels the work prior to completion, Applicant shall pay AT&T for all costs AT&T has incurred before being notified in writing to cease work.

ACCEPTED FOR CUSTOMER: _____

BY: _____

Printed Name: _____

Title: _____

Date Signed: _____

ACCEPTED FOR AT&T: _____

BY: _____

Printed Name: **BRIAN JOHNSON**

Title: **OSP DESIGN - AND ASSIGNMENT -
NETWORK CAPACITY PROVISIONING**

Date Signed: _____