

Maple Creek Elementary School District Board of Trustees

May 10th, 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 April 12th, 2024 Regular Board Meeting
- 4.2 Review Warrants - April 2024
- 4.3 Review Payroll - April 2024

5.0 **ACTION ITEMS**

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

- 5.1 Approve Interdistrict Transfer Agreement for 2025-26
- 5.2 Set Date for Special Meeting in June 2024
- 5.3 Approve Northern Humboldt Union High School District Business Services Contract for 2024-2025

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 Declaration of Need for Fully Qualified Educators for 2024-25
- 6.2 Discussion on LCAP, Budget and Educational Programs
- 6.3 Discussion on Filling the Superintendent Vacancy
- 6.4 Discussion on ELOP Super Saturday Program
- 6.5 Superintendent's Report
- 6.6 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
May 10, 2024
BOARD OF TRUSTEES MEETING

4.0 CONSENT AGENDA

4.1 Attachment - Minutes from April 12th, 2024 Regular Board Meeting

4.2 Attachment - April 2024 Warrants

4.3 Attachment - April 2024 Payroll

Unofficial until approved.

Maple Creek Elementary School District Board of Trustees

April 12th, 2024 9:30 AM
15933 Maple Creek Road - Korbel, CA 95550
Link to Live Stream:
<https://humboldtcoe.zoom.us/j/94137423979>

Regular 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 9:33 AM with a quorum present.

PRESENT: Rama Zarcufsky and Jill Giordano
ABSENT: Laura Borusas
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 Giordano/Zarcufsky to approve the consent agenda items..
Ayes 2, noes 0 , absent 1 , abstain 0. Motion carried.

Action was taken on the following consent items:

- 4.1 Approve Minutes of the March 8th, 2024 Regular Board Meeting
- 4.2 Review Warrants - March 2024
- 4.3 Review Payroll - March 2024

5.0 ACTION ITEMS

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

5.1 Approve/Disapprove the 2024-2025 Calendar and Bell Schedule

It was moved/seconded by Zarcufsky/Giordano to approve the 2024-2025 Calendar and Bell Schedule. Ayes 2, noes 0 , absent 1, abstain 0. Motion carried.

5.2 Approve/Disapprove the 2024-2025 Certificated Salary Schedule

It was moved/seconded by Zarcufsky/Giordano to approve the 2024-2025 Certificated Salary Schedule. Ayes 2, noes 0 , absent 1, abstain 0. Motion carried.

5.3 Approve/Disapprove the 2024-2025 Classified Salary Schedule

It was moved/seconded by Zarcufsky/Giordano to approve the 2024-2025 Classified Salary Schedule. Ayes 2, noes 0 , absent 1, abstain 0. Motion carried.

5.4 Approve/Disapprove the 2024-2025 Superintendent Salary Schedule

It was moved/seconded by Zarcufsky/Giordano to approve the 2024-2025 Superintendent Salary Schedule. Ayes 2, noes 0, absent 1, abstain 0. Motion carried.

5.5 Approve/Disapprove Acceptance of the Audit Report year ending June 30, 2023

It was moved/seconded by Zarcufsky/Giordano to approve the Audit Report year ending June 30, 2023. Ayes 2, noes 0, absent 1, 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 Superintendent Search - Ariel Aaron, Director of Human Resources, Humboldt County Office of Education

Aaron shared sample interview questions and an overview of what services the Humboldt County Office of Education HR department provides. A discussion ensued regarding who will be on the hiring panel, timeline to review applications and interviews.

6.2 Discussion on LCAP, Budget and Educational Programs

Smart asked the board what is going well and their input on major goals they would like to see for Maple Creek Elementary.

6.3 Discussion on the ELOP summer program

Smart updated the board on the Expanded Learning Opportunity Program (ELOP) summer program plans and the need for 2 staff members. He explained that students from other school districts can participate and the entire program is paid by ELOP.

It was moved/seconded by Zarcufsky/Giordano to approve the ELOP summer program as presented. Ayes 2, noes 0, absent 1, abstain 0. Motion carried.

6.4 Superintendent's Report

Smart shared that the students made art that was displayed at the Morris Graves Museum and then will be given as Mother's Day gifts. The artwork was available for the board to look at. Smart reported that the spring break trip had been postponed but other trips were being planned.

6.5 Staff Report

7.0 BOARD MEMBER ANNOUNCEMENTS/COMMENTS/REPORTS

Board Trustee Jill Giordano reported that she will be moving out of the Maple Creek School District and will be resigning at an upcoming meeting.

8.0 ADJOURNMENT

President Zarcufsky adjourned the meeting at 10:15 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.

Checks Dated 04/01/2024 through 04/30/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000236399	04/04/2024	EMPLOYMENT DEVELOPMENT DEPT	01-9540	1ST QTR PAYROLL TAXES		18.00
3000236400	04/04/2024	P G & E	01-5520	UTILITIES		326.49
3000237489	04/15/2024	AT&T	01-5909	UTILITIES		85.22
3000237490	04/15/2024	INFINITY COMMUNICATIONS	01-5800	ERATE CONSULTING		125.00
3000237491	04/15/2024	Muizelaar, Zoe T	01-4310	SCHOOL LUNCHES/ELOP/FUEL	98.62	
			01-4364	SCHOOL LUNCHES/ELOP/FUEL	153.28	
			01-4710	SCHOOL LUNCHES/ELOP/FUEL	961.80	1,213.70
3000237492	04/15/2024	SEQUOIA GAS COMPANY	01-5510	PROPANE		878.03
3000237493	04/15/2024	UBEO BUSINESS SERVICES	01-5637	CONTRACT		135.53
3000237791	04/18/2024	VALLEY PACIFIC PETROLEUM	01-4364	FUEL	2,079.28	
			01-5886	FINANCE CHARGE	20.27	2,099.55
Total Number of Checks					8	4,881.52

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	8	4,881.52
	Total Number of Checks	8	4,881.52
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		4,881.52

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.

