

Maple Creek Elementary School District Board of Trustees

May 8, 2025 - 9:30 AM

15933 Maple Creek Road - Korb, CA 95550

Regular Meeting Agenda

1. CALL TO ORDER

2. ADJUSTMENT OF THE AGENDA

3. PUBLIC COMMENTS

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

4. CONSENT AGENDA:

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

4.1. April 17, 2025 Regular Board Meeting Minutes

4.2. Payroll - April 2025

4.3. Warrants - April 2025

5. INFORMATION ITEMS:

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

5.1. Superintendent's Report

5.2. Staff Report

6. DISCUSSION/ACTION ITEMS:

The Board is asked to receive/discuss and take action at their discretion.

6.1. Interdistrict Transfer Agreement Approval for the 25-26 school year (Action)

6.2. Adoption of Resolution 2425-03 Resolution and Decision Not to Reemploy
Certificated Employees for the 2025-2026 School Year (Action)

6.3. MOU for Business Services for the 2025-2026 school year (Action)

6.4. Superintendent Contract for the 2025-2026 school year (Discussion/Action)

7. BOARD MEMBER ANNOUNCEMENTS/COMMENTS/REPORTS

8. 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
May 8, 2025
BOARD OF TRUSTEES MEETING

4.0 CONSENT AGENDA

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

4.1 April 17, 2025 Regularly Schedule Board Meeting Minutes

4.2 Payroll March 2025

4.3 Warrants March 2025

Maple Creek Elementary School District Board of Trustees

April 17, 2024 - 9:30 AM

15933 Maple Creek Road - Korbel, CA 95550

Regular Meeting Agenda

1. CALL TO ORDER

Call to Order: 9:41am

Present: Rama Zarcufsky, Dan Murphy

Absent: Laura Borasas

Staff: Beth Wylie and Zoe Muizelaar

2. ADJUSTMENT OF THE AGENDA

3. PUBLIC COMMENTS

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

4. CONSENT AGENDA:

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

4.1. March 13 Regular Board Meeting Minutes

4.2. March 16, 2025 Rescheduled Regular Board Meeting Minutes

4.3. Payroll - March 2025

4.4. Warrants - March 2025

Moved/seconded by Murphy/Zarcufsky to approve the consent agenda items.

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

5. INFORMATION ITEMS:

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

5.1. Superintendent's Report

New student possible for 25-26 school year - greenhouse is up and running - planning for next year and a discussion about possible resignations of services from Gijs, Becka continues to be on short term leave due to health challenges - we are holding a LCAP family information/input night, kid input for next year.

5.2. Staff Report

We are actively planning field trips -for the remainder of the year, planning on taking kids to a few restaurant. The kids are actively planning for the end of the year activities

6. DISCUSSION/ACTION ITEMS:

The Board is asked to receive/discuss and take action at their discretion.

6.1. First Quarter Williams Report

No complaints

6.2. Planning for the 2025-2026 school year

FTE - updating, will need to adjust the FTE of both Gijs and Jackie to make the split classrooms work. Would also like to increase admin FTE in order to take on business

services as well as to address items in the LCAP. We are spending down materials funds available and are hoping to grow food for our lunch program and have a lot more outdoor education, project based learning.

6.3. 2025-2026 School Calendar (Action requested)

Moved/seconded Zarcufsky/Murphy to approve the consent agenda items.

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

7. BOARD MEMBER ANNOUNCEMENTS/COMMENTS/REPORTS

Appreciation for updates

8. ADJOURNMENT

10:22

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 04/30/2025

EARNINGS by Earnings Code	Income	Adjustments
Regular	20,536.52	
TOTAL	20,536.52	

EARNINGS by Group	Income	Adjustments
Base Pay	19,081.28	
Docks	4,126.87	
Extra Duty	4,662.00	
Overtime	555.75	
Stipends	191.67	
Vacation Pay	172.69	
TOTAL	20,536.52	

EARNINGS	Person Type	Female Employees
Certificated	4	16,985.84
Classified	1	3,550.68
TOTAL	5	20,536.52

Vendor Summary for Pay Date 04/30/2025

Vendor Checks
Vendor Liabilities

BALANCING DATA

		15,791.19	Net Pay
Gross Earnings	20,536.52	4,745.33	Deductions
District Liability	8,568.69	8,568.69	Contributions
29,105.21	29,105.21		

TAXES	Employee	Employer	Total	Subject Grosses
Federal Withholding	1,235.99		1,235.99	19,168.23
State Withholding	629.62		629.62	19,168.23
Social Security	488.81	488.81	977.62	7,884.02
Medicare	297.78	297.78	595.56	20,536.52
SUI		10.28	10.28	20,536.52
Workers' Comp		492.97	492.97	20,536.52
SUBTOTAL	2,652.20	1,289.84	3,942.04	

REDUCTIONS	Employee	Employer	Total	Subject Grosses
PERS	291.67	1,127.08	1,418.75	4,166.67
PERS / 62	237.59	803.37	1,040.96	2,969.93
STRS / 60	698.28	1,301.18	1,999.46	6,812.50
STRS / 62	140.75	263.42	404.17	1,379.18
Health & Welfare		3,783.80	3,783.80	
SUBTOTAL	1,368.29	7,278.85	8,647.14	

DEDUCTIONS	Employee	Employer	Total	Subject Grosses
Summer Savings	724.84		724.84	4,349.07
SUBTOTAL	724.84	.00	724.84	
TOTALS	4,745.33	8,568.69	13,314.02	

Cancel/Reissue for Process Date 04/30/2025

Reissued
Cancel Checks
Void ACH

NET

Direct Deposits	15,791.19	5
Checks		
Partial Net ACH		
Negative Net		
Check Holds		
Zero Net		
TOTAL	15,791.19	5

7

Rene Campbell

4/22/25

Selection Grouped by Org, Filtered by (Org = 29, Starting Pay Date = 4/30/2025, Ending Pay Date = 4/30/2025)

Pay14a

Payroll Audit by Employee

Pay Date 04/30/2025

Duerr, Becka B (000018) 5997

Check Msg

Pay Date	Pay Cycle	Check Location	FTE	Retire Plan	Federal	State	ACH # (D)	Net Pay	Status	Calculated
04/30/25	10/#8	D100 - Maple Creek Elementary SD	1 00000		M 0	S 0:0		765.36	Open	4/21/2025 2:28 50PM
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
03/19/25	Assign	(Pos#2-6(0)) TEACHER		4,730.40		4,730.40	STRSN(1)	54	1	4,730.40	4,730.40	3
		20.00 % (001742) 01-6053-0-1110-1000-1100-000-0000										
		80.00 % (000083) 01-0000-0-1110-1000-1100-000-0000										
03/19/25	Adjust	(Pos#2-6(0)) TEACHER		4,730.40		155.95-	STRSN(1)	54	3	155.95-	4,730.40	3
		20.00 % (001742) 01-6053-0-1110-1000-1100-000-0000										
		80.00 % (000083) 01-0000-0-1110-1000-1100-000-0000										
04/30/25	Adjust	(DOCKAMT) Dock Pay		222.28	14 00-	3,111.92-	STRSN(1)	54	1	3,111.92-	4,730.40	3
		20.00 % (001742) 01-6053-0-1110-1000-1100-000-0000										
		80.00 % (000083) 01-0000-0-1110-1000-1100-000-0000										
04/30/25	Adjust	(DOCKAMT) Dock Pay		83.35	1 00-	83.35-	STRSN(1)	54	1	83.35-	4,730.40	3
		20.00 % (001742) 01-6053-0-1110-1000-1100-000-0000										
		80.00 % (000083) 01-0000-0-1110-1000-1100-000-0000										
Total					15.00-	1,379.18						

