

**Maple Creek Elementary School District Board of Trustees**

August 9th, 2024 9:30 AM

15933 Maple Creek Road - Korb, CA 95550

Link to Live Stream:

<https://humboldtcoe.zoom.us/j/94137423979>

**Regular Meeting Agenda**

**1.0 CALL TO ORDER**

**2.0 ADJUSTMENT OF THE AGENDA**

**3.0 PUBLIC COMMENTS**

Members of the public may address the board on non-agenda items at this time.

**4.0 CONSENT AGENDA**

The Board is asked to receive/approve these routine items.

- 4.1 Approve Minutes of the June 18th, 2024 Regular Board Meeting
- 4.2 Approve Minutes of the June 7th, 2024 Special Board Meeting
- 4.3 Review Payroll - June and July 2024
- 4.4 Review Warrants - June and July 2024

**5.0 ACTION ITEMS**

The Board is asked to receive/discuss/take action on the following items.

- 5.1 Approve the 2024-2025 Warrant Distribution Authorization and Certification
- 5.2 Approve the Williams Quarter 2 Report
- 5.3 Approve Superintendent authorization for revolving account Tri-Counties Bank
- 5.4 Approve Health and Welfare MOU between Maple Creek and Fuente Nueva
- 5.5 Approve .2 FTE Certificated position for Gijz Muizelaar

**6.0 INFORMATION/DISCUSSION/ACTION ITEMS**

The Board is asked to receive/discuss; however, the Board may decide to take action at their discretion.

- 6.1 Superintendent's Report
- 6.2 Staff Report

**7.0 BOARD MEMBER ANNOUNCEMENTS/COMMENTS/REPORTS**

**8.0 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 persons in connection with a matter subject to discussion or consideration at an open meeting of the board is available for public inspection at the District Office, 15933 Maple Creek Rd. Korb, CA in compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Superintendent of the Maple Creek School District at (707)668-5596. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to assure accessibility to this meeting.

Unofficial until approved.

**Maple Creek Elementary School District Board of Trustees**

June 18th, 2024 9:30 AM

15933 Maple Creek Road - Korb, CA 95550

Link to Live Stream:

<https://humboldtcoe.zoom.us/j/94137423979>

**Special Meeting Agenda**

**1.0 CALL TO ORDER**

President Zarcufsky called the special meeting of the Maple Creek Elementary School District Board of Trustees to order at 9:36 AM with a quorum present.

PRESENT: Rama Zarcufsky and Laura Borusas

ABSENT:

STAFF PRESENT: Colby Smart, Mendie Ballester,

**2.0 ADJUSTMENT OF THE AGENDA**

**3.0 PUBLIC COMMENTS**

Members of the public may address the board on non-agenda items at this time.

**4.0 CONSENT AGENDA**

It was moved/seconded by Borusas/Zarcufsky to approve the consent agenda items. Ayes 2, noes 0, absent 0, abstain 0. Motion carried.

Action was taken on the following consent items:

4.1 Approve Minutes of the May 10th, 2024 Regular Board Meeting

4.2 Review Warrants - May 2024

4.3 Review Payroll - May 2024

**5.0 ACTION ITEMS**

The Board is asked to receive/discuss/take action on the following items.

5.1 Approve the 2024-2025 Local Control Accountability Plan (LCAP) and 2024-2025 Local Control Funding Formula (LCFF) Overview for Parents

It was moved/seconded by Borusas/Zarcufsky to approve the 2024-2025 Local Control Accountability Plan (LCAP) and 2024-2025 Local Control Funding Formula (LCFF) Overview for Parents. Ayes 2, noes 0, absent 0, abstain 0. Motion carried.

5.2 Approve the 2023-2024 LCAP Annual Update

It was moved/seconded by Zarcufsky/Borusas to approve the 2023-2024 LCAP Annual Update. Ayes 2, noes 0, absent 0, abstain 0. Motion carried.

5.3 Adopt the 2024-2025 Maple Creek Elementary School District Budget

It was moved/seconded by Zarcufsky/Borusas to adopt the 2024-2025 Maple Creek

Elementary School District Budget. Ayes 2, noes 0 , absent 1, abstain 0. Motion carried.

5.4 Approve the 2024-25 Consolidated Application for Funding (ConApp)

It was moved/seconded by Borusas/Zarcufsky to approve the 2024-2025 Maple Creek 2024-25 Consolidated Application for Funding (ConApp). Ayes 2, noes 0 , absent 0, abstain 0. Motion carried.

5.5 Approve the 2024-2025 Contract for Superintendent

It was moved/seconded by Zarcufsky/Borusas to approve the 2024-2025 Maple Creek Elementary School District Contract for Superintendent. Ayes 2, noes 0 , absent 0, abstain 0. Motion carried.