Pay01a

Payroll Summary by Org

Pay Date 04/30/2024

EARNINGS by Earnings Code	Income	Adjustments	TAXES	Employee	Employer	Total	Subject Grosses
Regular	14,559.80		Federal Withholding	857.97		857.97	13,798.55
			State Withholding	441.58		441.58	13,798.55
			Social Security	260.48	260.48	520.96	4,201.28
			Medicare	211.12	211.12	422.24	14,559.80
			SUI		7.28	7.28	14,559.80
			Workers' Comp		382.57	382.57	14,559.80
TOTAL	14,559.80		SUBTOTAL	1,771.15	861.45	2,632.60	

EARNINGS by Group	Income	Adjustments
Base Pay	9,907.80	
Extra Duty	2,812.62	
Overtime	1,282.60	
Stipends	25.00	
Substitutes	620.00	
Vacation Pay	112.18	
TOTAL	14,559.80	

REDUCTIONS	Employee	Employer	Total	Subject Grosses
PERS / 62	231.50	772.08	1,003.58	2,893.78
STRS / 60	398.71	739.24	1,135.95	3,870.36
STRS / 62	133.04	249.00	382.04	1,303.64
Health & Welfare		1,438.00	1,438.00	
SUBTOTAL	761.25	3,198.30	3,959.55	

EARNINGS	Person Type	Female Employees
Certificated	4	2
Classified	1	1
TOTAL	5	3

DEDUCTIONS	Employee	Employer	Total	Subject Grosses
Summer Savings	676.78		676.78	4,060.58
SUBTOTAL	676.78	.00	676.78	
TOTALS	3,209.18	4,059.75	7,268.91	

Vendor Summary for Pay Date 04/30/2024

Vendor Checks
Vendor Liabilities

Cancel/Reissue for Process Date 04/30/2024

Reissued
Cancel Checks
Void ACH

BALANCING DATA			
		11,350.64	Net Pay
Gross Earnings	14,559.80	3,209.18	Deductions
District Liability	4,059.75	4,059.75	Contributions
	18,619.55	18,619.55	

NET		
Direct Deposits	10,198.94	3
Checks	1,151.70	2
Partial Net ACH		
Negative Net		
Check Holds		
Zero Net		
TOTAL	11,350.64	5

Pay14a

Payroll Audit by Employee

Pay Date 04/30/2024										
Duerr, Becka B (000018) 5997						Check Msg				
Pay Date	Pay Cycle	Check Location	FTE	Retire Plan	Federal	State	Check # (C)	Net Pay	Status	Calculated
04/30/24	EOMS/#10	D100 - Maple Creek Elementary SD	0.00000		M 0	S 0 0		606.42	Open	4/23/2024 3:15:33PM
SINGLE: STRSN (Member/PT) is primary, no secondary										

Effective	Source	Earnings Description	Adjustment	Pay Rate	Units	Earnings	Retire Plan	Assn/Work	CC	Ret Earn	Pay Rate	PC
04/30/24	Adjust	(OT 1.5) Overtime		33.21	2.00	66.42	STRSN(1)	54	1	66.42	28,210.00	1
100.00 % (000085) 01-0000-0-1110-1000-1140-000-0000												
04/30/24	Adjust	(SUB TCH) Sub Teacher		155.00	4.00	620.00	STRSN(1)	54	1	620.00	28,210.00	1
100.00 % (000085) 01-0000-0-1110-1000-1140-000-0000												
Total						6.00	686.42					

Effective	Deduction/Contribution	Vendor	Subject Gross	Deduction	Subject Gross	Contribution	CC	Retire Plan
04/30/24	(MEDICARE) Medicare	(999999/005) Maple Creek ESD Payroll	686.42	9.95	686.42	9.95		
04/30/24	(STRSN) STRS / 62	(999999/008) Maple Creek ESD Payroll - STR	686.42	70.05	686.42	131.11		
04/30/24	(SUI) SUI	(999999/009) Maple Creek ESD Payroll - SUI			686.42	0.34		
04/30/24	(WORKCOMP) Workers' Comp	(999999/010) Maple Creek ESD Payroll - W/C			686.42	18.04		
Total Deductions, *Reductions, Contributions				80.00		159.44		

Fromherz, Patrick K (000020) 6806										
						Check Msg				
Pay Date	Pay Cycle	Check Location	FTE	Retire Plan	Federal	State	Check # (C)	Net Pay	Status	Calculated
04/30/24	15/#9	D100 - Maple Creek Elementary SD	0.00000		S 0	S 0 0		564.84	Open	4/23/2024 2:55:08PM
SINGLE: STRSN (Member/PT) is primary, no secondary										

Effective	Source	Earnings Description	Adjustment	Pay Rate	Units	Earnings	Retire Plan	Assn/Work	CC	Ret Earn	Pay Rate	PC
04/30/24	Adjust	(XTRA HR) Additional Earnings		47.36	13.50	639.36	STRSN(1)	55	1	639.36	49,728.00	0
100.00 % (000619) 01-6500-0-5760-1180-1104-000-0000												
Total						13.50	639.36					

Effective	Deduction/Contribution	Vendor	Subject Gross	Deduction	Subject Gross	Contribution	CC	Retire Plan
04/30/24	(MEDICARE) Medicare	(999999/005) Maple Creek ESD Payroll	639.36	9.27	639.36	9.27		
04/30/24	(STRSN) STRS / 62	(999999/008) Maple Creek ESD Payroll - STR	639.36	65.25	639.36	122.12		
04/30/24	(SUI) SUI	(999999/009) Maple Creek ESD Payroll - SUI			639.36	0.32		
04/30/24	(WORKCOMP) Workers' Comp	(999999/010) Maple Creek ESD Payroll - W/C			639.36	16.80		
Total Deductions, *Reductions, Contributions				74.52		148.51		