Effective	Deduction/Contribution	Vendor	Subject Gross	Deduction	Subject Gross	Contribution	CC	Retire Plan
04/30/25	(DEN125) Dental Insurance	(100072/001) NCSMIG - JPA DENTAL				91.00		
04/30/25	(FIT) Federal Withholding	(999999/002) Maple Creek ESD Payroll - FIT	1,238.43	300.00				
04/30/25	(MED125) Medical Insurance	(100073/001) NCSMIG - JPA MEDICAL				1,900.00		
04/30/25	(MEDICARE) Medicare	(999999/005) Maple Creek ESD Payroll -	1,379.18	20.00	1,379.18	20.00		
04/30/25	(SMRARR) Summer Savings	(999999/012) Maple Creek ESD Payroll - DNF	918.43	153.07				
04/30/25	(STRSN) STRS / 62	(999999/008) Maple Creek ESD Payroll - STR	1,379.18	140.75 *	1,379.18	263.42		
04/30/25	(SUI) SUI	(999999/009) Maple Creek ESD Payroll - SUI			1,379.18	0.69		
04/30/25	(VIS125) Vision Insurance	(100074/001) NCSMIG - JPA VISION				18.00		
04/30/25	(WORKCOMP) Workers' Comp	(999999/010) Maple Creek ESD Payroll - W/C			1,379.18	33.11		
Total Deductions, *Reductions, Contributions				613.82		2,326.22		

Bank	Account #	TRN #	Direct Deposit Amount
COAST CENTRAL CREDIT UNION	Ending with 0876 (Checking)	321172248	765.36

Johnson, Jacklyn D (000005) 5194

Check Msg

Pay Date	Pay Cycle	Check Location	FTE	Retire Plan	Federal	State	ACH # (D)	Net Pay	Status	Calculated
04/30/25	10/#8	D100 - Maple Creek Elementary SD	0 80000		M 0	S 0:0		2,858.87	Open	4/21/2025 2:28 50PM
DUAL: STRSO (Non-Member/Retiree/Non-Contrib[R]) is primary, PERS (Non-Member/Retiree/Non-Contrib[N])										

Selection Grouped by Employee - Sorted by Employee, (Org = 29, CAST (Pay Date AS DATE) = '4/30/2025', Amounts = S, Net Pay Opt = N, Accounts? = Y, Pg Brk? = N)

ERP for California

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Pay14a

Payroll Audit by Employee

Pay Date 04/30/2025

Johnson, Jacklyn D (000005) 5194

Check Msg

Pay Date	Pay Cycle	Check Location	FTE	Retire Plan	Federal	State	ACH # (D)	Net Pay	Status	Calculated	
04/30/25	10/#8	D100 - Maple Creek Elementary SD	0 80000		M 0	S 0:0		2,858.87	Open	4/21/2025	2 28.50PM
DUAL: STRSO (Non-Member/Retiree/Non-Contrib[R]) is primary, PERS (Non-Member/Retiree/Non-Contrib[N])											
Effective	Source	Earnings Description	Adjustment	Pay Rate	Units	Earnings	Retire Plan	Assn/Work	CC	Ret Earn	Pay Rate PC
07/01/24	Assign	(Pos#3-5(0)) SPECIAL PROJECTS TEA		6,240 00		3,744.00	STRSO(2)	61	0	3,744 00	6,240.00 3
		15 00 % (001626) 01-1400-0-1110-1000-1105-000-0000									
		15 00 % (000084) 01-0000-0-1110-1000-1105-000-0000									
		70 00 % (001559) 01-0001-0-1110-1000-1105-000-0000									
07/01/24	Assign	(Pos#9-4(0)) SPED SUPPORT		6,240 00		1,248 00	STRSO(2)	61	0	1 248 00	6,240.00 3
		100.00 % (000734) 01-6500-0-5760-1120-1104-000-0000									
04/15/25	Adjust	(DOCKAMT) Leave Dock (SL)		48 98	14 27-	698.70-	STRSO(2)	61	0	698 70-	6,240 00 3
		15.00 % (001626) 01-1400-0-1110-1000-1105-000-0000									
		15.00 % (000084) 01-0000-0-1110-1000-1105-000-0000									
		70 00 % (001559) 01-0001-0-1110-1000-1105-000-0000									
04/15/25	Adjust	(DOCKAMT) Leave Dock (SL)		48.98	4 76-	232 90-	STRSO(2)	61	0	232.90-	6,240.00 3
		100 00 % (000734) 01-6500-0-5760-1120-1104-000-0000									
04/30/25	Adjust	(XTRA HR) Additional Earnings		48 98	7 00	342 86	STRSO(2)	61	0	342 86	48.98 4
		100 00 % (000086) 01-0000-0-1110-1000-1150-000-0000									
Total					12.02-	4,403.26					

Effective	Deduction/Contribution	Vendor	Subject Gross	Deduction	Subject Gross	Contribution	CC	Retire Plan
04/30/25	(FIT) Federal Withholding	(999999/002) Maple Creek ESD Payroll - FIT	4,403.26	640 33				
04/30/25	(MEDICARE) Medicare	(999999/005) Maple Creek ESD Payroll -	4,403.26	63.85	4,403.26	63.85		
04/30/25	(SIT) State Withholding	(999999/003) Maple Creek ESD Payroll - SIT	4,403.26	268.44				
04/30/25	(SMRARR) Summer Savings	(999999/012) Maple Creek ESD Payroll - DNF	3,430.64	571.77				
04/30/25	(SUI) SUI	(999999/009) Maple Creek ESD Payroll - SUI			4,403.26	2 20		
04/30/25	(WORKCOMP) Workers' Comp	(999999/010) Maple Creek ESD Payroll - W/C			4,403.26	105.70		
Total Deductions, *Reductions , Contributions				1,544.39		171.75		

Bank	Account #	TRN #	Direct Deposit Amount
COAST CENTRAL CREDIT UNION	Ending with 4571 (Checking)	321172248	2,858.87

Muizelaar, Gijis (000013) 8630

Check Msg

Pay Date	Pay Cycle	Check Location	FTE	Retire Plan	Federal	State	ACH # (D)	Net Pay	Status	Calculated
04/30/25	10/#8	D100 - Maple Creek Elementary SD	0 70000		M 0	S 0:0		5,774 26	Open	4/21/2025 2 28 50PM
DUAL: STRSO (Member[E]) is primary, PERS (Non-Member/Retiree/Non-Contrib[N]) is secondary										

Selection Grouped by Employee - Sorted by Employee, (Org = 29, CAST (Pay Date AS DATE) = '4/30/2025', Amounts = S, Net Pay Opt = N, Accounts? = Y, Pg Brk? = N)

ERP for California

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Pay14a

Payroll Audit by Employee

Pay Date 04/30/2025

Muizelaar, Gijs (000013) 8630

Check Msg

Pay Date	Pay Cycle	Check Location	FTE	Retire Plan	Federal	State	ACH # (D)	Net Pay	Status	Calculated
04/30/25	10/#8	D100 - Maple Creek Elementary SD	0 70000		M 0	S 0:0		5,774.26	Open	4/21/2025 2:28:50PM
DUAL STRSO (Member[E]) is primary, PERS (Non-Member/Retiree/Non-Contrib[N]) is secondary										