5.6 Approve the 2024-25 Transportation Agreement with Northern Humboldt Union High School District

It was moved/seconded by Borusas/Zarcufsky to approve the 2024-25 Transportation Agreement with Northern Humboldt Union High School District . Ayes 2, noes 0 , absent 0, abstain 0. Motion carried.

5.7 Approve the Maple Creek Elementary School District Violence Prevention Plan

It was moved/seconded by Zarcufsky/Borusas to approve the Maple Creek Elementary School District Violence Prevention Plan. Ayes 2, noes 0 , absent 0, abstain 0. Motion carried.

## **6.0 INFORMATION/DISCUSSION/ACTION ITEMS**

The Board is asked to receive/discuss; however, the Board may decide to take action at their discretion.

6.1 Report on Local Indicators

Smart reported that Maple Creek Elementary School District is one of the smallest school districts in CA and discussed the local indicators.

6.2 Information on Greenhouse Installation at Maple Creek Elementary School

Smart reported that we have received the greenhouse kit and are currently planning for a community building event in late summer after the ground has been leveled.

6.3 Superintendent's Report

Smart reported that teacher interviews will take place today. He gave a special thank you to the board and expressed how he has enjoyed working with them during the 2023-2024 school year.

6.4 Staff Report

## **7.0 BOARD MEMBER ANNOUNCEMENTS/COMMENTS/REPORTS**

The Board held a discussion and chose to cancel the Maple Creek Board Meeting scheduled for Friday, July 12th, 2024.

President Zarcufsky stated that the board will miss working with Dr. Smart and Ms. Ballester.

## 8.0 **ADJOURNMENT**

President Zarcufsky adjourned the meeting at 10:02 AM

**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 persons in connection with a matter subject to discussion or consideration at an open meeting of the board is available for public inspection at the District Office, 15933 Maple Creek Rd. Korb, CA in compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Superintendent of the Maple Creek School District at (707)668-5596. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to assure accessibility to this meeting.

Unofficial until approved.

## Maple Creek Elementary School District Board of Trustees

June 7th, 2024 9:30 AM  
15933 Maple Creek Road - Korb, CA 95550

Link to Live Stream:

<https://humboldtcoe.zoom.us/j/94137423979>

### Special Meeting Agenda

#### 1.0 **CALL TO ORDER**

Board Clerk Borusas called the special meeting of the Maple Creek Elementary School District Board of Trustees to order at 9:40 AM with a quorum present.

PRESENT: Laura Borusas and Jill Giordano  
ABSENT: Rama Zarcufsky  
STAFF PRESENT: Colby Smart, Mendie Ballester,

#### 2.0 **ADJUSTMENT OF THE AGENDA**

Smart announced that the title of item 4.1 should be adjusted to include the year 2023-2024 for the Local Control Accountability Plan (LCAP) annual update.

#### 3.0 **PUBLIC COMMENTS**

Members of the public may address the board on non-agenda items at this time.

#### 4.0 **PUBLIC REPORTS AND HEARINGS**

4.1 2023-2024 Local Control Accountability Plan (LCAP) annual update and Local Control Funding Formula (LCFF) Budget Overview for Parents for Maple Creek Elementary School District, and the 2024-2025 Local Control and Accountability Plan  
Smart shared the 2023-24 LCAP annual update and LCFF with the Board.

Board Clerk Borusas opened the public hearing at 9:42 AM. There were no public comments. Borusas closed the public hearing at 10:05 AM.

4.2 2024-2025 Maple Creek Elementary School District Budget  
Smart explained the 2024-2025 Maple Creek Elementary School budget to the Board.

Board Clerk Borusas opened the public hearing at 10:05 AM. There were no public comments. Borusas closed the public hearing at 10:20 AM.

#### 5.0 **INFORMATION/DISCUSSION/ACTION ITEMS**

The Board is asked to receive/discuss; however, the Board may decide to take action at their discretion

5.1 2023-2024 Education Protection Account (EPA)  
Smart explained the background of the Education Protection Account (EPA) funds and the board chose to take action to approve the 2023-2024 EPA Funds Budget to be spent on Instruction.

It was moved/seconded by Borusas//Giordano to approve the 2023-2024 Education Protection Account funds to be spent on instruction. Ayes 2, noes 0 , absent 1, abstain 0. Motion carried.

5.2 New Superintendent for 2024-2025

Smart reported that the interview panel has selected a new superintendent and he is requesting the board's approval to begin contract negotiations. He stated that in the 2024-2025 school year the superintendent will be employed at .5 F.T.E. and in 2025-2026 employment will increase to 1.0 F.T.E.

It was moved/seconded by Borusas/Giordano to approve Interim Superintendent Smart to draft contract documents and begin contract negotiations for the incoming Superintendent. Ayes 2, noes 0 , absent 1, abstain 0. Motion carried.

5.3 Greenhouse Update

Smart reported that the greenhouse has arrived on site and will be put together during a community "Build and BBQ" event during the summer. Smart summarized the steps that need to be taken prior to having the community event to construct the greenhouse in late July or early August.