Pay14a

Payroll Audit by Employee

Pay Date 04/30/2024										
Johnson, Jacklyn D (000005) 5194										
Check Msg										
Pay Date	Pay Cycle	Check Location	FTE	Retire Plan	Federal	State	ACH # (D)	Net Pay	Status	Calculated
04/30/24	10/#8	D100 - Maple Creek Elementary SD	0.80000		M 0	S 0.0		3,383.82	Open	4/23/2024 3:01:28PM
DUAL: STRSO (Non-Member or Retiree[R]) 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
07/01/23	Assign	(Pos#3-4(0)) SPECIAL PROJECTS TEA		5,798.00		3,478.80	STRSO(2)	61	0	3,478.80	5,798.00	3
		35.00 % (001559) 01-0001-0-1110-1000-1105-000-0000										
		65.00 % (001794) 01-5820-0-1110-1000-1105-000-0000										
07/01/23	Assign	(Pos#9-3(0)) SPED SUPPORT		5,798.00		1,159.60	STRSO(2)	61	0	1,159.60	5,798.00	3
		100.00 % (000734) 01-6500-0-5780-1120-1104-000-0000										
04/30/24	Adjust	(XTRA HR) Additional Earnings		45.51	7.00	318.57	STRSO(2)	61	0	318.57	45.51	4
		100.00 % (000086) 01-0000-0-1110-1000-1150-000-0000										
04/30/24	Adjust	(XTRA HR) Additional Earnings		45.51	4.00	182.04	STRSO(2)	61	0	182.04	45.51	4
		100.00 % (001724) 01-2600-0-8500-5000-1150-000-0000										
04/30/24	Adjust	(XTRA HR) Additional Earnings		45.51	1.00	45.51	PERS(2)					
		100.00 % (000283) 01-0210-0-1194-3600-2203-000-0000										
Total						12.00		5,184.52				

Effective	Deduction/Contribution	Vendor	Subject Gross	Deduction	Subject Gross	Contribution	CC	Retire Plan
04/30/24	(FIT) Federal Withholding	(999999/002) Maple Creek ESD Payroll - FIT	5,184.52	728.45				
04/30/24	(MEDICARE) Medicare	(999999/005) Maple Creek ESD Payroll -	5,184.52	75.18	5,184.52	75.18		
04/30/24	(SIT) State Withholding	(999999/003) Maple Creek ESD Payroll - SIT	5,184.52	322.31				
04/30/24	(SMRARR) Summer Savings	(999999/012) Maple Creek ESD Payroll - DNF	4,060.58	678.78				
04/30/24	(SUI) SUI	(999999/009) Maple Creek ESD Payroll - SUI			5,184.52	2.59		
04/30/24	(WORKCOMP) Workers' Comp	(999999/010) Maple Creek ESD Payroll - W/C			5,184.52	138.23		
Total Deductions, *Reductions, Contributions				1,800.70		214.00		

Bank: COAST CENTRAL CREDIT UNION
 Account #: [Redacted] - TRN # [Redacted] - Direct Deposit Amount: 3,383.82
 Ending with 4571 (Checking) 321172248

Mulzalaar, Gija (000013) 8630										
Check Msg										
Pay Date	Pay Cycle	Check Location	FTE	Retire Plan	Federal	State	ACH # (D)	Net Pay	Status	Calculated
04/30/24	10/#8	D100 - Maple Creek Elementary SD	0.50000		M 0	S 0.0		3,609.94	Open	4/23/2024 3:02:23PM
DUAL: STRSO (Member[O]) 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
07/01/23	Assign	(Pos#2-4(0)) TEACHER		4,975.20		2,487.60	STRSO(1)	57	1	2,487.60	4,975.20	0
		100.00 % (001680) 01-6331-0-1110-1000-1100-000-0000										

Pay14a

Payroll Audit by Employee

Pay Date 04/30/2024

Mutzelaar, G|js (000013) 8630 - continued

Effective	Source	Earnings Description	Adjustment	Pay Rate	Units	Earnings	Retire Plan	Assn/Work	CC	Ret Earn	Pay Rate	PC
04/30/24	Adjust	(OT 1.5) Overtime		57.62	14 00	806 68	STRSO(1)					
		100 00 % (000283) 01-0210-0-1194-3600-2203-000-0000										
04/30/24	Adjust	(XTRA HR) Sub Teacher		38.41	20.00	768.20	STRSO(1)	55	1	768.20	40,330 50 0	
		100.00 % (000085) 01-0000-0-1110-1000-1140-000-0000										
04/30/24	Adjust	(XTRA HR) Additional Earnings		38 41	2 00	76 82	STRSO(1)	55	1	76.82	40,330 50 0	
		100.00 % (000283) 01-0210-0-1194-3600-2203-000-0000										
Total					36.00	4,139.30						

Effective	Deduction/Contribution	Vendor	Subject Gross	Deduction	Subject Gross	Contribution	CC	Retire Plan
04/30/24	(MEDICARE) Medicare	(999999/005) Maple Creek ESD Payroll	-	60 02	4,139.30	60.02		
04/30/24	(OASDI) Social Security	(999999/004) Maple Creek ESD Payroll -OAS	806 68	50 01	806.68	50.01		
04/30/24	(SIT) State Withholding	(999999/003) Maple Creek ESD Payroll - SIT	3,797 71	77.74				
04/30/24	(STRS) STRS / 60	(999999/008) Maple Creek ESD Payroll - STR	3,332 62	341 59	3,332.62	636.53		
04/30/24	(SUI) SUI	(999999/009) Maple Creek ESD Payroll - SUI			4,139.30	2.07		
04/30/24	(WORKCOMP) Workers' Comp	(999999/010) Maple Creek ESD Payroll - W/C			4,139.30	108.76		
Total Deductions, *Reductions, Contributions				529.36		857.39		

Bank Account # TRN # Direct Deposit Amount
 LOS ANGELES POLICE CREDIT UNION Ending with 4984 (Checking) 322078493 3,609 94

Mutzelaar, Zoe T (000012) 7022

Check Msg

Pay Date	Pay Cycle	Check Location	FTE	Retire Plan	Federal	State	ACH # (D)	Net Pay	Status	Calculated
04/30/24	15/#9	D100 - Maple Creek Elementary SD	1 00000		M 0	M 0:0		3,461 08	Open	4/23/2024 3:03:49PM