Effective	Source	Earnings Description	Adjustment	Pay Rate	Units	Earnings	Retire Plan	Assn/Work	CC	Ret Earn	Pay Rate	PC
08/01/24	Assign	(Pos#13-1(0)) TEACHER		5,056.80		1,011.36	STRSO(1)	57	1	1,011.36	50,568.00	0
		50.00 % (001832) 01-7435-0-1110-1000-1100-000-0000										
		50.00 % (000545) 01-5820-0-1110-1000-1100-000-0000										
08/01/24	Assign	(Pos#14-1(0)) BUS DRIVER/CUSTODIA		2,964.00		1,482.00	STRSO(1)	57	1	1,482.00	29,952.00	0
		50.00 % (000167) 01-0000-0-1193-8100-2213-000-0000										
		25.00 % (000283) 01-0210-0-1194-3600-2203-000-0000										
		25.00 % (001859) 01-2600-0-1194-3600-2203-000-0000										
04/30/25	Addon	(VAC MO) Vacation Pay		78.00	0.74	57.56	STRSO(1)					
		50.00 % (000167) 01-0000-0-1193-8100-2213-000-0000										
		25.00 % (000283) 01-0210-0-1194-3600-2203-000-0000										
		25.00 % (001859) 01-2600-0-1194-3600-2203-000-0000										
04/30/25	Adjust	(XTRA HR) Sub Rate		39.69	93.10	3,695.14	STRSO(1)	55	1	3,695.14	41,674.50	0
		100.00 % (000086) 01-0000-0-1110-1000-1150-000-0000										
04/30/25	Adjust	(XTRA HR) Sub Rate		9.75	64.00	624.00	STRSO(1)	55	1	624.00	10,237.50	0
		50.00 % (000167) 01-0000-0-1193-8100-2213-000-0000										
		25.00 % (000283) 01-0210-0-1194-3600-2203-000-0000										
		25.00 % (001859) 01-2600-0-1194-3600-2203-000-0000										
Total					157.84	6,870.06						

Effective	Deduction/Contribution	Vendor	Subject Gross	Deduction	Subject Gross	Contribution	CC	Retire Plan
04/30/25	(FIT) Federal Withholding	(999999/002) Maple Creek ESD Payroll - FIT	6,171.78	82.91				
04/30/25	(MEDICARE) Medicare	(999999/005) Maple Creek ESD Payroll -	6,870.06	99.62	6,870.06	99.62		
04/30/25	(SIT) State Withholding	(999999/003) Maple Creek ESD Payroll - SIT	6,171.78	214.99				
04/30/25	(STRS) STRS / 60	(999999/008) Maple Creek ESD Payroll - STR	6,812.50	698.28 *	6,812.50	1,301.18		
04/30/25	(SUI) SUI	(999999/009) Maple Creek ESD Payroll - SUI			6,870.06	3.44		
04/30/25	(WORKCOMP) Workers' Comp	(999999/010) Maple Creek ESD Payroll - W/C			6,870.06	164.91		
Total Deductions, *Reductions, Contributions				1,095.80		1,569.15		

Bank	Account #	TRN #	Direct Deposit Amount
LOS ANGELES POLICE CREDIT UNION	Ending with 4984 (Checking)	322078493	5,774.26

Selection Grouped by Employee - Sorted by Employee, (Org = 29, CAST (Pay Date AS DATE) = '4/30/2025', Amounts = S, Net Pay Opt = N, Accounts? = Y, Pg Brk? = N)

ERP for California

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Pay14a

Payroll Audit by Employee

Pay Date 04/30/2025

Muizelaar, Zoe T (000012) 7022

Check Msg

Pay Date	Pay Cycle	Check Location	FTE	Retire Plan	Federal	State	ACH # (D)	Net Pay	Status	Calculated
04/30/25	15/#9	D100 - Maple Creek Elementary SD	1.00000		M 0	M 0 0		2,942.59	Open	4/21/2025 2 28 55PM
SINGLE: PERSN (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
07/01/24	Assign	(Pos#12-2(0)) Paraprofessional		2,854.80		2,854.80	PERSN(1)	400	11	2,854.80	19 50	4
		18.80 % (000127) 01-0000-0-1110-2700-2406-000-0000										
		18.80 % (001787) 01-5820-0-1110-1000-2100-000-0000										
		37.40 % (001785) 01-2600-0-8500-5000-2105-000-0000										
		12.50 % (000283) 01-0210-0-1194-3600-2203-000-0000										
		12.50 % (001859) 01-2600-0-1194-3600-2203-000-0000										
04/30/25	Addon	(COURIER) Courier		25.00		25.00	PERSN(1)					
		100.00 % (000167) 01-0000-0-1193-8100-2213-000-0000										
04/30/25	Adjust	(OT 1.5) Overtime		29.25	11.00	321.75	PERSN(1)					
		100.00 % (001331) 01-0210-0-1194-3600-2230-000-0000										
04/30/25	Adjust	(OT 1.5) Overtime		29.25	8.00	234.00	PERSN(1)					
		100.00 % (001795) 01-5820-0-1110-1000-2150-000-0000										
04/30/25	Addon	(VAC MO) Vacation Pay		156.00	0.74	115.13	PERSN(1)	400	11	115.13	19 50	4
		18.80 % (000127) 01-0000-0-1110-2700-2406-000-0000										
		18.80 % (001787) 01-5820-0-1110-1000-2100-000-0000										
		37.40 % (001785) 01-2600-0-8500-5000-2105-000-0000										
		12.50 % (000283) 01-0210-0-1194-3600-2203-000-0000										
		12.50 % (001859) 01-2600-0-1194-3600-2203-000-0000										
Total					19.74	3,550.68						

Effective	Deduction/Contribution	Vendor	Subject Gross	Deduction	Subject Gross	Contribution	CC	Retire Plan
04/30/25	(DEN125) Dental Insurance	(100072/001) NCSMIG - JPA DENTAL				109.20		
04/30/25	(FIT) Federal Withholding	(999999/002) Maple Creek ESD Payroll - FIT	3,313.09	58.58				
04/30/25	(MED125) Medical Insurance	(100073/001) NCSMIG - JPA MEDICAL				1,644.00		
04/30/25	(MEDICARE) Medicare	(999999/005) Maple Creek ESD Payroll -	3,550.68	51.48	3,550.68	51.48		
04/30/25	(OASDI) Social Security	(999999/004) Maple Creek ESD Payroll -OAS	3,550.68	220.14	3,550.68	220.14		
04/30/25	(PERSN) PERS / 62	(999999/007) Maple Creek ESD Payroll - PER	2,969.93	237.59 *	2,969.93	803.37		
04/30/25	(SIT) State Withholding	(999999/003) Maple Creek ESD Payroll - SIT	3,313.09	40.30				
04/30/25	(SUI) SUI	(999999/009) Maple Creek ESD Payroll - SUI			3,550.68	1.78		
04/30/25	(VIS125) Vision Insurance	(100074/001) NCSMIG - JPA VISION				21.60		
04/30/25	(WORKCOMP) Workers' Comp	(999999/010) Maple Creek ESD Payroll - W/C			3,550.68	85.23		
Total Deductions, *Reductions, Contributions				608.09		2,936.80		

Bank Account # TRN # Direct Deposit Amount
 LOS ANGELES POLICE CREDIT UNION Ending with 4986 (Checking) 322078493 2,942.59

Selection Grouped by Employee - Sorted by Employee, (Org = 29, CAST (Pay Date AS DATE) = '4/30/2025', Amounts = S, Net Pay Opt = N, Accounts? = Y, Pg Brk? = N)

ERP for California

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Pay Date 04/30/2025

Muizelaar, Zoe T (000012) 7022 - continued

Wylie, Beth A (000022) 9942

Check Msg

Pay Date	Pay Cycle	Check Location	FTE	Retire Plan	Federal	State	ACH # (D)	Net Pay	Status	Calculated
04/30/25	12/#10	D100 - Maple Creek Elementary SD	0.50000		M 0	S 0:0		3,450.11	Open	4/21/2025 2:28.53PM
SINGLE: PERSO (Member[E]) is primary, no secondary										

Effective	Source	Earnings Description	Adjustment	Pay Rate	Units	Earnings	Retire Plan	Assn/Work	CC	Ret Earn	Pay Rate	PC
07/01/24	Assign	(Pos#1-6(0)) SUPERINTENDENT		8,333.34		4,166.67	PERSO(1)	174	11	4,166.67	8,333.34	1
		100.00 % (000151) 01-0000-0-1192-7100-1301-000-0000										
04/30/25	Addon	(MILEAGE) Mileage Stipend		166.67		166.67	PERSO(1)					
		100.00 % (001824) 01-0000-0-1110-2700-5211-000-0000										

