

Jacoby Creek School District
School Board Meeting Agenda Background Information
December 11, 2023

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 Annual Organizational Meeting

1.3.2 Adoption of Meeting Calendar

Action Requested:

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

1.3.1 Each year at its organizational meeting the Board adopts a meeting calendar for the year. [DRAFT CALENDAR](#)

1.3.2 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

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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.

[Memo from Humboldt County Office of Education](#)

Fiscal Implications:

See attached First Interim Budget Report.

Contact Person/s: Melanie Nannizzi, Jemima West

Agenda Item 7.

ADMINISTRATION

Subject:

[2.2 GASB 87 Policy](#)

Action Requested:

Approval.

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

Please find the attached explanation from our auditor. [GASB 87](#)

Fiscal Implications:

To be determined.

Contact Person/s: Melanie Nannizzi, Jemima West

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Agenda Item 7.
ADMINISTRATION

Subject:
[2.3 Measure K Bond Performance Audit](#)

Action Requested:
Approval of Draft Audit.

Previous Staff/Board Action, Background Information and/or Statement of Need:
James Marta & Co. has completed the audit of the Jacoby Creek School District Measure K General Obligation Bond Building Fund. The audit has been reviewed by Melanie Nannizzi, Timothy Parisi, and Jemima West. The audit found that the District has properly accounted for the expenditures of Measure K General Obligation Bond Funds.

Fiscal Implications:
None.

Contact Person/s: Melanie Nannizzi, Jemima West

Agenda Item 7.
ADMINISTRATION

Subject:
[2.4 Request for Audit Extension](#)

Action Requested:
Approval of Draft Audit.

Previous Staff/Board Action, Background Information and/or Statement of Need:
James Marta & Co. has completed the audit of the Jacoby Creek School District Measure K General Obligation Bond Building Fund. The audit has been reviewed by Melanie Nannizzi, Timothy Parisi, and Jemima West. The audit found that the District has properly accounted for the expenditures of Measure K General Obligation Bond Funds.

Fiscal Implications:
None.

Contact Person/s: Melanie Nannizzi, Jemima West

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Agenda Item 2.

BUSINESS AND FINANCE

Subject:

[2.5 2023-2024 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.

A mid-year update will be provided at the January School Board meeting.

Fiscal Implications:

None.

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 Board Warrant Report is attached.

Fiscal Implications:

Warrants: [WARRANTS NOV 2023](#)

November: \$72,584.13

Payroll:

Regular: [NOVEMBER PAYROLL 11-30-2023](#)

Certificated:

November: \$206,051.55

Classified: November: \$100,325.99

Total: \$306,377.54

Supplemental: [OCTOBER SUPPLEMENTAL 11-9-2023](#)

Certificated:

October: \$2,698.78

Classified:

October: \$11,440.20

Total: \$14,138.98

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 13, 2023

[Board Minutes November 13, 2023](#)

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:

None.

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

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:

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

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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

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Agenda Item 7.
ADMINISTRATION

Subject:
[7.2 2024-2025 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 6, 2023 and was well attended.

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 Approval of Citizen's Bond Oversight Committee Members

Action Requested:

Approve Committee Members.

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

The Citizen's Bond Oversight Committee has not met since 2021 and all committee members terms have expired. A meeting is needed to review the audit. All committee members are interested in continuing to serve on the committee. Approval from the School Board is required to appoint them to a new two year term.
Chris Freeman, Rebecca Garwood, Garrett McSorley, Catherine Girard, and Aaron Hohl

Fiscal Implications:

None.

Contact Person/s: Melanie Nannizzi

Agenda Item 7.
ADMINISTRATION

Subject:

[7.4 Engagement Letter for Consulting with James Martin & Co. LLP](#)

Action Requested:

Approval

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

We have contracted with James Martin & Co. LLP for the District's financial audit and the audit of the Measure K bond. The engagement letter needs to be approved to include audit of the following:

GASB 87

GASB 96

GASB 68

GASB 34

Long term debt reconciliation workbook

Fiscal Implications:

\$3,500 annually

Contact Person/s: Melanie Nannizzi

Jacoby Creek School District
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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

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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 8, 2024 (tentative)

Monday, February 12, 202 (tentative)

Monday, March 11, 2024 (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