SINGLE; PERSN (Member(Q)) is primary, no secondary

Effective	Source	Earnings Description	Adjustment	Pay Rate	Units	Earnings	Retire Plan	Assn/Work	CC	Ret Earn	Pay Rate	PC
12/01/23	Assign	(Pos#12-1(0)) Paraprofessional		2,781 60		2,781.60	PERSN(1)	400	11	2,781 60	19.00 4	
		18.80 % (000127) 01-0000-0-1110-2700-2406-000-0000										
		37.50 % (000283) 01-0210-0-1194-3600-2203-000-0000										
		6 10 % (001440) 01-9036-0-8100-5900-2902-000-0000										
		18 80 % (001785) 01-2600-0-8500-5000-2105-000-0000										
		18 80 % (001787) 01-5820-0-1110-1000-2100-000-0000										
04/30/24	Addon	(COURIER) Courier		25 00		25.00	PERSN(1)					
		100 00 % (000167) 01-0000-0-1193-8100-2213-000-0000										
04/30/24	Adjust	(OT 1.5) Overtime		28 50	45 00	1,282.50	PERSN(1)					
		100.00 % (001487) 01-2600-0-8500-5000-2130-000-0000										
04/30/24	Addon	(VAC MO) Vacation Pay		152 00	0 74	112 18	PERSN(1)	400	11	112 18	19 00 4	
		18.80 % (000127) 01-0000-0-1110-2700-2406-000-0000										

Selection Grouped by Employee - Sorted by Employee, (Org = 29, CAST (Pay Date AS DATE) = '4/30/2024', Amounts = S, Net Pay Opt = N, Accounts? = Y, Pg Brk? = N)

ERP for California

Pay14a

Payroll Audit by Employee

Pay Date 04/30/2024
 Mulzeaar, Zoe T (00012) 7022 - continued

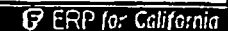
Effective	Source	Earnings Description	Adjustment	Pay Rate	Units	Earnings	Retire Plan	Assn/Work	CC	Ret Eam	Pay Rate	PC
		37.50 % (000283) 01-0210-0-1194-3600-2203-000-0000										
		6.10 % (001440) 01-9036-0-8100-5900-2902-000-0000										
		18.80 % (001785) 01-2600-0-8500-5000-2105-000-0000										
		18.80 % (001787) 01-5820-0-1110-1000-2100-000-0000										
Total					45.74	4,201.28						

Effective	Deduction/Contribution	Vendor	Subject Gross	Deduction	Subject Gross	Contribution	CC	Retire Plan
04/30/24	(DEN125) Dental Insurance	(100072/001) NCSMIG - JPA DENTAL				91.00		
04/30/24	(FIT) Federal Withholding	(999999/002) Maple Creek ESD Payroll - FIT	3,969.78	131.52				
04/30/24	(MED125) Medical Insurance	(100073/001) NCSMIG - JPA MEDICAL				1,330.00		
04/30/24	(MEDICARE) Medicare	(999999/005) Maple Creek ESD Payroll	4,201.28	60.92	4,201.28	60.92		
04/30/24	(OASDI) Social Security	(999999/004) Maple Creek ESD Payroll - OAS	4,201.28	260.48	4,201.28	260.48		
04/30/24	(PERSN) PERS / 62	(999999/007) Maple Creek ESD Payroll - PER	2,893.78	231.50	2,893.78	772.08		
04/30/24	(SIT) State Withholding	(999999/003) Maple Creek ESD Payroll - SIT	3,969.78	55.78				
04/30/24	(SUI) SUI	(999999/009) Maple Creek ESD Payroll - SUI			4,201.28	2.10		
04/30/24	(VIS125) Vision Insurance	(100074/001) NCSMIG - JPA VISION				17.00		
04/30/24	(WORKCOMP) Workers' Comp	(999999/010) Maple Creek ESD Payroll - W/C			4,201.28	110.39		
Total Deductions, *Reductions, Contributions				740.20		2,643.95		

Bank: LOS ANGELES POLICE CREDIT UNION
 Account #: Ending with 4986 (Checking)
 TRN #: 322078493
 Direct Deposit Amount: 3,461.08

Totals for Org 029 - Maple Creek Elementary School District									
Employee Count		Gross Pay		Deductions and Reductions		Total Net Pay		Contributions	
5		14,850.88		3,224.78		11,626.10		4,023.29	
STRS	PERS	OASDI	Medicare	FIT	SIT	Misc Red	Misc Ded	Summer	
476.89	231.50	310.49	215.34	857.97	455.83	0.00	0.00	676.76	

Selection Grouped by Employee - Sorted by Employee, (Org = 29, CAST (Pay Date AS DATE) = '4/30/2024', Amounts = S, Net Pay Opt = N, Accounts? = Y, Pg Brk? = N)



SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM #: 5.1

DATE: May 10, 2024

SUBJECT:

Annual Interdistrict Transfer Agreement.

DEPARTMENT/PROGRAM:

Board of Education

ACTION REQUESTED:

The Board is being asked to approve the Maple Creek Elementary School district Interdistrict Transfer Agreement for 2025-2026.

PREVIOUS STAFF/BOARD ACTION:

This is an annual item.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

In order to streamline and create efficiencies for families wishing to attend districts outside of their district of residence, Humboldt Counties districts have the option of signing on to a county wide Inter-district Transfer Agreement. This agreement set parameters and conditions by which families may attend their preferred district.

FISCAL IMPLICATIONS:

None

CONTACT PERSON(S):

Colby Smart, Interim Superintendent

**INTERDISTRICT ATTENDANCE
AGREEMENT
Effective July 1, 2024**

This Multi-District Interdistrict Attendance Agreement (“Agreement”) is made and entered into by the school districts of Humboldt County listed in Attachment A to this Agreement, and is made pursuant to California Education Code section 46600 *et seq.* The parties agree to the terms of this Agreement through June 30, 2025. This Agreement affects student enrollment upon district board approval of this Agreement and through the 2025-2026 school year.

