

**Jacoby Creek School District**  
**School Board Meeting Agenda Background Information**  
**December 12, 2022**

**Agenda Item 1.**

**CALL TO ORDER/AGENDA**

**Subject:**

1.1 Pledge of Allegiance

1.2 Agenda: Items to be removed from the agenda or changes to the agenda will be made at this time.

**Action Requested:**

1.1 None.

1.2 Approval.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

1.2 A trustee, administrator or a member of the public may request that an item be removed from the agenda or the order of the agenda may be changed at the pleasure of the Board.

Agenda items may be added to the agenda if an “emergency situation” exists or “immediate action” is needed.

**Fiscal Implications:**

None.

**Contact Person/s:** Melanie Nannizzi, Danielle Witten

**Agenda Item 1.**

**CALL TO ORDER/AGENDA**

**Subject:**

1.3.1 Trustee Oath of Office

1.3.2 Annual Organizational Meeting

1.3.3 Adoption of Meeting Calendar

**Action Requested:**

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

1.3.1 Board Members elected for a new term must take the Oath of Office.

[Danielle Witten](#), [Alexis George](#), and [Cheryl Svehla](#)

1.3.2 Each year at its organizational meeting the Board adopts a meeting calendar for the year. A draft meeting calendar is attached.

[DRAFT CALENDAR](#)

1.3.3 Each year at its December organizational meeting the Board elects officers: a President and a Clerk. The Board appoints a Secretary to the Governing Board (typically the Superintendent/Principal) and one board member to serve on the County Committee on School District Organization.

**Fiscal Implications:**

None.

**Contact Person/s:** Melanie Nannizzi

**Jacoby Creek School District  
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**Agenda Item 2.**  
**BUSINESS AND FINANCE**

**Subject:**  
[2.1 Financial Report: First Interim Budget Certification](#)  
[1st Interim Board Presentation](#)

**Action Requested:**  
Approval.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

Jemima West, Chief Business Officer, will present a Financial Report combined with the First Interim Budget Report and answer any questions.

Each year, the Board reviews the budget two times after the initial adoption. These reviews are the First and Second Interim Reports and reflect any changes made to the budget after adoption.

**Fiscal Implications:**  
See attached First Interim Budget Report.

**Contact Person/s:** Melanie Nannizzi, Jemima West

**Jacoby Creek School District  
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**Agenda Item 2.**  
**BUSINESS AND FINANCE**

**Subject:**  
2.2 [2022-2023 Local Control and Accountability Plan \(LCAP\)](#)

**Action Requested:**  
None.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**  
Using survey data and other input, the LCAP attempts to capture and reduce to writing what our school does so well: help students attain high levels of achievement through a whole-child approach to education.

The LCAP has two goals as described in the attached summary of the LCAP.

At each Board meeting, the Board and the public will be notified of the District's progress on the LCAP's goals and are encouraged to provide their input.

**Fiscal Implications:**  
None.

**Contact Person/s:** Melanie Nannizzi

**Jacoby Creek School District  
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**Agenda Item 3.**

**CONSENT AGENDA**

A trustee can have an item removed from the Consent Agenda and given individual consideration for action as a regular agenda item. An administrator or a member of the public may request that an item be removed from the Consent Agenda and given individual consideration for action as a regular agenda item at the pleasure of the Board.

**Subject:**

3.1 Approval of Warrants & Payroll

**Action Requested:**

Approval.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

This is a monthly process.

The warrants and payroll totals are inspected and clarification is given if needed. The Board Warrant Report is attached.

**Fiscal Implications:**

Warrants: [WARRANTS NOV 2022](#)

November: \$8,317.78

Payroll:

Regular: [NOVEMBER 30 2022](#)

Certificated:

November: \$196,376.08

Classified:

November: \$89,739.74

Total: \$286,115.82

Supplemental: [NOVEMBER 10 2022](#)

Certificated:

October: \$45,582.83

Classified:

October: \$17,672.46

Total: \$22,255.29

**Contact Person/s:** Melanie Nannizzi, Jemima West

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**Agenda Item 3.**

**CONSENT AGENDA**

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**Subject:**

3.2 Approval of Minutes: Regular Meeting of November 14, 2022

[Board Minutes November 14, 2022](#)

**Action Requested:**

Approval.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

The minutes prior meetings are inspected, corrected if needed, and approved. This is a routine monthly process for the Board. The minutes are attached.

**Fiscal Implications:**

None.

**Contact Person/s:** Melanie Nannizzi, Karen Roberts

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**Agenda Item 3.**

**CONSENT AGENDA**

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**Subject:**

3.3 Resignations, Hires and Leaves

**Action Requested:**

Approval.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

Resignations:

[Erika Hernandez–Student Supervisor](#)

Hires:

Leaves: None

**Fiscal Implications:**

None.

