

Maple Creek Elementary School District Board of Trustees

October 11, 2024 9:30 AM

15933 Maple Creek Road - Korb, CA 95550

Video call link: <https://meet.google.com/ouj-ekzz-hsx>

Or dial: (US) +1 573-479-1864 PIN: 487 789 009#

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 September 13, Regular Board Meeting

4.2 Payroll - September 2024

4.3 Warrants - September 2024

4.4 Change of date for November Board Meeting to November 14, 2024

5.0 ACTION ITEMS

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

5.1 Increase revolving account balance to \$5000; add ATM card service

5.2 Resolution of Sufficiency of Instructional Materials

5.3 Delegation of District Representative for County Committee on School District Organization

5.4 Appointment of Trustee Dan Murphy for an additional 4 year term on the board.

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 Prop 28 Arts fund planning

6.2 Information regarding Quarterly Williams Report

6.2 Superintendent's Report

6.3 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.

MAPLE CREEK ELEMENTARY SCHOOL
October 11, 2024
BOARD OF TRUSTEES MEETING

4.0 CONSENT AGENDA

4.1 Attachment - Minutes from September 13, 2024 Board Meeting

4.2 Attachment - September 2024 Payroll

4.3 Attachment - September 2024 Warrants

4.4 Change of date for November Board Meeting to November 14, 2024

Maple Creek Elementary School District Board of Trustees

September 13, 2024

9:30 AM

15933 Maple Creek Road - Korbel, CA 95550

Video call link: <https://meet.google.com/ouj-ekzz-hsx>

Or dial: (US) +1 573-479-1864 PIN: 487 789 009#

Regular Meeting Agenda

1.0 CALL TO ORDER

9:38am

Present: Laura Borusas, Rama Zarcufsky

Staff: Beth Wylie, Zoe Muizelaar

Public: Dan Murphy,

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 August 9, 2024 Regular Board Meeting](#)

4.3 [Payroll - August 2024](#)

4.4 [Warrants - August 2024](#)

4.5 [Independent Study Policy](#)

It was moved/seconded by Zarcufsky/Borusas to approve the consent agenda items.

Ayes 2, noes 0, abstain 0. Motion carried.

5.0 ACTION ITEMS

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

5.1 [Resolution on Gann Limit Unaudited Actuals](#)

It was moved/seconded by Zarcufsky/Borusas to approve the Resolution on Gann Limit

Ayes 2, noes 0, abstain 0. Motion carried.

5.2 [Prop 28 LEA Report for 2023-2024 SY](#)

It was moved/seconded by Zarcufsky/Borusas to approve the Prop 28 LEA Report

Ayes 2, noes 0, abstain 0. Motion carried

5.3 [Employee position changes for 24-25 SY](#)

It was moved/seconded by Borusas/Zarcufsky to approve the Employee position changes for the 24-25 school year

Ayes 2, noes 0, abstain 0. Motion carried

5.4 [Professional Development Day November 1, 2024, changed from May 23, 2025](#)

It was moved/seconded by Zarcufsky/Borusas to approve the change in professional development days from 5/23/25 to 11/1/24.

Ayes 2, noes 0, abstain 0. Motion carried

5.5 [Appointment of Trustee Dan Murphy to the Maple Creek School District Board](#)

It was moved/seconded by Zarcufsky/Borusas to approve the appointment of Trustee Dan Murphy to the Maple Creek School District Board

Ayes 2, noes 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 [2024-2025 LCAP Discussion](#)

6.2 Discussion about Board Policies contracting Gamut

Much discussion about the pros and cons on going through the process with Gamut now.

It was moved/seconded by Zarcufsky/Borusas to contract with Gamut to update the board policies.

Ayes 2, noes 0, abstain 0, motion carried

6.2 Superintendent's Report

Beth shared about the start up of the school year and the commended the team for their dedication to the students. She shared about the family back to school day and the presentations of the students about the greenhouse.

6.3 Staff Report

Meeting adjourned 10:15

7.0 BOARD MEMBER ANNOUNCEMENTS/COMMENTS/REPORTS

8.0 ADJOURNMENT

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Checks Dated 09/01/2024 through 09/30/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000251054	09/05/2024	ZACA LEATHERWOOD	01-5801	LIFEGUARDING		155.06
3000251055	09/05/2024	Johnson, Jacklyn D	01-4310	CLASSROOM SUPPLIES		354.36
3000251056	09/05/2024	THE CLUB FOR FITNESS	01-5801	ELOP-SWIM LESSONS		1,250.00
3000251057	09/05/2024	VALLEY PACIFIC PETROLEUM	01-4364	FUEL		420.68
3000251955	09/12/2024	Johnson, Jacklyn D	01-4312	SUBSCRIPTION RENEWAL		425.00
3000251956	09/12/2024	Muizelaar, Zoe T	01-4310	DUMP RUN/ELOP FOOD/SCHOOL LUNCHES	424.68	
			01-4710	DUMP RUN/ELOP FOOD/SCHOOL LUNCHES	249.71	
			01-5560	DUMP RUN/ELOP FOOD/SCHOOL LUNCHES	81.31	755.70
3000251957	09/12/2024	PIERSON BLDG CENTER	01-4374	MAINTENANCE		5.11
3000251958	09/12/2024	Wylie, Beth A	01-4310	ELOP/DEF MAINTENANCE/SUPPLIES	847.09	
			01-4381	ELOP/DEF MAINTENANCE/SUPPLIES	104.59	951.68
3000252371	09/16/2024	RT DENNIS ACCOUNTANCY	01-5822	AUDITING SERVICES		4,718.74
3000252661	09/19/2024	AT&T	01-5909	UTILITIES		91.72
3000252662	09/19/2024	Muizelaar, Zoe T	01-4310	ELOP/SCHOOL LUNCHES/DUMP RUN/TRANSPORTATION	740.97	
			01-4710	ELOP/SCHOOL LUNCHES/DUMP RUN/TRANSPORTATION	558.51	
			01-5201	MILEAGE REIMBURSEMENT	475.70	
			01-5560	ELOP/SCHOOL LUNCHES/DUMP RUN/TRANSPORTATION	36.00	
			01-5618	ELOP/SCHOOL LUNCHES/DUMP RUN/TRANSPORTATION	59.98	1,871.16
3000253583	09/26/2024	Revolving Cash Fund	01-4391	STAFF DEVELOPMENT		37.55
3000253584	09/26/2024	Wylie, Beth A	01-4310	ELOP SUPPLIES		453.89
3000253946	09/30/2024	MENDES SUPPLY	01-4374	CUSTODIAL SUPPLIES		253.41
3000253947	09/30/2024	UBEO BUSINESS SERVICES	01-5637	CONTRACT		178.62
Total Number of Checks					15	11,922.68