I. RECITALS:

- A.** California’s Education Code permits two or more school districts to enter into an agreement for a term not to exceed five (5) years to allow pupils to enroll in a school district that is not their district of residence through a process known as “interdistrict transfer.”
- B.** California Education Code requires school districts to respond to a Parent’s request for an interdistrict transfer, if made in the current year, within thirty (30) calendar days of the request; and allows for Parents to appeal any denial of their request.
- C.** California’s Education Code requires school districts to respond to “future year” requests for interdistrict transfers as soon as possible but no later than 14 calendar days after the commencement of instruction in the year for which the interdistrict transfer is sought.
- D.** Humboldt County has a history of allowing pupils to attend school districts that are not the pupil’s district of residence where the capacity exists at the receiving district.
- E.** This Agreement addresses the interdistrict transfer process for parent requests to transfer a pupil during the current year or to transfer a pupil in the future school year. Parents benefit from knowing if the student will attend their preferred district in the future school year. Districts benefit from knowing accurate student enrollment projections by early February for the upcoming school year, to determine if layoff notices are warranted in advance of the legally mandated March 15 deadline to issue layoff notices. Districts need to analyze projected enrollment and school boards must consider taking action on layoffs, usually at their February board meetings.
- F.** This Agreement establishes deadlines for interdistrict transfers. The parties recognize that a countywide information dissemination campaign will be critical to this Agreement’s success.

- G.** Each district will maintain board policies and regulations that address acceptance, rejection, revocations and enrollment priorities; and operate in conformance with those policies and regulations. Examples of enrollment priorities may include, but are not limited to, the following: sibling(s) attend, children of staff member(s), older sibling(s) previously attended the school, and others.

II. TERM OF AGREEMENT:

This Agreement shall take effect for each party on July 1, 2024 or upon its execution of the Agreement, whichever comes later, and shall expire on June 30, 2025. The parties understand that as to each party to the Agreement, the Agreement does not take effect unless that party's governing board approves the Agreement. This Agreement supersedes any past interdistrict agreements among the parties to this Agreement that are in conflict with this Agreement.

III. DEFINITIONS:

Active Military Parent: An "active military duty parent" means a parent with full-time military duty status in the active uniformed service of the United States, including members of the National Guard and the State Guard on active duty orders pursuant to Chapter 1209 (commencing with Section 12301) and Chapter 1211 (commencing with Section 12401) of Part II of Subtitle E of Title 10 of the United States Code.

Capacity: A district's determination of the space and resources it has available for students.

Capacity Determination (for purposes of establishing a waitlist): A capacity determination is made by the District of Proposed Enrollment no later than 15 days after the close of the Priority One enrollment window. Approval of an interdistrict transfer requires that the receiving District of Proposed Enrollment have capacity for the student.

Current year request: A request for interdistrict transfer received beginning 15 calendar days before the commencement of instruction in the school year for which interdistrict transfer is sought and anytime thereafter for that school year.

Denial: For purposes of appealing to the county board of education, a "denial" is a written rejection of a request, but also includes a school district's failure to provide written notification of the school district's decision within the timelines prescribed in this Agreement. A "denial" shall not include any of the following:

1. A request that has been deemed abandoned, meaning the Parent has not met required timelines established by the district.
2. An existing interdistrict transfer permit that has been revoked or rescinded in accordance with the policy of the governing board of the school district.

3. A denial by the District of Proposed Enrollment when no permit has been first issued by the District of Residence

District of Proposed Enrollment or “DPE”: A school district other than the school district in which the Parent of a pupil resides, and in which the Parent of the pupil intends to enroll the pupil through an interdistrict transfer.

District of Residence or “DOR”: A school district in which the Parent of a pupil resides and in which the pupil would otherwise be required to enroll pursuant to the compulsory education requirements.

Enrollment Window: The period of time that interdistrict transfer requests for the upcoming year shall be considered by both the District of Residence and the District of Proposed Enrollment.

Future year request: A request for interdistrict transfer received up until 15 calendar days before the commencement of instruction in the school year for which interdistrict transfer is sought. A request received 15 calendar days before or thereafter is a “current year” request.

Hardship: Extreme difficulty or suffering.

Interdistrict transfer or “IDT”: Interdistrict transfer; the act of a student attending a school district that is not the student’s district of residence.

IDT Permit: The form which authorizes an individual interdistrict transfer, signed by the District of Residence, the District of Proposed Enrollment, and the Parent. The form is attached as Attachment B to this Agreement. Permits are good for one (1) school year. Parents must re- apply for each school year.

IDT Request: The formal process of a Parent seeking written permission from both the District of Residence and the District of Proposed Enrollment for the child to attend a school district outside of his or her District of Residence. A District of Residence makes the initial determination as to whether an interdistrict transfer request shall be granted; the District of Proposed Enrollment then reviews the request and determines whether it will grant the request for the transfer to the District of Proposed Enrollment.

New Sibling Requests: Requests for a student to attend a District of Proposed Enrollment when the student’s sibling(s) will be enrolled at the District of Proposed Enrollment in the same year.

Parent: The natural or adoptive parent or guardian, the person having legal custody, or other educational rights holder.

Reasonable Enrollment Activities: Activities that a District of Residence may require a Parent to participate in to demonstrate the District of Residence’s ability to meet the student

and/or Parent's needs. "Reasonable enrollment activities" include a discussion with the District of Residence's school administration or their designees, attending an orientation meeting, a site visit, and/or review of informational literature.

Renewals: A renewal of a previously granted Interdistrict Transfer Permit. Renewals must be sought annually.

School-level transitions: Transitions from one grade span to another, based upon the District of Residence's transitions, e.g. elementary school to middle school, or middle school to high school.

Victim of an act of bullying: A "victim of an act of bullying" means a pupil that has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Education Code Section 234.1. The bullying must have been committed by any pupil in the school district of residence, and the parent of the pupil must have filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency.

IV. INTERDISTRICT TRANSFER REQUESTS:

Parents are advised that this Agreement establishes deadlines to apply for enrollment in a school district for the upcoming school year.