**6.0 ADJOURNMENT**

Board Clerk Borusas adjourned the meeting at 10:36 AM.

**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 persons in connection with a matter subject to discussion or consideration at an open meeting of the board is available for public inspection at the District Office, 15933 Maple Creek Rd. Korb, CA in compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Superintendent of the Maple Creek School District at (707)668-5596. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to assure accessibility to this meeting.

Pay Date 07/10/2024

Fiscal Year 2023/24

| EARNINGS by Earnings Code | Income          | Adjustments |
|---------------------------|-----------------|-------------|
| Regular                   | 4,689.83        |             |
| <b>TOTAL</b>              | <b>4,689.83</b> |             |

| TAXES               | Employee      | Employer      | Total         | Subject Grosses |
|---------------------|---------------|---------------|---------------|-----------------|
| Federal Withholding | 192.16        |               | 192.16        | 4,272.75        |
| State Withholding   | 147.82        |               | 147.82        | 4,272.75        |
| Social Security     | 111.91        | 111.91        | 223.82        | 1,805.00        |
| Medicare            | 68.00         | 68.00         | 136.00        | 4,689.83        |
| SUI                 |               | 2.34          | 2.34          | 4,689.83        |
| Workers' Comp       |               | 123.23        | 123.23        | 4,689.83        |
| <b>SUBTOTAL</b>     | <b>519.89</b> | <b>305.48</b> | <b>825.37</b> |                 |

| EARNINGS by Group | Income          | Adjustments |
|-------------------|-----------------|-------------|
| Extra Duty        | 3,939.83        |             |
| Overtime          | 285.00          |             |
| Substitutes       | 465.00          |             |
| <b>TOTAL</b>      | <b>4,689.83</b> |             |

| REDUCTIONS      | Employee      | Employer      | Total           | Subject Grosses |
|-----------------|---------------|---------------|-----------------|-----------------|
| PERS / 62       | 121.60        | 405.54        | 527.14          | 1,520.00        |
| STRS / 60       | 248.03        | 462.19        | 710.22          | 2,419.83        |
| STRS / 62       | 47.45         | 88.82         | 136.27          | 465.00          |
| <b>SUBTOTAL</b> | <b>417.08</b> | <b>956.55</b> | <b>1,373.63</b> |                 |

| EARNINGS     | Person Type | Female Employees |
|--------------|-------------|------------------|
| Certificated | 2           | 1                |
| Classified   | 1           | 1                |
| <b>TOTAL</b> | <b>3</b>    | <b>2</b>         |

| DEDUCTIONS      | Employee      | Employer        | Total           | Subject Grosses |
|-----------------|---------------|-----------------|-----------------|-----------------|
| <b>SUBTOTAL</b> |               |                 | <b>.00</b>      |                 |
| <b>TOTALS</b>   | <b>936.97</b> | <b>1,262.03</b> | <b>2,199.00</b> |                 |

*[Signature]*  
 Vendor Summary for Pay Date 07/10/2024

Cancel/Reissue for Process Date 07/10/2024

Vendor Checks  
 Vendor Liabilities

Reissued  
 Cancel Checks  
 Void ACH

**BALANCING DATA**

**NET**

|                    |          |          |               |
|--------------------|----------|----------|---------------|
| Gross Earnings     | 4,689.83 | 3,752.86 | Net Pay       |
| District Liability | 1,262.03 | 936.97   | Deductions    |
|                    | 5,951.86 | 1,262.03 | Contributions |
|                    |          | 5,951.86 |               |

|                 |                 |          |
|-----------------|-----------------|----------|
| Direct Deposits |                 |          |
| Checks          | 3,752.86        | 3        |
| Partial Net ACH |                 |          |
| Negative Net    |                 |          |
| Check Holds     |                 |          |
| Zero Net        |                 |          |
| <b>TOTAL</b>    | <b>3,752.86</b> | <b>3</b> |

Pay14a

Payroll Audit by Employee

Pay Date 07/10/2024 Fiscal Year 2024

| Mulzelaar, Zoe T (000012) 7022                   |                       |                                     |         |             |         |       | Check Msg   |          |        |                    |
|--|-----------------------|-------------------------------------|---------|-------------|---------|-------|-------------|----------|--------|--------------------|
| Pay Date   | Pay Cycle             | Check Location                      | FTE     | Retire Plan | Federal | State | Check # (C) | Net Pay  | Status | Calculated         |
| 07/10/24   | SUPP#12<br>15 Primary | D100 - Maple Creek<br>Elementary SD | 0.00000 |             | M 0     | M 0.0 |             | 1,294.20 | Open   | 7/1/2024 2:02.04PM |
| SINGLE: PERSN (MemberQ) is primary, no secondary |                       |                                     |         |             |         |       |             |          |        |                    |