Total

4,333.34

Effective	Deduction/Contribution	Vendor	Subject Gross	Deduction	Subject Gross	Contribution	CC	Retire Plan
04/30/25	(FIT) Federal Withholding	(999999/002) Maple Creek ESD Payroll - FIT	4,041.67	154.17				
04/30/25	(MEDICARE) Medicare	(999999/005) Maple Creek ESD Payroll -	4,333.34	62.83	4,333.34	62.83		
04/30/25	(OASDI) Social Security	(999999/004) Maple Creek ESD Payroll -OAS	4,333.34	268.67	4,333.34	268.67		
04/30/25	(PERS) PERS	(999999/007) Maple Creek ESD Payroll - PER	4,166.67	291.67 *	4,166.67	1,127.08		
04/30/25	(SIT) State Withholding	(999999/003) Maple Creek ESD Payroll - SIT	4,041.67	105.89				
04/30/25	(SUI) SUI	(999999/009) Maple Creek ESD Payroll - SUI			4,333.34	2.17		
04/30/25	(WORKCOMP) Workers' Comp	(999999/010) Maple Creek ESD Payroll - W/C			4,333.34	104.02		
Total Deductions, *Reductions, Contributions				883.23		1,564.77		

Bank	Account #	TRN #	Direct Deposit Amount
COAST CENTRAL CREDIT UNION	Ending with 5171 (Checking)	321172248	3,450.11

Totals for Org 029 - Maple Creek Elementary School District

Employee Count		5		Gross Pay		20,536.52			
				Deductions and Reductions		4,745.33		Total Net Pay	
				Contributions		8,568.69		15,791.19	
STRS		PERS		OASDI		Medicare		FIT	
839.03		529.26		488.81		297.78		1,235.99	
								SIT	
								629.62	
								Misc Red	
								0.00	
								Misc Ded	
								0.00	
								Summer	
								724.84	

Selection Grouped by Employee - Sorted by Employee, (Org = 29, CAST (Pay Date AS DATE) = '4/30/2025', Amounts = S, Net Pay Opt = N, Accounts? = Y, Pg Brk? = N)

ERP for California

Checks Dated 04/01/2025 through 04/30/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000273445	04/03/2025	P G & E	01-5520	UTILITIES		320.30
3000273798	04/07/2025	EMPLOYMENT DEVELOPMENT DEPT	01-9540	1ST QTR 2025 - SUI		30.50
3000273799	04/07/2025	INFINITY COMMUNICATIONS & COMPLIANCE INC	01-5800	ERATE CONSULTING SERVICES		125.00
3000273800	04/07/2025	Muizelaar, Zoe T	01-4310	DUMP	408.94	
				RUN/ELOP-FOOD/ELOP-SUPPLIES/SCHO OL LUNCHES		
			01-4710	DUMP	294.19	
				RUN/ELOP-FOOD/ELOP-SUPPLIES/SCHO OL LUNCHES		
			01-5560	DUMP	36.00	739.13
				RUN/ELOP-FOOD/ELOP-SUPPLIES/SCHO OL LUNCHES		
3000273801	04/07/2025	NORTH COAST SIG C/O KEENAN & ASSOC SETECH DEPT	01-9542	INSTALLMENT 4 - WC		1,211.25
3000273802	04/07/2025	VALLEY PACIFIC PETROLEUM	01-4364	FUEL		735.33
3000274746	04/17/2025	AT&T	01-5909	UTILITIES		91.90
3000274747	04/17/2025	BETH K. LANZI	01-5800	SPEECH THERAPY		747.50
3000274748	04/17/2025	HARVEY M. HARPER COMPANY	01-4361	LABOR/PARTS	741.09	
			01-5800	LABOR/PARTS	1,208.05	1,949.14
3000274749	04/17/2025	Johnson, Jacklyn D	01-4310	ELOP - FOOD/FIELDTRIP	367.06	
			01-5801	ELOP - FOOD/FIELDTRIP	87.27	454.33
3000274750	04/17/2025	MENDES SUPPLY	01-4374	CUSTODIAL SUPPLIES		419.92
3000274751	04/17/2025	Muizelaar, Zoe T	01-4310	ELOP-FOOD/SUPPLIES/DUMPRUN	524.33	
			01-5560	ELOP-FOOD/SUPPLIES/DUMPRUN	12.00	536.33
3000274752	04/17/2025	PIERSON BLDG CENTER	01-4310	ELOP SUPPLIES	245.32	
				MATERIAL/SUPPLIES	99.95	
			01-4381	MAINTENANCE SUPPLIES	526.44	871.71
3000274753	04/17/2025	BETH K. LANZI	01-5800	SPEECH THERAPY		460.00
3000275398	04/24/2025	BDJTECH	01-4310	ELOP - CHROMEBOOKS		3,543.75
3000275399	04/24/2025	Wylie, Beth A	01-4310	ELOP - SUPPLIES		354.50
3000275400	04/24/2025	P G & E	01-5520	UTILITIES		189.80
3000275401	04/24/2025	Revolving Cash Fund	01-5800	ELOP-BLUE SLIDE CAMP		200.00
Total Number of Checks					18	12,980.39

Fund Summary

Fund	Description	Check Count	Expensed Amount
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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 04/01/2025 through 04/30/2025

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

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	18	12,980.39
	Total Number of Checks	18	12,980.39
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		12,980.39

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
May 8, 2025
BOARD OF TRUSTEES MEETING

5.0 Information Items for Discussion

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

5.1 Superintendent's Report

A brief presentation about the current status at Maple Creek Elementary from the Superintendent.

5.2 Staff Report

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

MAPLE CREEK ELEMENTARY SCHOOL

May 8, 2025

BOARD OF TRUSTEES MEETING

6.0 DISCUSSION / ACTION ITEMS

6.1 Interdistrict Transfer Agreement Approval for the 25-26 school year (Action)

DEPARTMENT/PROGRAM: Instruction

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

Each year districts must formally approve the interdistrict transfer agreement that enables some of our students to attend Maple Creek from other districts. We do not have any students who transfer out of the district.

6.2 Resolution 2425-03 Resolution and Decision Not to Reemploy Certificated Employees for the 2025-2026 School Year (Action)

DEPARTMENT/PROGRAM: Budget & Finance, Personnel

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED: The board approved a resolution in March to reduce the certificated teaching force in an effort to address deficit spending. School boards are required to finalize this decision prior to May 15. No circumstances have changed and the recommendation continues to reduce the classified teaching position that is held by Becka Duerr at 1.0 FTE.

Recommended Motion: To adopt the resolution 2425-03

6.3 Approval of MOU for Business Services for the 2025-2026 school year (Action)

DEPARTMENT/PROGRAM: Budget & Finance

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED: The board allowed the superintendent to pursue alternative arrangements for business services that will build the capacity of the current employees to be responsible for accounts payable, receivable and payroll. This MOU outlines an agreement to allow us to be coached to acquire those skills while under the supervision of a retired CBO who is contracted through the Humboldt County Office of Education.

Recommended Motion: To approve the MOU for Business Services

6.4. Superintendent Contract for the 2025-2026 school year (Discussion/Action)

DEPARTMENT/PROGRAM: Personnel

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED: The contract of the superintendent will expire at the end of this fiscal year and must be renewed for the 2025-2026 school year. The only change that is requested is to increase the FTE from .5 to .7 using the Equity Multiplier funds that are allocated in LCAP for school improvement in the area of attendance and creating a MTSS team.

Recommended Motion: To discuss terms and conditions and consider approval now or at the June board meeting.