A. Preferential Enrollment ("Priority One Open Enrollment Window"): Requests for an IDT for the Future School Year Received from December 1 through February 1

1. The DOR will approve an IDT Request submitted by a Parent if it is received at the DOR between December 1st through February 1st by 4:00 p.m. each year if Parents have complied with the process described herein. If February 1st falls on a weekend, the deadline will be the next school day after February 1st. IDT Requests for the future school year may not be submitted prior to December 1st.
2. The DOR will have 10 school days after the close of the enrollment window to approve the request and to forward the IDT Request to the DPE. The DOR may deny a Parent request for an IDT if the Parent does not participate in DOR Reasonable Enrollment Activities, absent good cause such as hardships due to medical conflicts, work schedule, child care, transportation, language barriers, etc. All other IDT Requests received within the Priority One Enrollment Window will be approved by the DOR, unless the Parent withdraws their IDT Request.
3. The DPE will have 15 school days after the close of the Priority One Open Enrollment Window (or 5 school days from receipt of the

approved IDT Permit from the DOR, whichever is later) to approve or deny the IDT Request and to notify both the Parent and DOR of the DPE's decision.

4. Renewals and New Sibling Requests will be approved and will follow the same timelines listed within Priority One, above.
5. A DOR may require a Parent to participate in Reasonable Enrollment Activities prior to granting a renewal when the student transfer involves a School Level Transition (defined above).

B. Priority Two Enrollment Window – Requests for an IDT for the Future School Year Received After February 1 and for Requests Made In the Current School Year

IDT Requests received from a Parent for the current school year, and for the future year received after the February 1 enrollment window, will be processed and approved by a DOR under the following circumstances:

1. Parent did not reside in Humboldt County school districts' boundaries prior to Priority One deadline.
2. Parent moved from one district to another district subsequent to the Priority One deadline.
3. Parent has a reasonable argument and a compelling reason, including hardship, such as medical conflicts, work schedule, child care, transportation, language barriers, for why the Priority One deadline was not met, or why the circumstance did not warrant a request for an IDT at the time of the Priority One deadline.
4. Parent has a reasonable explanation for not being able to participate in DOR Reasonable Enrollment Activity.
5. The DOR may require the Parent to participate in Reasonable Enrollment Activities as outlined in Subsection IV.A.2. (Priority One). If approved by the DOR, IDT Requests will be forwarded to the DPE for approval or denial.

C. Wait Listed Students for the Upcoming Year

If a DOR granted an IDT Request for the future year, that approval is valid until the commencement of the DPE's new school year. This is to allow time for school districts to determine if there is capacity for the student. Each DPE is limited to accepting the equivalent of two students per grade level from its waitlist, or 7% of the school's total enrollment from the waitlist, whichever is greater. The waitlist must be established at the time of the DPE's lottery or capacity determination.

V. STATUTORY PREFERENCES:

Notwithstanding the foregoing, regardless of when the following requests are made, these preferences exist outside of the timeframes set forth above.

A. Victims of Bullying

If a school within the DOR has only one school offering the grade level of the victim of an act of bullying, and therefore there is no option for an intradistrict transfer, the victim of an act of bullying may apply for an interdistrict transfer and the DOR shall not prohibit the transfer if the DPE approves the application for transfer.

B. Children of Active Military Service Men and Women

Notwithstanding any other terms of this agreement, a DOR shall not prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if the DPE approves the application for transfer.

C. Effect of DPE Accepting Such Students

A DPE that elects to accept an interdistrict transfer of a student who is the victim of an act of bullying or a child of active military service men or women shall accept all pupils who apply to transfer under these statutory preference until the DPE is at maximum capacity. A DPE shall ensure that pupils admitted under this preference are selected through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a pupil should be enrolled based on academic or athletic performance, physical condition, proficiency in English, family income, or any of the individual characteristics set forth in Section 220 of the Education Code, including, but not limited to, race or ethnicity, gender, gender identity, gender expression, and immigration status.

VI. APPEALS:

Parents have a right to appeal to the Humboldt County Office of Education ("HCOE") when a school district denies an IDT Request. HCOE shall process these appeals in accordance with California Education Code section 46601, the terms of this Agreement, and HCOE's Board Policies and Regulations. Parents are entitled to notice of their right to appeal to HCOE.

Failure to appeal within the required time is good cause for denial of an appeal.

Students who are under consideration for expulsion, or who have been expelled pursuant to California Education Code sections 48915 and 48918, may not appeal interdistrict attendance denials or rescissions while expulsion proceedings are pending, or during the term of the expulsion.

Appeals must be filed by the Parent within thirty (30) days of a denial of a request. See "definitions" above for the definition of a denial.

Provisional Enrollment in DPE Pending Appeal: The parties agree that no DPE will grant provisional enrollment of a pupil pending an appeal before Humboldt County Office of Education ("HCOE"), except that a DPE may provisionally enroll a student who has been attending a DPE school in the immediate past and who has been historically continuously enrolled. For example, a Parent moves from District A in April to District B, but wants her child to continue attending District A for continuity. A pupil shall be eligible for provisional attendance only upon providing reasonable evidence that a final decision for a request for interdistrict transfer is pending either with the DOR, the DPE, or HCOE. Where provisional enrollment is granted under these limited circumstances, and for a period not to exceed two school months, the governing board of a DPE may provisionally admit to the schools of the school district a pupil who resides in another school district, pending a decision of the governing boards of the two school districts, or by HCOE upon appeal, regarding the interdistrict attendance. The period of provisional attendance begins on the first day of the pupil's attendance in the school. If a decision by the school districts or HCOE has not been rendered by the conclusion of two school months, and the school districts or HCOE are still operating within the prescribed timelines, the pupil shall not be allowed to continue attendance at the DPE. If the pupil is subject to compulsory full-time education pursuant to California Education Code section 48200, he or she shall enroll in the DOR or in another educational program.

Provisional attendance shall not guarantee that a school district or HCOE will approve a request for interdistrict transfer.

VII. REVOCATIONS:

Neither a DOR nor a district that has accepted a student on an interdistrict transfer may revoke an IDT for a student after June 30 following the completion of grade 10, or for pupils in grades 11 or 12. Any other IDT Permit may be revoked pursuant to the policies and regulations of either the district that has accepted a student on an interdistrict transfer or DOR, or as set forth on the IDT Permit itself, as permitted by law. If a school district revokes an IDT Permit, it will promptly provide written notice of the revocation to the other district.