| Effective    | Source | Earnings Description   | Adjustment | Pay Rate | Units        | Earnings        | Retire Plan | Assn/Work | CC | Ret Earn | Pay Rate | PC |
|--------------|--------|--|------------|----------|--------------|-----------------|-------------|-----------|----|----------|----------|----|
| 06/30/24     | Adjust | (OT 1 5) Additional Earnings<br>100 00 % (001487) 01-2600-0-8500-5000-2130-000-0000  |            | 28 50    | 10.00        | 285.00          | PERSN(1)    |           |    |          |          |    |
| 06/30/24     | Adjust | (XTRA HR) Additional Earnings<br>100 00 % (001331) 01-0210-0-1194-3600-2230-000-0000 |            | 19 00    | 40.00        | 760.00          | PERSN(1)    | 400       | 11 | 760.00   | 19.00    | 4  |
| 06/30/24     | Adjust | (XTRA HR) Additional Earnings<br>100 00 % (001487) 01-2600-0-8500-5000-2130-000-0000 |            | 19.00    | 40.00        | 760.00          | PERSN(1)    | 400       | 11 | 760.00   | 19.00    | 4  |
| <b>Total</b> |        |  |            |          | <b>90.00</b> | <b>1,805.00</b> |             |           |    |          |          |    |

| Effective  | Deduction/Contribution    | Vendor                                     | Subject Gross | Deduction     | Subject Gross | Contribution  | CC | Retire Plan |
|--|---------------------------|--|---------------|---------------|---------------|---------------|----|-------------|
| 06/30/24   | (FIT) Federal Withholding | (999999/002) Maple Creek ESD Payroll - FIT | 1,683.40      | 192.16        |               |               |    |             |
| 06/30/24   | (MEDICARE) Medicare       | (999999/005) Maple Creek ESD Payroll -     | 1,805.00      | 26.17         | 1,805.00      | 26.17         |    |             |
| 06/30/24   | (OASDI) Social Security   | (999999/004) Maple Creek ESD Payroll -OAS  | 1,805.00      | 111.91        | 1,805.00      | 111.91        |    |             |
| 06/30/24   | (PERSN) PERS / 62         | (999999/007) Maple Creek ESD Payroll - PER | 1,520.00      | 121.60        | 1,520.00      | 405.54        |    |             |
| 06/30/24   | (SIT) State Withholding   | (999999/003) Maple Creek ESD Payroll - SIT | 1,683.40      | 58.96         |               |               |    |             |
| 06/30/24   | (SUI) SUI                 | (999999/009) Maple Creek ESD Payroll - SUI |               |               | 1,805.00      | 0.90          |    |             |
| 06/30/24   | (WORKCOMP) Workers' Comp  | (999999/010) Maple Creek ESD Payroll - W/C |               |               | 1,805.00      | 47.43         |    |             |
| <b>Total Deductions, *Reductions , Contributions</b> |                           |  |               | <b>510.80</b> |               | <b>591.95</b> |    |             |

|  |        |        |          |                           |        |          |          |               |  |
|--|--------|--------|----------|---------------------------|--------|----------|----------|---------------|--|
| <b>Totals for Org 029 - Maple Creek Elementary School District</b> |        |        |          |                           |        |          |          |               |  |
| Employee Count   |        | 3      |          | Gross Pay                 |        | 4,689.83 |          |               |  |
|  |        |        |          | Deductions and Reductions |        | 936.97   |          | Total Net Pay |  |
|  |        |        |          | Contributions             |        | 1,262.03 |          | 3,752.86      |  |
| STRS   | PERS   | OASDI  | Medicare | FIT                       | SIT    | Misc Red | Misc Ded | Summer        |  |
| 295.48   | 121.60 | 111.91 | 68.00    | 192.16                    | 147.82 | 0.00     | 0.00     | 0.00          |  |

Selection Grouped by Employee - Sorted by Employee. (Org = 29, Fiscal Year = 2024, CAST (Pay Date AS DATE) = '7/10/2024', Amounts = S, Net Pay Opt = N, Accounts? = Y, Pg Brk? = N)  ERP for California

Pay Date 07/10/2024 Fiscal Year 2024

| Duerr, Becca B (000018) 5997                                   |           |                                  |         |             |         |       |             |         |        |                    | Check Msg |  |
|--|-----------|----------------------------------|---------|-------------|---------|-------|-------------|---------|--------|--------------------|-----------|--|
| Pay Date   | Pay Cycle | Check Location                   | FTE     | Retire Plan | Federal | State | Check # (C) | Net Pay | Status | Calculated         |           |  |
| 07/10/24   | SUPP/#12  | D100 - Maple Creek Elementary SD | 0.00000 |             | M 0     | S 0.0 |             | 410.81  | Open   | 7/1/2024 2:06.10PM |           |  |
| EOMS Primar SINGLE: STRSN (Member(Y)) is primary, no secondary |           |                                  |         |             |         |       |             |         |        |                    |           |  |

