

**Jacoby Creek School District
School Board Meeting
May 12, 2025**

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 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: Danielle Witten, Melanie Nannizzi

Agenda Item 2.

BUSINESS AND FINANCE

Subject:

2.1 Financial Report

[BOARD REPORT APRIL 30, 2025](#)

Action Requested:

None.

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

Each month a Financial Report is given in order to keep the Board apprised of the District’s fiscal condition.

Fiscal Implications:

As reported.

Contact Person/s: Jemima West, Melanie Nannizzi

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

Subject:
[2.2 2024-2025 Local Control and Accountability Plan \(LCAP\)](#)

Action Requested:
None.

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

The Board approved the District's 2024-2025 LCAP in June 2024. 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.

LCAP Goals:

1. Increase Academic Achievement
2. JCS will be a safe, healthy, and inclusive environment for learning.

The 2024-2025 LCAP will come to the Board for a public hearing on Monday, June 10, 2024 at 7:15 p.m. in the library and will be agendized for adoption at the special meeting scheduled for Wednesday, June 12, 2024 at 9:00 a.m in the library.

The Parent Advisory Committee has reviewed the [FIRST DRAFT LCAP](#) for the 2025-2026 school year and has provided the attached [LCAP Written Feedback](#) regarding community engagement.

Fiscal Implications:
None.

Contact Person/s: Melanie Nannizzi

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Agenda Item 2.
BUSINESS AND FINANCE

Subject:
[2.3 Lunch Food Services Agreement with Arcata School District](#)

Action Requested:
Approval.

Previous Staff/Board Action, Background Information and/or Statement of Need:
The District contracts with Arcata School District to provide lunch food service.

Fiscal Implications:
The cost per meal is \$4.00. Cost of student lunch increased by \$0.10 from the previous contract.

Contact Person/s: Melanie Nannizzi

Jacoby Creek School District
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Agenda Item 2.
BUSINESS AND FINANCE

Subject:
[2.4 Snack Food Services Agreement with Arcata School District](#)

Action Requested:
Approval.

Previous Staff/Board Action, Background Information and/or Statement of Need:
The District contracts with Arcata School District to provide lunch food service.

Fiscal Implications:
The cost per meal is \$1.10. No increase from the current year.

Contact Person/s: Melanie Nannizzi

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

Subject:
[2.5 Breakfast Food Services Agreement with Arcata School District](#)

Action Requested:
Approval.

Previous Staff/Board Action, Background Information and/or Statement of Need:
The District contracts with Arcata School District to provide lunch food service.

Fiscal Implications:
The cost per meal is \$2.50. Cost of snack increased by \$0.10 from the previous contract.

Contact Person/s: Melanie Nannizzi

Agenda Item 2.
BUSINESS AND FINANCE

Subject:
2.6 Discussion Regarding Transportation Agreement with Northern Humboldt Union School District

Action Requested:
None.

Previous Staff/Board Action, Background Information and/or Statement of Need:
With the additional Transportation Grand Funding the District has received for the 2025-2026 school year the District can maintain the current level of transportation service without using money from the general fund.

For the current year, the original transportation contract was for \$102,496. This contract was drastically reduced to \$53,752 as there were not sufficient drivers. This reduction, combined with the increased transportation funding allowed for transportation services to be fully funded using only the LCFF Transportation Allocation and the transportation add on funding. There was no contribution from the general fund. There will also be \$10,000 to roll over to cover transportation costs for the 2025-2026 school year. [TRANSPORTATION BUDGET](#)

Due to the fact that we did not spend as much on transportation services in the 2024-2025 school year as we did in the 2023-2024 school year the District will not receive as much additional funding moving forward.

Fiscal Implications:
To be determined.

Contact Person/s: Melanie Nannizzi

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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 links below lead to the Board Warrant and Payroll Reports.

Fiscal Implications:

Warrants: [WARRANTS APRIL 2025](#)

\$440,739.37

Payroll:

April Regular: [APRIL EOM 4/30/2025](#)

Certificated: \$206,332.09

Classified: \$110,750.05

Total: \$317,082.14

March Supplemental: [MARCH SUPPLEMENTAL 4/10/2025](#)

Certificated: \$3,523.71

Classified: \$9,740.52

Total: \$13,264.23

Contact Person/s: Jemima West, Melanie Nannizzi

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Subject:

3.2 Approval of Minutes:

[Special Meeting April 2, 2025](#)

[Board Minutes April 14, 2025](#)

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 link above leads to the minutes.