Date Request Received
by DOR

Parent/Guardian: Complete applicable steps on page 1 and 2 and then submit it to your **District of Residence (DOR)**. If it is approved, it will be forwarded to the **District of Proposed Enrollment (DPE)**. **Only new requests submitted between December 1st and February 3rd are assured of approval by the DOR, subject to reasonable enrollment activities.** (See the DOR district office for exceptions and for information on reasonable enrollment activities). If both districts approve, and you agree to any additional terms and conditions required by the district(s), you may enroll your student in the DPE.

Foster Youth ☐ Yes ☐ No ☐ Unknown	Homeless/McKinney-Vento Youth ☐ Yes ☐ No ☐ Unknown
If Yes or Unknown to either of the above please contact the district of residence Foster/Homeless liaison or the Humboldt County Office of Education Foster & Homeless Youth Education Services office at 707-445-7187 before proceeding with application.	

COMPLETE ALL SECTIONS	STEP 1: Student Information (PLEASE PRINT)		☐ New Application ☐ Sibling(s) at school? Sibling Grade(s): _____ Sibling Name(s): _____	☐ Renewal ☐ No change in address ☐ Address change
	Have you applied for a transfer to any other district for this same school year? ☐ Yes ☐ No If so, list all:			Student Grade in 2025-2026:
	Student Name (Last, First)			Birth Date
	Current or Last School of Attendance			
	Student Address			City, Zip Code
	Parent / Guardian Name			
Primary Phone		Other Phone	Email address	

NEW APPLICATIONS ONLY	STEP 2: Reason for Request: ☐ Childcare ☐ Parent Employment ☐ Other (Explain below)
	Please explain the reason for your request. Include as much information as possible to help districts make an informed decision. Use additional pages as needed. If reason is parent employment or childcare, provide name, address, and phone number of childcare or work.
	What special services has the student received? (Check all that apply) ☐ Gifted (GATE) ☐ Section 504 ☐ Special Education ☐ English Language Learner ☐ None
	If the student is receiving Special Education services, what is their current placement (Please attach IEP) ☐ Special Day (SDC) ☐ Resource (RSP) ☐ Speech Services ☐ Pending Assessment
	Is the student currently pending disciplinary action or under an expulsion order? ☐ Yes ☐ No

I have read the terms and conditions and understand the regulations and policies governing interdistrict attendance permits and hereby submit my application. I also understand that approval or denial of this application and revocation of the Permit is subject to the terms of this Permit and the policies and/or regulations of the individual districts. I understand that this information may be verified and that inaccurate or false information may subject my request to denial or revocation. I certify under penalty of perjury that the information provided above is true and correct to the best of my knowledge and belief. I also understand and agree to the above terms.

Parent/Guardian Signature _____ Date _____

Student Name _____

PART B: Terms and Conditions:

The following terms and conditions apply to this Permit if it is approved by both districts:

1. Students will be required to re-apply for interdistrict attendance for any subsequent school year.
2. As permitted by law, the Permit may be revoked by either district pursuant to its policies and regulations and any applicable terms and conditions in Part C and/or D. Grounds for revocation of the Permit include, but may not be limited to, the failure of a pupil to attain satisfactory academic progress, follow established rules of conduct, or maintain regular attendance, as determined by the district of proposed enrollment.
3. Neither district will be responsible for pupil transportation unless required by law.
4. The District of Proposed Enrollment (DPE) will be responsible for special education services and related costs.
5. Approval of this Permit does not guarantee athletic eligibility.

PART C: Action of District of Residence (to be completed by DOR):

Decision: ☐ Approved ☐ Denied for the school year 2025-2026

Comments:

DOR Authorizing Signature: _____
Title: _____
District: _____

Date of action by DOR

PART D: Action of District of Proposed Enrollment (to be completed by DPE):

Decision: ☐ Approved ☐ Denied ☐ Denied, but on waitlist for the school year 2025-2026

Comments:

DPE Authorizing Signature: _____
Title: _____
District: _____

Date of action by DPE

If one or both districts deny the permit you may contact the Humboldt County Office of Education at 707-445-7031 if you wish information on the appeal process or go online at <https://www.hcoe.org/inter-district/>. **(An interdistrict attendance appeal request must be filed with the Humboldt County Board of Education within thirty (30) calendar days of notification that the request was denied.)**

The parent/guardian and each district shall be provided with and retain a copy of this form.

Maple Creek



Elementary School District

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

**BEFORE THE GOVERNING BOARD OF THE
MAPLE CREEK ELEMENTARY SCHOOL DISTRICT
HUMBOLDT COUNTY, CALIFORNIA**

Resolution and Decision Not to Reemploy
Certificated Employees

RESOLUTION NO. 2425-03

WHEREAS, the Governing Board of the Maple Creek Elementary School (“District”) adopted a Resolution in the Matter of the Reduction or Discontinuance of Certain Particular Kinds of Services (“Resolution”) on or before March 15, 2025, authorizing and directing the Superintendent or Superintendent’s designee to initiate and pursue procedures necessary not to reemploy the equivalent of 1.0 (one) full-time certificated employees of the District pursuant to Education Code sections 44949 and 44955 because of a reduction and/or discontinuance of particular kinds of services; and

WHEREAS, the Superintendent, or Superintendent’s designee, duly and properly served a Notice of Reduction or Discontinuance of Particular Kinds of Services (“Notice”) on the certificated employees listed on Attachment “A” on or before March 15, 2025, indicating that the Governing Board did not intend to reemploy them to the extent indicated in the Resolution and Notice for the 2025-2026 school year; and

WHEREAS, the certificated employees listed on Attachment “A” were informed of their right to request a hearing and that failure to do so in writing by the date specified in the Notice would constitute a waiver of the right to a hearing; and

WHEREAS, the certificated employees listed in Attachment “B” either did not submit a timely request for hearing, or submitted a timely request and then rescinded the request

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that considering the certificated staff requirements of the District for the 2025-2026 school year, as well as the seniority and qualifications of each of the certificated employees of the District, the services of the certificated employees listed on Attachment “C” will not be required for the ensuing school year to the extent indicated in the Resolution and Notice to the employees listed in Attachment “C.”

BE IT FURTHER RESOLVED that the Superintendent, or Superintendent’s designee, is authorized and directed to give Final Notice to the certificated employees listed on Attachment “C” that their services will not be required by this District for the 2025-2026 school year. Said

Maple Creek



Elementary School District

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

notice shall be given by serving upon said persons a true copy of this Resolution and Decision
Not to Reemploy Certificated Employees.

BE IT FURTHER RESOLVED that this decision is effective immediately. Duly and regularly
adopted this 8th day of May, 2025, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

President, Board of Trustees

I, _____, Clerk of the Governing Board of the Maple Creek School, do
hereby certify that the foregoing Resolution was regularly introduced, passed and adopted by the
Governing Board at its meeting held on May 8, 2025.

Clerk, Governing Board

Maple Creek



Elementary School District

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

Attachment A

Certificated employee list:
Becka Duerr

Attachment B

Certificated employee list:
Becka Duerr

Attachment C

Certificated employee list:
Becka Duerr

Humboldt County Office of Education

COOPERATIVE AGREEMENT FOR CONTRACTED SUPPORT SERVICES

1. Agreement Overview With District concurrence, the Humboldt County Office of Education (HCOE) will enter into an agreement to provide school business support services to the Maple Creek School District (District).

2. Services Provided HCOE shall provide the contracted services of a qualified individual to perform the specified business services as described in Attachment A. This individual will be housed at the county office site but will be available to travel to the District as needed. HCOE shall provide Workers' Compensation coverage as required by law. The parties acknowledge that the person employed by HCOE to provide these services is an employee of HCOE and does not have an employment relationship with the District. The overall supervision, direction, and evaluation of this person will be provided by the HCOE Business Services administration with input from the District administration.