| Effective   | Source | Earnings Description | Adjustment | Pay Rate | Units       | Earnings      | Retire Plan | Assn/Work | CC | Ret Earn | Pay Rate  | PC |
|---|--------|----------------------|------------|----------|-------------|---------------|-------------|-----------|----|----------|-----------|----|
| 06/30/24  | Adjust | (SUB TCH) Stipend    |            | 155.00   | 3.00        | 465.00        | STRSN(1)    | 54        | 1  | 465.00   | 28,210.00 | 1  |
| 100.00 % (001724) 01-2600-0-8500-5000-1150-000-0000 |        |                      |            |          |             |               |             |           |    |          |           |    |
| <b>Total</b>  |        |                      |            |          | <b>3.00</b> | <b>465.00</b> |             |           |    |          |           |    |

| Effective   | Deduction/Contribution   | Vendor                                     | Subject Gross | Deduction    | Subject Gross | Contribution  | CC | Retire Plan |
|---|--------------------------|--|---------------|--------------|---------------|---------------|----|-------------|
| 06/30/24  | (MEDICARE) Medicare      | (999999/005) Maple Creek ESD Payroll       | 465.00        | 6.74         | 465.00        | 6.74          |    |             |
| 06/30/24  | (STRSN) STRS / 62        | (999999/008) Maple Creek ESD Payroll - STR | 465.00        | 47.45        | 465.00        | 88.82         |    |             |
| 06/30/24  | (SUI) SUI                | (999999/009) Maple Creek ESD Payroll - SUI |               |              | 465.00        | 0.23          |    |             |
| 06/30/24  | (WORKCOMP) Workers' Comp | (999999/010) Maple Creek ESD Payroll - W/C |               |              | 465.00        | 12.22         |    |             |
| <b>Total Deductions, *Reductions, Contributions</b> |                          |  |               | <b>54.19</b> |               | <b>108.01</b> |    |             |

Mulzelaar, Gijs (000013) 8630 Check Msg

| Pay Date  | Pay Cycle | Check Location                   | FTE     | Retire Plan | Federal | State | Check # (C) | Net Pay  | Status | Calculated         |  |  |
|---|-----------|----------------------------------|---------|-------------|---------|-------|-------------|----------|--------|--------------------|--|--|
| 07/10/24  | SUPP/#12  | D100 - Maple Creek Elementary SD | 0.00000 |             | M 0     | S 0:0 |             | 2,047.85 | Open   | 7/1/2024 2:01.10PM |  |  |
| 10 Primary DUAL: STRSO (Member(Q)) is primary, PERS (Non-Member or Retiree(N)) is secondary |           |                                  |         |             |         |       |             |          |        |                    |  |  |

| Effective   | Source | Earnings Description          | Adjustment | Pay Rate | Units        | Earnings        | Retire Plan | Assn/Work | CC | Ret Earn | Pay Rate  | PC |
|---|--------|-------------------------------|------------|----------|--------------|-----------------|-------------|-----------|----|----------|-----------|----|
| 06/30/24  | Adjust | (XTRA HR) Additional Earnings |            | 38.41    | 63.00        | 2,419.83        | STRSO(1)    | 55        | 1  | 2,419.83 | 40,330.50 | 0  |
| 100.00 % (001724) 01-2600-0-8500-5000-1150-000-0000 |        |                               |            |          |              |                 |             |           |    |          |           |    |
| <b>Total</b>  |        |                               |            |          | <b>63.00</b> | <b>2,419.83</b> |             |           |    |          |           |    |

| Effective   | Deduction/Contribution   | Vendor                                     | Subject Gross | Deduction     | Subject Gross | Contribution  | CC | Retire Plan |
|---|--------------------------|--|---------------|---------------|---------------|---------------|----|-------------|
| 06/30/24  | (MEDICARE) Medicare      | (999999/005) Maple Creek ESD Payroll       | 2,419.83      | 35.09         | 2,419.83      | 35.09         |    |             |
| 06/30/24  | (SIT) State Withholding  | (999999/003) Maple Creek ESD Payroll - SIT | 2,171.80      | 88.86         |               |               |    |             |
| 06/30/24  | (STRS) STRS / 60         | (999999/008) Maple Creek ESD Payroll - STR | 2,419.83      | 248.03        | 2,419.83      | 462.19        |    |             |
| 06/30/24  | (SUI) SUI                | (999999/009) Maple Creek ESD Payroll - SUI |               |               | 2,419.83      | 1.21          |    |             |
| 06/30/24  | (WORKCOMP) Workers' Comp | (999999/010) Maple Creek ESD Payroll - W/C |               |               | 2,419.83      | 63.58         |    |             |
| <b>Total Deductions, *Reductions, Contributions</b> |                          |  |               | <b>371.98</b> |               | <b>562.07</b> |    |             |