**Contact Person/s:** Melanie Nannizzi

**Jacoby Creek School District  
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**Agenda Item 4.**

**PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

**Subject:**

4.1 Comments by the Public

**Action Requested:**

None.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

Board members or staff may choose to respond briefly to Public Comments.

**Fiscal Implications:**

None.

**Contact Person/s:** Melanie Nannizzi, Danielle Witten

**Agenda Item 5.**

**COMMUNITY RELATIONS/CORRESPONDENCE**

**Subject:**

No Items.

**Action Requested:**

None.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

None.

**Fiscal Implications:**

None.

**Contact Person/s:** Melanie Nannizzi

**Jacoby Creek School District  
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**Agenda Item 6.**

**RECOGNITIONS/ANNOUNCEMENTS/REPORTS**

**Subject:**

- 6.1 Board Members
- 6.2 Jacoby Creek Teachers Association
- 6.3 California School Employees Association
- 6.4 Superintendent/Principal

**Action Requested:**

None.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

- 6.1 Board members may choose to make a report.
- 6.2 and 6.3 JCTA and CSEA may choose to address the Board.
- 6.4 Each month the Superintendent/Principal will give a report on the state of the District.

**Fiscal Implications:**

None.

**Contact Person/s:** Melanie Nannizzi

**Agenda Item 7.**

**ADMINISTRATION**

**Subject:**

[7.1 Student Enrollment and Attendance Report](#)

**Action Requested:**

None.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

Each month the Board receives this report to keep the Board apprised of enrollment and attendance patterns. As our revenue is generated by our enrollment and actual daily attendance, there are fiscal implications based on these figures.

**Fiscal Implications:**

To be determined.

**Contact Person/s:** Melanie Nannizzi, Kari Momoa



**Jacoby Creek School District  
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**Agenda Item 7.**  
**ADMINISTRATION**

**Subject:**

7.2 2023-2024 Enrollment Information

**Action Requested:**

None.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

The Transitional Kindergarten and Kindergarten information night was held on December 7, 2022 and was well attended. All information regarding enrollment is posted on the website.

[Documents and Forms - Miscellaneous - Jacoby Creek Elementary](#) Scroll Down to the Enrollment Section

**Fiscal Implications:**

None.

**Contact Person/s:** Melanie Nannizzi, Kari Momoa

**Jacoby Creek School District  
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**Agenda Item 7.**  
**ADMINISTRATION**

**Subject:**

7.3 Parent Advisory Committee Update and Bylaws

**Action Requested:**

None.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

The last School Site Council (SSC) meeting will be on December 12, 2022. At this meeting the SSC will be dissolved and the Parent Advisory Committee (PAC) will be started. The group will discuss and establish bylaws and set a consistent meeting time. The bylaws will come to the School Board for approval in January.

Jacoby Creek School is very fortunate that parents representing students with disabilities, students who qualify for free and reduced lunch, and students who are learning English as a second language have volunteered to participate in the PAC.

**Fiscal Implications:**

None.

**Contact Person/s:** Melanie Nannizzi

**Agenda Item 7.**  
**ADMINISTRATION**

**Subject:**

7.4 Biannual COVID-19 Plan Updates

**Action Requested:**

Approval

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

The [COVID-19 Prevention Plan](#), and the [COVID-19 School Guidance](#), the [COVID-19 Prevention Plan](#), and the [COVID-19 School Guidance Checklist](#) require biannual updates and Board approval. The plans have been updated to reflect current practices.

**Fiscal Implications:**

None.

**Contact Person/s:** Melanie Nannizzi

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**Agenda Item 7.**  
**ADMINISTRATION**

**Subject:**

7.5 Public Hearing re: Resolution No. 5 2022-23 and Resolution No. 6, Developer Fees

**Action Requested:**

Information

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

A Financial Hardship Grant (FHG) from the state provides the District with up to 60% of the funding required to complete its building projects. Obtaining a FHG allows the District to complete its building project without using District funds.

In order to be eligible for FHE the District must:

Meet one of the following three criteria:

Have passed a successful Prop 39 bond issue within the past two years

Have a total debt capacity of less than \$5 million

Have long term capital debt more than 60% of total debt capacity

And

Levy Developer Fees.

Up until this point, the District has not levied Developer Fees:

We attempted to begin the process of levying Developer Fees in February of 2019. We were threatened with a lawsuit by the Northern California Association of Homebuilders ("NCHB")

At that point, our School Facilities Consultant (SFC), SchoolWorks, consulted with the OPSC. Our SFC advised us to submit a letter to the OPSC describing our very small Developer Fee capacity at the time our application for FHE was processed.

The OPSC did not accept the District's very small Developer Fee capacity nor the threat of a legal action as a means to meet the requirement to levy Developer Fees.

We assume a court judgment to not levy Developer Fees would meet the requirement to levy Developer Fees.