3. Payment Terms The District agrees to reimburse HCOE for actual hours worked, as identified in a monthly timecard. The District will have the opportunity to review and approve the timecards each month. Services will be billed to the District at \$80.00 per hour. Payments shall be made on a monthly basis by inter-district transfer prepared by HCOE.

4. Agreement Term The term of this agreement shall be from July 1, 2025, through June 30, 2026, and will be provided on a year-to-year basis. During the contract period, this agreement may be terminated at any time with 60-day mutual agreement by both parties.

5. Indemnification HCOE and the District shall indemnify, hold harmless, and defend each other and their Boards of Trustees, officers, agents, and employees from and against all claims, damages, losses, and expenses, including reasonable costs and attorneys' fees, arising out of or resulting from the performance of this agreement, excepting only such injury or harm as may be caused solely and exclusively by the fault or negligence of HCOE or the District.

6. Conflict of Interest The District shall waive any and all possible conflicts of interest by HCOE that may occur because of the requirements on HCOE to carry out its fiscal monitoring and other fiduciary responsibilities.

7. Notice Notice pursuant to this agreement shall be by first-class United States mail, postage prepaid, addressed as follows:

HCOE: *Michael Davies Hughes, Superintendent Humboldt County Office of Education 901 Myrtle Avenue, Eureka, CA 95501*

DISTRICT: *Beth Wylie, Superintendent Maple Creek School District 15933 Maple Creek Rte., Korb, CA 95550*

8. Entire Agreement This agreement contains all of the terms agreed by HCOE and the District on this matter. Any oral representations or other agreements by the parties are of no force or effect.

9. Signatures

Date: _____ By: _____

Michael Davies Hughes, Superintendent

Date: _____ By: _____

Beth Wylie, Superintendent

ATTACHMENT A: BUDGET SUPPORT

HCOE agrees to provide the following school business support services:

- Prepare and review budget interim and adoption reports.
- Respond to District administration and staff as requested in a timely manner.
- Provide financial data and support in the LCAP process.
- Assist with data requests related to budget and finance.
- Assist with implementing financial systems and procedures.

The District agrees to:

- Communicate with HCOE staff in a timely manner regarding fiscal aspects of the district.
- Respond to data requests by HCOE staff.
- Process all other fiscal aspects of the district (payroll, accounts payable/receivables, etc).
- Pay monthly charges for the services through inter-district transfers.

HCOE: Initials: _____ Date: _____

DISTRICT: Initials: _____ Date: _____

EMPLOYMENT CONTRACT
Superintendent/Principal

EMPLOYMENT AGREEMENT

Superintendent/Principal Contract

THIS AGREEMENT is made this _____ by and between the Governing Board of the **Maple Creek School District** (“District” or “Board”) and **Beth Wylie** (“Superintendent/Principal”), hereinafter “Superintendent/Principal.”

1. **Term.** District hereby employs Superintendent/Principal for a period of **one (1) year, beginning July 1, 2025 and terminating on June 30, 2026**, subject to the terms and conditions set forth below. [unless terminated earlier or extended as provide by the terms of this Agreement or as required by law]

2. **Salary.**

- a. **Base Salary.** The Superintendent/Principal’s annual salary for the **2024-2025** school was subject to verification of prior experience and academic credit. **The employee will be placed at .7 FTE at \$100,000 (\$70,000) for the 2025-2026 school year payable in twelve (12) equal monthly payments for 210 days of service. (.7 FTE is 147 days of service).**

- b. **Annual Salary Adjustment.** To maintain equity with other certificated staff who are on a salary schedule, there shall be a Step increase beginning each July 1. Any and all other adjustments to the Superintendent/Principal’s base salary shall be contingent upon an annual evaluation which indicates overall satisfactory

performance. The determination of an overall rating of satisfactory is within the sole and absolute discretion of the Board of Education. In addition to the aforementioned annual salary adjustments that may be made to the Superintendent/Principal's base salary contingent on a satisfactory evaluation, the Superintendent/Principal's base salary shall also be increased by any generally applied compensation increase provided to all certificated employees of the District, such as, for example, any cost of living adjustment ("COLA"), or any one-time payment or other increase, on or off the salary schedule, in a percentage amount equal to the greatest amount of any such increase, which for this purpose shall be computed as a percentage increase to the existing salary schedule for the certificated employees of the District.

- c. Effective Date. Salary increases shall be effective on any date ordered by the Board in accordance with Education Code section 35032. The Board reserves the right to change the Superintendent's salary for any year or any portion of a year of this contract with the mutual written consent of the Superintendent/Principal and the Board. A change in salary shall not constitute the creation of a new contract nor extend the termination date of this Agreement.

3. Fringe Benefits.

- a. Health Insurance Benefits. The Superintendent/Principal shall be entitled to District-paid health, dental, vision coverage in the same manner and subject to the same limitations as other certificated employees as those benefits may change from time-to-time. The district will pay the cost of Health Insurance Benefits.

Fifty percent of the total District-paid health, dental, vision coverage will be billed to Fuente Nueva Charter School. The total paid shall not exceed the District's Cap of **\$24,672**.

b. Sick Leave. The Superintendent/Principal shall be allocated sick leave at the rate of one day per month, accruing as of the last day of each month. Earned sick leave may be accumulated without limitation; however, under no circumstances shall the District be obligated to compensate the Superintendent/Principal for earned, unused sick leave. Unused sick leave may be credited for retirement purposes as authorized by either the California State Teachers' Retirement System (CalSTRS) or the California Public Employees Retirement System (CalPERS), as may be applicable.

i. *Reporting Requirements.* The Superintendent/Principal shall report to the Governing Board in writing on approximately a quarterly basis his or her use of sick leave.

c. Holidays. The Superintendent/Principal shall receive all holidays granted to other District employees.

d. Expense Reimbursement. The District shall reimburse the Superintendent/Principal for actual and necessary expenses incurred by the Superintendent/Principal within the course and scope of his or her employment, and so long as the cost of the expense is not already provided for under the terms of this Agreement. For reimbursement, the Superintendent/Principal shall complete and submit expense claims in writing in accordance with the District's

policies, rules, and regulations and shall provide the Board with copies of the Superintendent/Principal's monthly expense reports. The District shall determine that the Superintendent/Principal's expense claims are supported by appropriate documentation prior to reimbursement.

e. Tax Deferred Plans. The Superintendent/Principal may participate in any IRS Section 403b or similar tax deferred plan, IRS Section 125 Cafeteria Plan, or other plans that are made available to other certificated District employees. All employee and employer contributions to such plans shall conform to the requirements of state and federal law.

4. Work Year. The Superintendent/Principal shall be required to render **one hundred forty seven (147)** workdays of full and regular service to the District during each annual period covered by this Agreement, exclusive of holidays as defined in Education Code section 37220 and 37221. Days in excess of **147** and holidays are considered non-work days. The Superintendent/Principal shall not be entitled to vacation pay for non-work days. Both parties agree that the Superintendent/Principal is not entitled to overtime pay or compensatory time off.