Mulzelaar, Zoe T (000012) 7022 Check Msg

| Pay Date  | Pay Cycle | Check Location                   | FTE     | Retire Plan | Federal | State | Check # (C) | Net Pay  | Status | Calculated         |  |  |
|---|-----------|----------------------------------|---------|-------------|---------|-------|-------------|----------|--------|--------------------|--|--|
| 07/10/24  | SUPP/#12  | D100 - Maple Creek Elementary SD | 0.00000 |             | M 0     | M 0.0 |             | 1,294.20 | Open   | 7/1/2024 2:02.04PM |  |  |
| 15 Primary SINGLE: PERSN (Member(Q)) is primary, no secondary |           |                                  |         |             |         |       |             |          |        |                    |  |  |

Selection Grouped by Employee - Sorted by Employee, (Org = 29, Fiscal Year = 2024, CAST (Pay Date AS DATE) = '7/10/2024', Amounts = S, Net Pay Opt = N, Accounts? = Y, Pg Brk? = N)  ERP for California

Pay Date 07/31/2024

Additional filtering applied

| EARNINGS by Earnings Code | Income          | Adjustments |
|---------------------------|-----------------|-------------|
| Regular                   | 5,070.26        |             |
| <b>TOTAL</b>              | <b>5,070.26</b> |             |

| TAXES               | Employee      | Employer      | Total           | Subject Grosses |
|---------------------|---------------|---------------|-----------------|-----------------|
| Federal Withholding | 160.83        |               | 160.83          | 4,734.53        |
| State Withholding   | 111.03        |               | 111.03          | 4,734.53        |
| Social Security     | 296.20        | 296.20        | 592.40          | 4,777.38        |
| Medicare            | 73.52         | 73.52         | 147.04          | 5,070.26        |
| SUI                 |               | 2.54          | 2.54            | 5,070.26        |
| Workers' Comp       |               | 121.71        | 121.71          | 5,070.26        |
| <b>SUBTOTAL</b>     | <b>641.58</b> | <b>493.97</b> | <b>1,135.55</b> |                 |

| EARNINGS by Group | Income          | Adjustments |
|-------------------|-----------------|-------------|
| Base Pay          | 4,166.67        |             |
| Extra Duty        | 711.92          |             |
| Stipends          | 191.67          |             |
| <b>TOTAL</b>      | <b>5,070.26</b> |             |

| REDUCTIONS       | Employee      | Employer        | Total           | Subject Grosses |
|------------------|---------------|-----------------|-----------------|-----------------|
| PERS             | 291.67        | 1,127.08        | 1,418.75        | 4,166.67        |
| PERS / 62        | 14.04         | 47.47           | 61.51           | 175.50          |
| STRS / 60        | 30.02         | 55.94           | 85.96           | 292.88          |
| Health & Welfare |               | 1,964.00        | 1,964.00        |                 |
| <b>SUBTOTAL</b>  | <b>335.73</b> | <b>3,194.49</b> | <b>3,530.22</b> |                 |

| EARNINGS     | Person Type | Female Employees |
|--------------|-------------|------------------|
| Certificated | 3           | 4,869.76         |
| Classified   | 1           | 200.50           |
| <b>TOTAL</b> | <b>4</b>    | <b>5,070.26</b>  |

| DEDUCTIONS      | Employee      | Employer        | Total           | Subject Grosses |
|-----------------|---------------|-----------------|-----------------|-----------------|
| <b>SUBTOTAL</b> |               |                 | <b>.00</b>      |                 |
| <b>TOTALS</b>   | <b>977.31</b> | <b>3,688.46</b> | <b>4,665.77</b> |                 |

Vendor Summary for Pay Date 07/31/2024

Cancel/Reissue for Process Date 07/31/2024

Vendor Checks  
Vendor Liabilities

Reissued  
Cancel Checks  
Void ACH

BALANCING DATA

NET

|                    |                 |                 |               |
|--------------------|-----------------|-----------------|---------------|
|                    |                 | 4,092.95        | Net Pay       |
| Gross Earnings     | 5,070.26        | 977.31          | Deductions    |
| District Liability | 3,688.46        | 3,688.46        | Contributions |
|                    | <b>8,758.72</b> | <b>8,758.72</b> |               |

|                 |                 |          |
|-----------------|-----------------|----------|
| Direct Deposits | 429.73          | 2        |
| Checks          | 3,663.22        | 2        |
| Partial Net ACH |                 |          |
| Negative Net    |                 |          |
| Check Holds     |                 |          |
| Zero Net        |                 |          |
| <b>TOTAL</b>    | <b>4,092.95</b> | <b>4</b> |