VIII. CHANGES IN LAW:

If any law modifies or conflicts with a provision of this Agreement, the new law shall prevail as

if written into the Agreement. A change in law, or a finding that one portion of this Agreement is not legally compliant, shall not invalidate the other terms of the Agreement.

IX. COMMUNICATIONS AND PUBLIC AWARENESS

In order to maximize awareness of the interdistrict transfer process the Humboldt County Office of Education (HCOE), in partnership with participating districts, will coordinate a public awareness campaign that will include print, radio, and social media advertisements. In addition, school districts, charter schools, early childhood providers, and other relevant public/private agencies will receive copies of media print materials to post on their websites and/or share with families. The public awareness campaign will begin in November of each year and run through the end of the priority one window.

ATTACHMENT A: LIST OF PARTIES

**ATTACHMENT B: IDT REQUEST
FORM**

For Each Party:

_____ **School District**

Signature of Superintendent and Date:

Board approval:

Date: _____

2024-2025 Signed District IDT Agreements

Arcata School District
Blue Lake Union School District
Cutten School District
Eureka City Schools, A Unified District
Fieldbrook Elementary School District
Fortuna Elementary School District
Freshwater School District
Garfield School District
Green Point School District
Jacoby Creek School District
Kneeland School District
Klamath-Trinity Joint Unified School District
Loleta Union School District
Maple Creek Elementary School District
McKinleyville Union School District
Mattole Unified School District
Northern Humboldt Union High School District
Orick School District
Pacific Union School District
Peninsula Union School District
South Bay Union School District
Trinidad Union School District

ANNUAL INTERDISTRICT ATTENDANCE TRANSFER AGREEMENT for SCHOOL DISTRICTS IN HUMBOLDT COUNTY for school year 2025-2026

Date Request Received
by DOR

Part A – To be completed by parent/guardian

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 1st 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.

District of Residence _____ District of Proposed Enrollment _____

Foster Youth <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Homeless/McKinney-Vento Youth <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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)	<input type="checkbox"/> New Application <input type="checkbox"/> Sibling(s) at school? Sibling Grade(s): _____ Sibling Name(s): _____	<input type="checkbox"/> Renewal <input type="checkbox"/> No change in address <input type="checkbox"/> Address change
	Have you applied for a transfer to any other district for this same school year? <input type="checkbox"/> Yes <input type="checkbox"/> 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:	<input type="checkbox"/> Childcare <input type="checkbox"/> Parent Employment <input type="checkbox"/> 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) <input type="checkbox"/> Gifted (GATE) <input type="checkbox"/> Section 504 <input type="checkbox"/> Special Education <input type="checkbox"/> English Language Learner <input type="checkbox"/> None		
	If the student is receiving Special Education services, what is their current placement (Please attach IEP) <input type="checkbox"/> Special Day (SDC) <input type="checkbox"/> Resource (RSP) <input type="checkbox"/> Speech Services <input type="checkbox"/> Pending Assessment		
	Is the student currently pending disciplinary action or under an expulsion order? <input type="checkbox"/> Yes <input type="checkbox"/> 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 _____

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM #: 5.2

DATE: May 10, 2024

SUBJECT:

Set the date for June 2024 Special Board Meeting.

DEPARTMENT/PROGRAM:

Board of Education

ACTION REQUESTED:

The Board is being asked to set the date for a June 2024 Special Board Meeting to discuss the LCAP, Budget and Provisional Appointment of Board Trustee

PREVIOUS STAFF/BOARD ACTION:

None

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

The Local Control Accountability Plan (LCAP) is adopted by the school board in three year cycles. In order to comply with requirements the board must hold a public hearing for the 24-25 budget and the LCAP. In addition, with the anticipated resignation of a board trustee, the district must hold a public hearing prior to approving a provisional appointment. The recommended date of the special board meeting is June 7th.

FISCAL IMPLICATIONS:

None

CONTACT PERSON(S):

Colby Smart, Interim Superintendent

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM #: 5.3

DATE: May 10, 2024

SUBJECT:

Approve the 2024-2025 Business Services contract from Northern Humboldt Union High School District.

DEPARTMENT/PROGRAM:

Board of Education

ACTION REQUESTED:

The Board is being asked to approve the 2024-2025 Business Services contract with Northern Humboldt Union High School District (NHUHSD).

PREVIOUS STAFF/BOARD ACTION:

This is an annual item.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

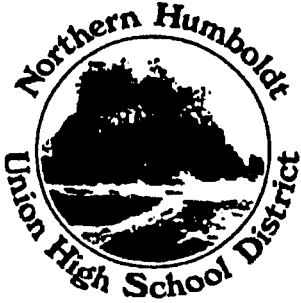
Annual contract for business services provided to Maple Creek by NHUHSD for fiscal services including payroll and reporting.

FISCAL IMPLICATIONS:

None

CONTACT PERSON(S):

Colby Smart, Interim Superintendent



Northern Humboldt Union High School District

2755 McKinleyville Avenue, McKinleyville, CA 95519-3400
TELEPHONE: (707) 839-6470 • FAX: (707) 839-6477
www.nohum.k12.ca.us

ROGER MACDONALD
District Superintendent

CINDY VICKERS
Director of Fiscal Services

GAYLE CONWAY
Director of Student Services

May 26, 2023

Dear Superintendent,

I have attached a renewal contract for business services for the 2024-2025 fiscal year. We know any increase is difficult with lower COLAs and decreased one-time funding. But, we do have to have small increases to cover our increased cost of salary and benefits.

The good news is our District will be in the second year of a two-year negotiated agreement. So, our salary increases are only for step/column movement. The benefit costs have risen, but at a lower rate than expected. The Medical insurance rate increase is 3%. And our PERS rate has risen to 27.05%.

Please review the contract, and if you have any questions give me a call. Once you are satisfied with the contract, take it to your Board for approval at your earliest convenience. When the contract is approved, please return it and we will have our Board approve it at the next available meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Cindy Vickers".