5. Superintendent/Principal's Duties.

a. General Duties. The Superintendent/Principal is employed as District Superintendent/Principal and shall perform the duties of District Superintendent/Principal as prescribed by the laws of the State of California, Board Policy, and the District's job description for the Superintendent/Principal, if any. The Superintendent/Principal shall have primary responsibility for execution

of Board policy and responsibility for the duties prescribed by Education Code Section 35035, and responsibility for any duties authorized by the Board pursuant to Education Code section 17604. As appropriate, the Superintendent/Principal may use the resources of other staff to carry out these duties. The

Superintendent/Principal shall be the Board's chief executive officer.

b. Personnel Matters. The Superintendent/Principal shall have primary responsibility in making recommendations to the Board regarding all personnel matters, including selection, assignment, evaluation and transfer and dismissal of employees. The Board shall refer all complaints and concerns made to individual members of the Board, or the Board as a body, for review and action by the Superintendent/Principal.

c. Administrative Functions. The Superintendent/Principal as the Board's chief executive officer, shall: (1) review all policies adopted by the Board and make appropriate recommendations to the Board; (2) periodically evaluate or cause to be evaluated all District employees; (3) advise the Board of sources of funds that might be available to implement present or contemplated District programs; (4) assume responsibility for those duties specified in Education Code Section 35250; (5) endeavor to maintain and improve his or her professional competence by all available means, including subscription to and reading of appropriate periodicals and membership in appropriate professional associations; (6) establish and maintain positive community, staff and Board relations; (7) serve as liaison to the Board with respect to all matters of employer-employee relations and make recommendations to the Board concerning those matters; (8) recommend to the

Board District goals and objectives; (9) unless unavoidably detained, attend all regular, special and executive session meetings of the Board; and (10) serve as secretary to the Board.

d. Board-Superintendent/Principal Roles. The Board has primary responsibility for formulating District policies and setting District goals. The Superintendent/Principal has primary responsibility for implementing District policies and goals. The Board and the Superintendent/Principal agree to collaboratively support and assist one another to fulfill these roles and responsibilities.

e. Board-Superintendent/Principal Relations. The parties acknowledge the importance of creating and projecting to students, staff, parents, and the community a positive and professional image of the Board, the Superintendent/Principal and the District. Thus, to avoid damage to the Board's and the Superintendent/Principal's image and credibility, and as not to lessen each other's ability to perform effectively, the parties agree to conduct the business of the District by communicating and interacting in a manner that is professional and respectful. Board concerns, criticisms and dissatisfaction with the Superintendent/Principal's performance shall therefore be addressed through closed session discussions or via the evaluation process. Superintendent/Principal concerns, criticisms and dissatisfaction with the Board shall likewise be addressed with professionalism and respect.

6. Seniority. The Superintendent/Principal shall not be considered a school site

administrator for purposes of Education Code Section 44956.5.

7. **Outside Professional Activities.** By prior approval of the Board, the

Superintendent/Principal may undertake for consideration outside professional activities, including, but not limited to, consulting, speaking and writing, so long as such outside professional activities do not, in the Board's sole judgment, interfere with the Superintendent/Principal's performance of his or her duties. The Superintendent/Principal's outside professional activities shall not occur during work hours. In no event will the Board be responsible for any expense attendant to the performance of such outside activities.

8. **Professional Meetings.** The Superintendent/Principal is expected to attend appropriate professional meetings at local, state and national levels and to periodically report to the Board his appraisal of such meetings. Prior approval of the Board shall be obtained when the Superintendent/Principal attends a function outside of the District. The District will pay the Superintendent/Principal expenses for attendance at the Association of California School Administrator's annual Superintendent's Symposium and other related professional development opportunities approved by the Board.

In an effort to assure the success of the Superintendent/Principal, the District shall pay a maximum of \$3,000 per year for professional coaching services for the Superintendent/Principal.

9. **Professional Dues.** The District agrees to pay the Superintendent/Principal's annual dues for the Association of California School Administrators ("ACSA").

10. **Per Diem Rate.** The Superintendent/Principal shall be required to work **147** days during

each annual period covered by this Agreement. To determine the Superintendent/Principal's daily rate-of-pay, the parties agree that the Superintendent/Principal's annual base salary shall be divided by **12**.

11. Evaluation.

- a. Annual Evaluation. The Board may evaluate and discuss the performance of the Superintendent/Principal at any time during the term of this Agreement, but not less than once annually. If the Board determines that the performance of the Superintendent/Principal is unsatisfactory, the Board shall communicate its evaluation to the Superintendent/Principal. If the Board evaluates the Superintendent/Principal in writing, the written evaluation shall be delivered to the Superintendent/Principal and a copy of the evaluation shall be placed in the Superintendent's personnel file. The Superintendent/Principal shall then have ten (10) days from receipt of the evaluation to respond in writing to the evaluation. The Superintendent's written comments shall be filed with the evaluation in a sealed envelope in the Superintendent/Principal's personnel file and marked "Confidential: To Be Opened by Authorized Personnel Only." The Board shall, if requested by the Superintendent/Principal, meet and discuss the contents of the evaluation with the Superintendent/Principal within a reasonable time after the Superintendent/Principal has heard or received the evaluation. Evaluations of the Superintendent/Principal shall only be discussed in closed session.
- b. Self-Evaluation. To assist the Board in the evaluation process, the Superintendent/Principal shall complete a written self-evaluation. This

self-evaluation shall include a review of any action plans presented to the Superintendent/Principal at previous evaluations, and shall include a report to the Board regarding the “State of the District.”

c. Impact of a Satisfactory Evaluation. At the conclusion of each year’s evaluation, the Superintendent/Principal and the Board shall state, in writing, on the Superintendent/Principal’s evaluation form, whether or not the evaluation is “satisfactory” or “unsatisfactory” so that a clear and affirmative decision is made regarding the Superintendent/Principal’s entitlement to any salary increase as set forth in Section 2.b of this Agreement. If the Board determines that the Superintendent/Principal’s evaluation is “unsatisfactory,” the Superintendent/Principal’s base salary shall remain unchanged. If the Superintendent/Principal’s evaluation is satisfactory, the Board shall report the result in open session. In addition, any salary increase must be approved by the Board in open session at a regular meeting so that the public remains informed about the Superintendent/Principal’s current base salary and contract term. If the Superintendent/Principal’s evaluation is satisfactory, this Agreement shall be extended for one additional year and approved at the next regularly scheduled Board meeting.

d. Failure to Evaluate Non-Limiting. The evaluation procedures and requirements set forth in this Agreement shall be the exclusive means by which the Superintendent/Principal is evaluated and are intended to supersede any other provisions concerning evaluation that might exist in applicable law or by virtue of

any District policy, regulation, rule, handbook or other agreements. Any failure on the part of the Board to meet the requirements or deadlines set forth in this paragraph shall not release the Superintendent/Principal from fully and faithfully performing the services required to be performed under this Agreement or any applicable statute or regulation, nor shall it constitute a breach by the District of its obligations under this Agreement.

12. Termination of Contract.

- a. Mutual Consent. This Agreement may be terminated at any time by mutual consent of the Board and the Superintendent/Principal upon thirty (30) days prior written notice.
- b. Resignation. The Superintendent/Principal may resign and terminate this Agreement only by providing the Board with at least forty-five (45) days advance written notice, unless the parties agree otherwise.
- c. Nonrenewal of Agreement by the District. The Governing Board may elect not to renew this Agreement for any reason by providing the Superintendent/Principal with forty-five (45) days written notice prior to the expiration of this Agreement, in accordance with Education Code Section 35031. The Superintendent/Principal shall inform each member of the Board of this notice requirement on or before March 1 of the year in question. It is expressly understood and agreed that the provisions and notice requirements of Education Code section 44951 do not apply.
- d. Termination of Status as a Certificated Employee. The Superintendent's status as a permanent or probationary certificated employee of the District may be

terminated in accordance with the applicable provisions of law.