*Beth Wylie 7/19/24*

**Checks Dated 06/01/2024 through 07/31/2024**

| Check Number                  | Check Date | Pay to the Order of                            | Fund-Object | Expensed Amount | Check Amount     |
|-------------------------------|------------|--|-------------|-----------------|------------------|
| 3000242521                    | 06/03/2024 | COLBY SMART                                    | 01-4400     |                 | 5,904.23         |
| 3000242522                    | 06/03/2024 | NORTH COAST APPLIANCE L.L.C.                   | 01-4400     |                 | 954.30           |
| 3000242523                    | 06/03/2024 | P G & E  | 01-5520     |                 | 214.16           |
| 3000243733                    | 06/13/2024 | VALLEY PACIFIC PETROLEUM                       | 01-4364     |                 | 717.68           |
| 3000244792                    | 06/24/2024 | AT&T   | 01-5909     |                 | 84.50            |
| 3000244793                    | 06/24/2024 | JASON POILOV                                   | 01-5800     |                 | 370.36           |
| 3000244794                    | 06/24/2024 | Johnson, Jacklyn D                             | 01-5801     |                 | 375.35           |
| 3000244795                    | 06/24/2024 | Muizelaar, Zoe T                               | 01-4310     | 32.37           |                  |
|                               |            |  | 01-4710     | 581.23          |                  |
|                               |            |  | 01-5201     | 660.62          |                  |
|                               |            |  | 01-5560     | 37.00           | 1,311.22         |
| 3000244796                    | 06/24/2024 | SHANNON INGRAM                                 | 01-5801     |                 | 735.12           |
| 3000244797                    | 06/24/2024 | ZACA LEATHERWOOD                               | 01-5801     |                 | 155.06           |
| 3000246651                    | 07/17/2024 | EMPLOYMENT DEVELOPMENT DEPT                    | 01-9540     |                 | 20.99            |
| 3000246652                    | 07/17/2024 | JASON POILOV                                   | 01-5800     |                 | 555.54           |
| 3000246653                    | 07/17/2024 | Johnson, Jacklyn D                             | 01-4310     |                 | 123.42           |
| 3000246654                    | 07/17/2024 | Muizelaar, Zoe T                               | 01-4310     |                 | 166.05           |
| 3000246655                    | 07/17/2024 | NORTH COAST SIG C/O KEENAN & ASSOC SETECH DEPT | 01-5450     | 3,964.00        |                  |
|                               |            |  | 01-9542     | 1,211.25        | 5,175.25         |
| 3000246656                    | 07/17/2024 | P G & E  | 01-5520     |                 | 215.21           |
| 3000246657                    | 07/17/2024 | Revolving Cash Fund                            | 01-4210     | 393.36          |                  |
|                               |            |  | 01-4310     | 383.78          |                  |
|                               |            |  | 01-5801     | 360.75          | 1,137.89         |
| 3000246658                    | 07/17/2024 | THE CLUB FOR FITNESS                           | 01-5801     |                 | 484.00           |
| 3000246659                    | 07/17/2024 | VALLEY PACIFIC PETROLEUM                       | 01-4364     |                 | 597.38           |
| 3000247250                    | 07/24/2024 | AT&T   | 01-5909     |                 | 84.49            |
| 3000247251                    | 07/24/2024 | HARVEY M. HARPER COMPANY                       | 01-5881     |                 | 5.00             |
| 3000247252                    | 07/24/2024 | LES SCHWAB                                     | 01-4366     |                 | 455.17           |
| <b>Total Number of Checks</b> |            |  | <b>22</b>   |                 | <b>19,842.37</b> |

**Fund Recap**

| Fund | Description               | Check Count | Expensed Amount  |
|------|---------------------------|-------------|------------------|
| 01   | GENERAL FUND              | 22          | 19,842.37        |
|      | Total Number of Checks    | 22          | 19,842.37        |
|      | Less Unpaid Tax Liability |             | .00              |
|      | <b>Net (Check Amount)</b> |             | <b>19,842.37</b> |

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

ESCAPE ONLINE

AUTHORIZATION FOR FISCAL YEAR: 2024-2025

CS-1

DATE: \_\_\_\_\_, 20 \_\_\_\_ SCHOOL DISTRICT Maple Creek

## WARRANT DISTRIBUTION AUTHORIZATION

*Please complete and return to Brittany Moreano at HCOE in the Business Office.*

Please check the appropriate box(es).

### PAYROLL

I will pick it up when ready

Names of persons authorized to pick up payroll warrants:  
Rene Campbell, Carrie Nickols, Rachel Barnett, Tammy Pires

Dora Dutra, Cindy Vickers, Victoria Patrick, and Jamie Kester

Please list an after-hours emergency number: \_\_\_\_\_

Mail all payroll to: *Individual's Name* \_\_\_\_\_  
(Postage cost to be reimbursed to HCOE)

Other (specify) \_\_\_\_\_

### COMMERCIAL WARRANTS

I will pick it up when ready.  
Please list the emergency number: \_\_\_\_\_

Courier.