Fiscal Implications:

None.

Contact Person/s: Melanie Nannizzi, Karen Roberts

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Agenda Item 3.

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Subject:

3.3 Approval of Resignations, Hires and Leaves

Action Requested:

Approval.

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

Resignation:

[Liz Roth](#)—Special Circumstances Instructional Aide

[Leila Barker](#)—Instructional Aide

Hires:

Taylor Acevedo—Special Circumstances Instructional Aide

Sophia Guericke—Temporary Third Grade Teacher 2025-2026 School Year

Stephanie Altizer—Librarian

Tara Blaine—Social Emotional Coach

Leaves: None

Fiscal Implications:

None.

Contact Person/s: Melanie Nannizzi

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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:

5.1 Correspondence Regarding Proposed Roger's Garage Project Community Member Alan Cook

Action Requested:

None.

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

[Email Correspondence from Alan Cook](#)

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 may give a report on the state of the District and on school events and activities.

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:

The superintendent/principal gives a report to the Board each month to keep them apprised on enrollment trends.

Fiscal Implications:

To be determined.

Contact Person/s: Melanie Nannizzi, Kari Momoa

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Agenda Item 7.
ADMINISTRATION

Subject:
[7.2 Prop 28 Arts and Music Grant Plan](#)

[Prop 28 Annual LEA Report](#)

Action Requested:
Approval.

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

On November 8, 2022, California voters approved Proposition 28: The Arts and Music in Schools (AMS) Funding Guarantee and Accountability Act. The measure required the state to establish a new, ongoing program supporting arts instruction in schools beginning in 2023–24.

Superintendent/Principal Melanie Nannizzi and Chief Business Officer Jemima West have consulted with staff accountant Spencer Blanda in developing this plan in order to ensure it complies with the use of funds requirements.

Superintendent/Principal Melanie Nannizzi has also consulted with certificated staff in the development of this plan.

Fiscal Implications:
\$61,321 annual ongoing funding.

Contact Person/s: Melanie Nannizzi, Jemima West

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Agenda Item 7.
ADMINISTRATION

Subject:
[7.3 HERC 205-2026 Service Agreement](#)

Action Requested:
Approval.

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

Jacoby Creek School contracts with the Humboldt County Office of Education Resource Center (HERC) to provide a credentialed librarian to oversee our library, provide access to educational resources, professional development, and courier service. The Literacies and Libraries Support and access to the HERC Library Collection are free for the coming school year!

Fiscal Implications:
\$1,500

Contact Person/s: Melanie Nannizzi

**Jacoby Creek School District
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Agenda Item 7.
ADMINISTRATION

Subject:
[7.4 GASB 101 Compensated Absences Accrual Policy](#)

Action Requested:
Adopt Policy.

Previous Staff/Board Action, Background Information and/or Statement of Need:
[Implementing GASB 101 Memo from Auditor](#)

GASB 101, or Statement No. 101, "Compensated Absences," is a standard set by the Governmental Accounting Standards Board (GASB) that updates the accounting and financial reporting requirements for state and local governments regarding compensated absences. It primarily affects how governments recognize and measure liabilities related to employee leave, such as vacation, sick leave, and paid time off.

Jacoby Creek School District has selected 100% of sick leave and salary-related payments to be accrued along with the entire vacation accrual balance and salary-related payments, based on historical information and experience.

Fiscal Implications:
To be determined.

Contact Person/s: Melanie Nannizzi, Jemima West

**Jacoby Creek School District
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Agenda Item 7.
ADMINISTRATION

Subject:
[7.5 Resolution #5: 2024-2025 Reduction of Classified Force](#)

Action Requested:
Approval

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

In March the board passed Resolution #4: 2024-2025 eliminating 36.5 hours per week of instructional aide time for the 2025-2026 school year. A layoff notice was served to employees. None of the employees made a request for a hearing. Resolution #5: 2024-2025 is the final resolution to lay off employees for next school year. Upon approval the employees will receive a final lay off letter.

Fiscal Implications:
To be determined.

Contact Person/s: Melanie Nannizzi

Agenda Item 7.
ADMINISTRATION

Subject:
[7.6 California School Board Association \(CSBA\) March Board Policy Updates Second Reading](#)

Action Requested:
Adoption.

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

In March, CSBA released the list of recommendations for policy updates. [GUIDESHEET](#)
Board Policy and Administrative Regulation 5126 are not applicable to the District.

Fiscal Implications:
None.