- e. Termination of Superintendent/Principal for Cause. The Superintendent's status as Superintendent/Principal and all of the Superintendent's rights under this Agreement may be terminated by the Board at any time for, but not limited to, breach of contract; any ground enumerated in the Education Code; or the Superintendent's failure to perform his or her responsibilities as set forth in this Agreement, as defined by law, or as specified in the Superintendent's job description, if any. The Board shall not terminate this Agreement pursuant to this paragraph (e) until a written statement of the grounds of termination has first been served upon the Superintendent. The Superintendent/Principal shall then be entitled to a conference with the Board at which time the Superintendent/Principal shall be given a reasonable opportunity to address the Board's concerns. The Superintendent/Principal shall have the right to have a representative of his or her choice at the conference with the Board. The conference with the Board shall be the Superintendent's exclusive right to any hearing otherwise required by law. The Superintendent/Principal shall have a reasonable opportunity to respond to all matters raised in the charges and to submit any written documents the Superintendent/Principal believes are relevant to the charges. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. If the Board, after considering all evidence presented, decides to terminate this Agreement, it shall provide the Superintendent/Principal with a written decision. The decision of the Board shall be final. The Superintendent/Principal's conference before the Board shall be

deemed to satisfy the Superintendent/Principal's entitlement to due process of law and shall be the Superintendent/Principal's exclusive right to any conference or hearing otherwise required by law. The Superintendent/Principal waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts the Superintendent/Principal's administrative remedies and then authorizes the Superintendent/Principal to contest the Board's determination in a court of competent jurisdiction.

f. Early Termination.

- i. *Reassignment.* The Board unilaterally and without cause may terminate this Agreement and the Superintendent's status as Superintendent/Principal and reassign the Superintendent/Principal to any available position which the Superintendent/Principal is credentialed to perform by providing the Superintendent/Principal a minimum of forty-five (45) days notice of termination and reassignment. In consideration of the Board's right to terminate this Agreement without cause, the District shall pay to the Superintendent/Principal his or her then current salary for the remainder of the term of this Agreement or for a period of twelve (12) calendar months following the effective date of termination or reassignment, whichever is less.
- ii. *Cash Settlement.* If the Superintendent/Principal elects not to accept the position to which the Superintendent/Principal has been reassigned, the

Superintendent/Principal may resign and elect to receive the difference between the Superintendent's then current monthly salary and the monthly salary rate for the position to which the Superintendent/Principal has been reassigned for the remainder of the term of this Agreement or for a period of twelve (12) calendar months following the effective date of termination and reassignment, whichever is less.

iii. *Fiscal Mismanagement.* However, if the District terminates this Agreement and believes, and subsequently confirms pursuant to an independent audit, the Superintendent/Principal has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the District shall not provide any cash or noncash settlement to the Superintendent. If the Superintendent/Principal elects to contest the Board's determination in this regard, the Superintendent/Principal may request a hearing before an administrative law judge who shall determine the amount of the cash settlement in accordance with the requirements of Government Code section 53260, subdivision (b).

iv. *Conviction.* If the Superintendent/Principal is convicted of a crime involving the abuse of the office of the Superintendent/Principal or the Superintendent's position as defined in Government Code Section 53243.4, and this Agreement is terminated and a cash settlement is paid to Superintendent/Principal, the Superintendent/Principal shall reimburse the entirety of any and all such cash settlement. If at any time the Superintendent/Principal is placed on paid administrative leave pending an

investigation into their conduct, and the Superintendent/Principal is later convicted of a crime involving the abuse of the Superintendent/Principal's office or position as defined in Government Code 53243.4, the Superintendent/Principal shall immediately repay any and all funds and salary paid during the pendency of the paid administrative leave.

13. **Automobile Expenses.** The Superintendent/Principal is required to have a vehicle available at all times to exercise the powers and to perform the duties of the position. In order to reimburse the Superintendent/Principal for this vehicle requirement, the Superintendent/Principal shall be entitled to reimbursement for reasonable transportation expenses incurred for travel within and outside the District in accordance with the terms of this Agreement and Board policy. In addition to expenses outlined above, the Superintendent/Principal shall be afforded a fuel stipend of \$2,000 per year to offset the expense of transportation to and from Maple Creek School.
14. **Physical Examination.** As a precondition to employment with the District, the Superintendent/Principal shall be required to satisfactorily pass a physical examination conducted at District expense by a physician appointed by the Board. The Superintendent/Principal shall also be required to take a physical examination at least once every other year. The report of the physical examination shall be given directly to the Superintendent/Principal; however, the examining physician shall advise the Board in writing of the Superintendent/Principal's continued physical fitness to perform the duties of Superintendent/Principal. The costs of the physical examination shall be paid by the District unless such costs are covered by an applicable health insurance plan.
15. **Tax/Retirement Liability.** Notwithstanding any other provision of this Agreement, the

District shall not be liable for any retirement or state/federal tax consequences to the Superintendent/Principal, or to any designated beneficiary, heirs, administrators, executors, successors or assigns of the Superintendent/Principal. The Superintendent/Principal shall assume sole responsibility and liability for all state or federal tax consequences of this Agreement and all related payroll and retirement consequences, including, but not limited to, all tax and retirement consequences stemming from any payments made to the Superintendent/Principal as a result of the termination without cause provision of this Agreement, retirement payments, expense reimbursements, and payments for insurance. The Superintendent/Principal agrees to defend, indemnify, and hold the District harmless from all such tax, retirement and similar consequences.

16. **Notification by Superintendent/Principal Prior to Seeking Other Employment.** The Superintendent/Principal shall immediately notify the Board in writing if the Superintendent/Principal becomes a final candidate for another position with any other employer.

17. **General Provisions.**

a. **Governing Law and Venue.** This Agreement, and the rights and obligation of the parties, shall be governed by and construed in accordance with the laws of the State of California. The parties also agree that, in the event of litigation, venue shall be the proper state or federal court located in Humboldt County, California.

b. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or

conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.

- c. No Assignment. The Superintendent/Principal may not assign or transfer any rights granted or obligations assumed under this Agreement.
- d. Modification. This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both of the parties.
- e. Independent Review. The Superintendent/Principal has had the opportunity to obtain, and has obtained, independent legal or other professional advice with regard to this Agreement, and the consequences thereof, including tax and retirement consequences. The Superintendent/Principal acknowledges that the terms of this Agreement have been read and fully explained to him/her by his/her representative(s) and that those terms are fully understood and voluntarily accepted.
- f. Construction. Because both parties have had an opportunity to review this Agreement, to consult with counsel before executing it, and to propose changes to its language, this Agreement shall not be construed more strongly in favor of or against either party.
- g. Execution of Other Documents. The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.
- h. Binding Effect. This Agreement shall be for the benefit of and shall be binding

upon all parties and their respective successors, heirs, and assigns. i. Severability. If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall continue in full force and effect.

j. Execution. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.

k. Government Code Sections 53243-53243.4. To the extent applicable to school districts, this Agreement is subject to the provisions of Government Code sections 53243-53243.4 which requires reimbursement under the circumstances stated therein.

l. Board Approval. This Agreement shall not take effect until its approval by District's Board as required by law.

President - Board of Trustees of the
Maple Creek School District
Humboldt County, California

ACCEPTANCE OF OFFER

I accept the above offer of employment and the terms and conditions thereof and will report for duty as directed above

I have not entered into a contract of employment with the Governing Board of another school district or any other employer that will in any way conflict with the terms of this employment agreement.

I hold legal and valid administrative and teaching credentials, each of which is or will be recorded in the Office of the Superintendent of Schools of Humboldt County before receipt of my first payroll warrant and I agree to maintain valid and appropriate credentials to act as Superintendent/Principal throughout the life of this Agreement. I further certify that I meet the qualifications of Education Code Section 35028 and that I have read the entire offer of employment.

Dated: _____
Signature

ACCEPTANCE OF OFFER

I accept the above offer of employment and the terms and conditions thereof and will report for duty as directed above.

I understand that the District is relying upon information provided by me during the application process in extending this offer of employment. By signing below, I represent that I have not provided the District with any false information or made any material misrepresentation during the job application process. I agree that false, incomplete, or misleading statements or omissions made during the job application process constitute dishonesty and breach of this Agreement and are grounds for termination of this Agreement for cause.

I have not entered into a contract of employment with the governing board of another school district or any other employer that will in any way conflict with the terms or this Employment Agreement.

Dated: _____
Superintendent/Principal