Mail all APY warrants to: *Individual's Name* \_\_\_\_\_  
(Postage cost to be reimbursed to HCOE)

Mail all VOL DED warrants to: *Individual's Name* \_\_\_\_\_  
(Postage cost to be reimbursed to HCOE)

Other (specify) \_\_\_\_\_

### DISTRICT AUTHORIZATION

*Superintendent or Trustee* \_\_\_\_\_

*Return to HCOE Business Office*

**DATE:** \_\_\_\_\_, 20\_\_ **SCHOOL DISTRICT** Maple Creek

## CERTIFICATION

This is to certify that the Board of Trustees of the above stated School District passed the following motion at its \_\_\_\_\_, 20\_\_ meeting authorizing the following to sign commercial warrants and payroll payment orders as agent of the Board.

|  |       |       |
|--|-------|-------|
| "It was moved by _____   |       |       |
| and seconded by _____  |       |       |
| that _____   | _____ | _____ |
| _____  | _____ | _____ |
| Be authorized to sign commercial warrants and payroll payment orders as agent of the Board of trustees of the _____ School District. |       |       |
| Ayes (Members' Names):   | _____ | _____ |
| _____  | _____ | _____ |
| Noes (Members' Names):   | _____ | _____ |
| Motion Carried."   |       |       |

|                               |
|-------------------------------|
| <b>Authorized Signatures:</b> |
| _____                         |
| _____                         |
| _____                         |
| _____                         |
| _____                         |
| _____                         |
| _____                         |

|  |
|--|
| <b>Board of Trustees Signatures:</b>     |
| _____                                    |
| _____                                    |
| _____                                    |
| _____                                    |
| _____                                    |
| _____                                    |
| _____                                    |
| <i>(signed) Clerk, Board of Trustees</i> |

# Maple Creek



## Elementary School District

15933 Maple Creek Road • Korbel, CA 95550 • Phone: 707-668-5596 • Fax: 707-668-4132

### Maple Creek Elementary School District Quarterly Report on Williams Uniform Complaints (Education Code §35186)

**Quarterly Reporting Period (please check one)**

- 1st Quarter 2024      January 1 through March 31, 2024
- 2nd Quarter 2024      April 1 through June 30, 2024
- 3rd Quarter 2024      July 1 through September 30, 2024
- 4th Quarter 2024      October 1 through December 31, 2024

**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<br>Complaints | # Resolved | # Unresolved |
|---------------------------------------|--------------------------|------------|--------------|
| Textbooks and Instructional Materials | 0                        |            |              |
| Teacher Vacancy or Missassignment     | 0                        |            |              |
| Facilities Conditions                 | 0                        |            |              |
| <b>TOTALS</b>                         | 0                        |            |              |

Beth Ann Wylie

(Print Name of District Superintendent)

(Signature of District Superintendent)

Please return completed form to:  
 Jennifer Burger, School Support  
 Humboldt County Office of Education  
[jburger@hcoe.org](mailto:jburger@hcoe.org)

by:    Quarter 1 due:    04/30/2024  
          Quarter 2 due:    07/31/2024  
          Quarter 3 due:    10/31/2024  
          Quarter 4 due:    01/31/2025

# Maple Creek



## Elementary School District

15933 Maple Creek Road • Korb, CA 95550 • Phone: 707-668-5596 • Fax: 707-668-4132

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August 9, 2024

Tri Counties Bank  
1640 Central Ave  
McKinleyville, CA 95519

Dear Officials at Tri Counties Bank:

The Maple Creek revolving fund account ending in 6733, for Maple Creek Elementary School District is dedicated to use for basic operating expenses. The school maintains a steady account balance that is replenished on a monthly basis after account reconciliation by the business services staff. The account activity is monitored by the Superintendent/Principal as well as the business services staff at Northern Humboldt Unified School District. The Maple Creek Board of Trustees reviews monthly expenditures that are prepared by the staff.

On August 9, 2024, at the regularly scheduled monthly meeting, the Maple Creek Board of Trustees approved two signers for the account, Jacklyn Johnson and Beth Wylie.

Best Regards,

Beth Wylie  
Superintendent/Principal

Memorandum of Understanding  
Health and Welfare Benefits

July 1, 2024

1. This Memorandum of Understanding (MOU) is between Fuente Nueva Charter School and Maple Creek Elementary School District (MCESD). This MOU covers aspects related to Health and Welfare benefits for Beth Wylie, the FNCS Executive Director and MCESD Superintendent / Principal employed separately by FNCS and MCESD. It covers the period from July 1, 2024 to June 30, 2025.
2. FNCS Responsibilities
  - a. FNCS will invoice MCESD for 50% (\$11,784.00) of the Benefit Package that has an annual total fee of \$23,568.00.
3. MCESD Responsibilities
  - a. MCESD will pay the invoice from FNCS within 30 business days.
  - b. If needed MCESD, will seek renewal of this MOU with FNCS for the continuance of this arrangement beyond June 30, 2025.
4. Severability
  - a. This MOU may be ended by either party with a 30-day notice.

Fuente Nueva Charter School

Authorized by: \_\_\_\_\_

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

Maple Creek Elementary School District

Authorized by: \_\_\_\_\_

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