To become eligible for a FHG:

Increase our Outstanding Debt.

Levy Developer Fees or have a court judgment to not levy Developer Fees, assuming acceptance of a court order by OPSC..

Resolutions 05: 2022-23 and 06: 2022 (links below) addresses the Developer Fees issue.

The District has contracted with a firm to update a Developer Fee Study. This study is linked in the resolution.

The next agenda item puts forth passing these resolutions. After these resolutions have passed, the District will notify the two jurisdictions within its boundaries, the County of Humboldt and the City of Arcata. A mandatory 60 day waiting period is observed and then the District will be permitted to levy Developer Fees.

If the District becomes the object of a lawsuit regarding Developer Fees, the District should defend the lawsuit to show OPSC a good faith effort was made to levy Developer Fees.

[https://docs.google.com/document/d/1ELzXmOakwdAamjseE64mHlwF-vpMcdht\\_I3Yorartz8/edit?usp=sharing](https://docs.google.com/document/d/1ELzXmOakwdAamjseE64mHlwF-vpMcdht_I3Yorartz8/edit?usp=sharing)

<https://docs.google.com/document/d/1gVRL06mOPWmnt0uGr4hPdHco5laG4lsTgFKFI5H8D2A/edit?usp=sharing>

**Fiscal Implications:**

Unknown.

**Contact Person/s:** Melanie Nannizzi, Timothy Parisi

**Jacoby Creek School District  
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**Agenda Item 7.**  
**ADMINISTRATION**

**Subject:**  
7.6 Resolution No. 5 2022-23 and Resolution No. 6, Developer Fees

**Action Requested:**  
Approve.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**  
See previous agenda item.

**Fiscal Implications:**  
Unknown.

**Contact Person/s:** Melanie Nannizzi, Timothy Parisi

**Agenda Item 8.**  
**CURRICULUM AND INSTRUCTION**

**Subject:**  
No Items.

**Action Requested:**  
None.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**  
None.

**Fiscal Implications:**  
None.

**Contact Person/s:** Melanie Nannizzi

**Jacoby Creek School District**  
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**Agenda Item 9.**

**FACILITIES**

**Subject:**

9.1 Update on TK Classroom Project

**Action Requested:**

None.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

The Superintendent/Principal will give a report regarding the TK classroom project.

**Fiscal Implications:**

To be determined.

**Contact Person:** Melanie Nannizzi

**Agenda Item 9.**

**FACILITIES**

**Subject:**

9.2 [California Schools Healthy Air, Plumbing, and Efficiency Program Governing Body Resolution # 4:2022-2023](#)

**Action Requested:**

Approval.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

Enacted by Assembly Bill 841 in September 2020, the California Schools Healthy Air, Plumbing and Efficiency (CalSHAPE) Program consists of two school grant programs - the Ventilation program and the Plumbing program. The Ventilation program provides funding to assess, maintain, and repair ventilation systems in public schools, prioritizing schools in underserved communities. The Plumbing program provides funding to replace aging and inefficient plumbing fixtures and appliances with water-conserving plumbing fixtures and appliances in public schools and state agency buildings, also prioritizing schools in underserved communities.

Jacoby Creek has applied for AB-841 CalSHAPE Assessment Grant - focus on Indoor Air Improvement for Healthy Learning Environments and Defense Against SARA-CoV-2. If the Governing Board accepts the grant, Jacoby Creek will be awarded up to \$62,669.95 to complete HVAC assessments, general maintenance, filter replacement and install Carbon Dioxide (CO<sub>2</sub>) monitors in 22 classrooms.

**Fiscal Implications:**

None

**Contact Person:** Melanie Nannizzi

**Jacoby Creek School District  
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**Agenda Item 10.**

**FUTURE AGENDA PLANNING**

**Subject:**

10.1 Items for consideration for future agendas

**Action Requested:**

None.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

The Board may consider items for future Board meeting agendas. Board members or the public may suggest agenda items.

The Board President and the Superintendent determine if an item is placed on the agenda based upon if it is related to school district business and within the jurisdiction of the Board.

**Fiscal Implications:**

None.

**Contact Person/s:** Melanie Nannizzi, Danielle Witten

**Agenda Item 11.**

**FUTURE BOARD MEETINGS**

**Subject:**

**11. FUTURE BOARD MEETINGS**

11.1 Future Board meetings

Monday, January 9, 2023 (tentative)

Monday, February 13, 2023 (tentative)

Monday, March 13, 2023 (tentative)

**Action Requested:**

None

**Previous Staff/Board Action, Background Information and/or Statement of Need:**

11.1 At this, its annual organizational meeting, the Board schedules its meetings for the 2023 calendar year. The Board may adjust this meeting schedule as needed.

**Fiscal Implications:**

None.

**Contact Person/s:** Melanie Nannizzi, Danielle Witten