Cindy Vickers
Director of Fiscal Services

Enc

**NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT
MAPLE CREEK SCHOOL DISTRICT**

**FINANCIAL AND PAYROLL SERVICES AGREEMENT
2024-2025 SCHOOL YEAR**

THIS AGREEMENT is made and entered into by and between the **MAPLE CREEK SCHOOL DISTRICT** (“**MAPLE CREEK SD**”), at its Board of Trustees meeting on _____, and the **NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT** (“**NHUHSD**”), at its Board of Trustees meeting on May 8, 2024.

MAPLE CREEK SD and **NHUHSD** hereby agree as follows:

1. **Description of Services:** **NHUHSD** agrees to provide the following services to **MAPLE CREEK SD**:
 - A. Accounts Payable Services
 - B. Accounts Receivable Services
 - C. Budget Monitoring (including journal entries, cash vouchers, interim reports)
 - D. Budget Development
 - E. Business/Financial Technical Assistance
 - F. Payroll Services
 - G. Revolving Cash
 - H. Absence Tracking
 - I. Year-End Closing

2. **Compensation:** As full compensation for all services contemplated by this Agreement, **MAPLE CREEK SD** shall pay **NHUHSD** **\$33,000** per year, subject to the following:
 - A. Upon such notice, **MAPLE CREEK SD** shall, no later than March 1, give **NHUHSD** written notice of whether it desires to continue to receive services for the subsequent school year at the proposed amount or to terminate this Agreement effective June 30 of the current school year.
 - B. Should costs to **NHUHSD** increase by more than five percent (5%) during the duration of this contract, **NHUHSD** reserves the right to re-negotiate the terms.

3. **Term of Agreement:** The term of this Agreement shall be for the 2024-2025 school year, subject to Section 2 above.

4. **Additional Conditions:**
 - A. While providing services under this Agreement, **NHUHSD** is an independent contractor and not an officer, agent, or employee of **MAPLE CREEK SD**. **NHUHSD** shall not perform any services otherwise provided for under this Agreement if specifically, not requested to do so by **MAPLE CREEK SD**, nor interfere with the policy-making functions of **MAPLE CREEK SD** unless expressly requested to do so. The parties also understand that some of the services to be performed under this Agreement may require additional express written authorization from **MAPLE CREEK SD** and will not be performed unless and until such authorization is given.

**NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT
MAPLE CREEK SCHOOL DISTRICT
FINANCIAL AND PAYROLL SERVICES AGREEMENT
2024-2025 SCHOOL YEAR
page 2**

Additional Conditions (continued):

- B. Indemnity. Each party shall hold the other party and its governing board, officers, agents, and employees harmless from, indemnify for, and defend from any liability for damages or claims for damages resulting or alleged to have resulted from personal injury, including death, as well as from liability for claims for property damages, including loss of the use thereof, which may arise or are claimed to arise or be occasioned in anyway, in whole or in part, from services performed pursuant to this Agreement, except where caused by the sole negligence or willful misconduct of the indemnifying party.
- C. Amendment and Waiver. This Agreement may be amended or modified only by a written agreement signed by both parties. No waiver or modification of this Agreement or of any covenant, condition or limitation herein contained shall be valid unless in writing and duly executed by both parties.
- D. Notices. All notices herein required shall be in writing and delivered in person or sent by United States mail, postage prepaid.

Notices to Northern Humboldt Union High School District shall be addressed as follows:

Superintendent
Northern Humboldt Union High School District
2755 McKinleyville Avenue
McKinleyville, CA 95519

Notices to Maple Creek School District shall be addressed as follows:

Superintendent
Maple Creek School District
Address _____
City, State, Zip _____

- E. Inability to Perform. **NHUHSD** shall be excused from performing its obligations hereunder in the event it is prevented from so performing by reason of fire, flood, earthquake, storm, other acts of natural causes, explosion, strike, war, insurrection, riot, acts of any government, and/or other causes similar to the foregoing which are beyond the control of, and not the fault of **NHUHSD**; provided, however, **NHUHSD** shall, within five (5) days after it has notice of such cause or causes, present to **MAPLE CREEK SD** written notice of the facts constituting such cause and claiming excuse of performance under this paragraph.

**NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT
MAPLE CREEK SCHOOL DISTRICT
FINANCIAL AND PAYROLL SERVICES AGREEMENT
2024-2025 SCHOOL YEAR
page 3**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the days and year first written above.

FOR:

FOR:

MAPLE CREEK SCHOOL DISTRICT

NORTHERN HUMBOLDT UNION HSD

President, Board of Trustees

Natalie Giannini, President, Board of Trustees

Date: _____

Date: _____

Colby Smart, Superintendent

Roger Macdonald, Superintendent

Date: _____

Date: _____

**MAPLE CREEK ELEMENTARY SCHOOL
MAY 10, 2024
BOARD OF TRUSTEES MEETING**

6.0 INFORMATION/DISCUSSION/ACTION ITEMS

6.1 Attachment - Declaration of Need for Fully Qualified Teachers (DON)
for 2024-25 - Blank Template for Informational Purposes

6.2 No Attachment - LCAP, Budget and Educational Programs Discussion

6.3 No Attachment - Discussion on Filling the Superintendent Vacancy

6.4 Attachment -Flyer for ELOP Super Saturday Program

No Attachment - Superintendent's Report

6.5 No Attachment - Staff Report



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

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

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: _____

Revised Declaration of Need for year: _____

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

Name of District or Charter: _____ District CDS Code: _____

Name of County: _____ County CDS Code: _____

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on ___/___/___ certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, _____.

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

<i>Name</i>	<i>Signature</i>	<i>Title</i>
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
<i>Mailing Address</i>		
<i>E-Mail Address</i>		

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

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

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

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

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

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

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

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

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

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____
Teacher Librarian Services	_____
Emergency Transitional Kindergarten (ETK)	_____

LIMITED ASSIGNMENT PERMITS

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

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

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

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

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

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

Yes No

If no, explain. _____

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

Yes No

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

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

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

Maple Creek School

ELO-P

SUPER SATURDAYS

**2ND Saturday of the month
8:00am-5:00pm**

**Breakfast , lunch, snacks,
and transportation
provided.**