Contact Person/s: Melanie Nannizzi

**Jacoby Creek School District
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Agenda Item 7.
ADMINISTRATION

Subject:
[7.7 Audit Engagement Letter 2026-2029](#)

Action Requested:
Approval.

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

In 2023 the District contracted with James Marta & Company LLP to complete an annual audit. The Chief Business Officer and the Superintendent/Principal developed a good working relationship with the firm and would like to renew the agreement for another three years.

Fiscal Implications:

\$39,990 for the fiscal year beginning July 1, 2026 (Increase from \$37,000 for current year.)
\$41,990 for the fiscal year beginning July 1, 2027
\$44,090 for the fiscal year beginning July 1, 2028

Contact Person/s: Melanie Nannizzi

Agenda Item 7.
ADMINISTRATION

Subject:
[7.8 Service Agreement with TinyEYE for Counseling Services](#)

Action Requested:
Approval.

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

For the 2024-2025 school year the District contracted with TinyEYE for virtual counseling services. The counselor was very effective. She was able to support students in need of a certificated counselor and provide guidance for the Social Emotional Coach. This service is needed again for the 2025-2026 school year.

Fiscal Implications:

\$5357.07
Price will increase if service time exceeds 51.48 hours

Contact Person/s: Melanie Nannizzi

Jacoby Creek School District
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Agenda Item 8.

CURRICULUM AND INSTRUCTION

Subject:

8.1 mCLASS Literacy Assessment

Action Requested:

Approval.

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

California has implemented a new universal reading screening law requiring local education agencies (LEAs) to screen students in kindergarten through second grade for risk of reading difficulties, including dyslexia. This law, part of the 2023 Budget Act, mandates the use of approved screener tools to identify students needing early intervention.

The District has chosen to adopt m[CLASS Literacy Assessment](#). Reading Specialist, Jenney Bickel, will attend training this summer in order to implement the screener in the 2025-2026 school year.

Fiscal Implications:

To be determined.

Contact Person/s: Melanie Nannizzi

**Jacoby Creek School District
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Agenda Item 9.

FACILITIES

Subject:

9.1 State Facilities Grant Update

Action Requested:

None.

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

Project One:

Project one is progressing although there has been a setback with setting up sewer to the new building. The elevations of the current underground plumbing did not match up with what was on the plans so a sewer lift station needs to be added. In addition there will be a sewer camera study to see if there will be additional sewer concerns as we move forward through the process of construction.

This has slowed the plan for students to move into the new classroom wing. Due to the fact that the work on Project Two will not begin until after the last day of school this does not create a problem.

Project Two:

The District hosted a pre-construction meeting on May 7. Representatives from AMS, ACGC, and Siskiyou Design Company all attended the meeting in person to discuss the logistics of the start of Project Two.

ACGC will begin site work on the north side of the campus on June 12. The first two modular classrooms will be placed on July 10. The optimistic hope is that these two classrooms will be open by the first day of school for the sixth grade classes.

Fiscal Implications:

Unknown.

Contact Person/s: Melanie Nannizzi, Jemima West, Jeffrey Balinsky

**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 whether 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:

11.1 Future Board meetings

Monday, June 9 at 7:15 p.m.

Thursday, June 12 at 9:00 a.m.

Action Requested:

None.

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

11.1 At its annual organizational meeting in December, the Board scheduled its meetings for the 2025 calendar year. The Board may adjust this meeting schedule as needed.

Fiscal Implications:

None.

Contact Person/s: Melanie Nannizzi, Danielle Witten

**Jacoby Creek School District
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Agenda Item 12.

OPEN SESSION BEFORE CLOSED SESSION

Subject:

12.1 The President will verbally review items to be discussed during the Closed Session as listed below.

12.2 Closed Session Open Hearing

12.3 Adjourn to Closed Session

12.3.1 Conference with Labor Negotiator

Agency designated representative: Melanie Nannizzi

Action Requested:

None.

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

The Board will discuss labor negotiations.

The Board will review the performance of the Superintendent/Principal.

Fiscal Implications:

To be determined.

Contact Person/s: Melanie Nannizzi, Danielle Witten

Agenda Item 13.

RECONVENE IN OPEN SESSION

Subject:

13.1 Report of action taken during Closed Session

Action Requested:

None.

Previous Staff/Board Action:

None.

Background Information and/or Statement of Need:

The Board will report any action taken during the closed session.

Fiscal Implications:

To be determined.

Contact Person/s: Melanie Nannizzi, Danielle Witten