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	15	11,922.68

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 09/01/2024 through 09/30/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
		Total Number of Checks	15		11,922.68	
		Less Unpaid Sales Tax Liability			.00	
		Net (Check Amount)			11,922.68	

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.

**MAPLE CREEK ELEMENTARY SCHOOL DISTRICT
RESOLUTION FOR SUFFICIENCY INSTRUCTIONAL MATERIALS
2024-2025**

Whereas, the governing board of Maple Creek School District in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on October 11, 2024, at 9:30 AM, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

Whereas, the governing board encouraged participation by parents, teachers, and members of the community in the public hearing, and;

Whereas, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district/county office of education, and;

Whereas, the definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics
- Science
- History-social science
- English/language arts, including the English language development component of an adopted program

Whereas, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

Therefore, it is resolved that for the 2024-2025 school year, the Maple Creek School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

PASSED AND ADOPTED this 11th day of October, 2024 at a meeting, by the following vote:

AYES:_____ NOES:_____ ABSENT:_____ ABSTAIN: _____

Attest:

Secretary, Board of Education _____

President, Board of Education _____

September 13, 2024

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, 4, and the member at large, as well as terms ending for a member in Supervisorial Area 1 and 3. Supervisorial Areas may be found at this link: <https://humboldt.gov.org/167/Board-of-Supervisors>. Members of the County Committee are elected by delegates of each district board during an annual meeting held between October 1 and December 1. This year the meeting will be held on November 18 at 5:30 PM at the Sequoia Conference Center. 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 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

Step 1 - Duties of District Governing Boards

- 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

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

- 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 18, 2024
- 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>

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM #: 5.4

DATE: October 11, 2024

SUBJECT:

Appointment of Trustee to the Maple Creek School District Board for a four year term beginning in December, 2024.

DEPARTMENT/PROGRAM:

Board Operations

ACTION REQUESTED:

The Board is being asked to approve the appointment of Dan Murphy who is currently filling a board seat that is set to expire in November 2024 to extend the term to 2028, making it a four year term.

PREVIOUS STAFF/BOARD ACTION:

Approved appointment of Dan Murphy to fill the vacancy on the board.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

No individuals applied to the board of elections to run for school board. The position that Dan Murphy was recently appointed to has a term that ends in November 2024. When there are no candidates on file with the board of the elections, boards have the option to appoint a trustee to fill the open board position and must do so at the meeting just prior to the time that the election would take place.

FISCAL IMPLICATIONS:

None

CONTACT PERSON(S):

Beth Wylie, Superintendent/Principal

MAPLE CREEK ELEMENTARY SCHOOL
October 11, 2024
BOARD OF TRUSTEES MEETING

6.0 Items for Discussion

6.1 Prop 28 Arts fund planning

A brief presentation regarding the opportunity to partner with a local consultant to help us write a plan to utilize our Prop 28 arts funds.

6.2 Information regarding Quarterly Williams Report

No complaints filed in the 3rd quarter, July through September 30, 2024

6.3 Superintendent's Report

A brief presentation about the current status at Maple Creek Elementary from the Superintendent. - biggest news, we have a new student!

6.4 Staff Report

A brief presentation about the current happenings at Maple Creek Elementary from the Staff.

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM #: 5.1

DATE: October 11, 2024

SUBJECT:

Increase revolving account balance to \$5000; add ATM card service

DEPARTMENT/PROGRAM:

Internal Operations

ACTION REQUESTED:

To increase the revolving account balance from \$2250 to \$5000 and to get an ATM card that is attached to the account.

PREVIOUS STAFF/BOARD ACTION:

Previously the board approved \$2250 for the maximum amount to be held in the revolving account. At that time, the school was using this for field trips and other small purchases. It is my understanding that larger purchases happened with use of staff's personal funds or credit cards that were then reimbursed.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

The school needs a way for the school funds to be expended without the need for use of personal funds or credit cards. We occasionally can create purchase orders that are accepted for use with some vendors, but this often not the case. Having an ATM card will allow us to make most purchases needed for the school.

The current maximum for the revolving account of \$2250 does not allow for enough cashflow to make the purchases needed for the school in a one month period. For example, at the moment we have the need for three school computers, two desks and two office chairs, all of which is estimated around \$5000 in total. While it is unlikely that we will regularly need this level of cash flow on a monthly basis this will certainly not be the last time that the needs all arise in close proximity to one another.

FISCAL IMPLICATIONS:

None

CONTACT PERSON(S):

Beth Wylie, Superintendent/Principal