

**Jacoby Creek School District**  
**School Board Meeting Agenda Background Information**  
**June 13, 2022**

**Agenda Item 1.**

**CALL TO ORDER/AGENDA**

**Subject:**

1.1 Pledge of Allegiance [FLAG IMAGE](#)

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:** Melanie Nannizzi

**Agenda Item 2.**

**BUSINESS AND FINANCE**

**Subject:**

2.1 Financial Report

 BOARD FINANCIAL REPORT 5-31-2022.pdf

**Action Requested:**

None.

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

Jemima West, Chief Business Officer, will give a financial report.

**Fiscal Implications:**

As reported.

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

**Jacoby Creek School District**  
**School Board Meeting Agenda Background Information**  
**June 13, 2022**

**Agenda Item 2.**  
**BUSINESS AND FINANCE**

**Subject:**  
[2.2 Public Hearing: 2022-2023 Local Control Accountability Plan](#)

[Public Hearing Notice Local Control Accountability Plan](#)

**Action Requested:**  
None.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**  
Using survey data and other input described below, 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 survey data and other input includes but is not limited to the items listed below:

The Jacoby Creek Site Council is acting as the LCAP-District Advisory Committee (LCAP-DAC). In order to solicit parent input, the LCAP-DAC has conducted a parent survey and two focus group meetings.

Input was solicited from the Board and from the public on the District's progress on the LCAP's goals at three board meetings this calendar year.

JCS students had class discussions.

The Board and the public continue to be encouraged to provide their input at any time.

The administrative staff in cooperation with our business office, the Humboldt County Office of Education (HCOE) business office and HCOE School Support Coordinator Janice Lourenzo have developed the 2022-2023 LCAP.

This document was developed in coordination with the development of the 2022-2023 District budget. The draft has been reviewed by the HCOE and Jemima West.

The LCAP has two goals:

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

The Board is legally required to have a public hearing prior to the approval of the LCAP.

The LCAP will be considered for approval at the June 16, 2021 Board meeting at 9:00 a.m. in the library.

**Fiscal Implications:**  
The LCAP and the District's budget mirror each other.

**Contact Person/s:**  
Melanie Nannizzi

**Jacoby Creek School District**  
**School Board Meeting Agenda Background Information**  
**June 13, 2022**

**Agenda Item 2.**  
**BUSINESS AND FINANCE**

**Subject:**  
2.3 Public Hearing: 2022-2023 Final Budget Adoption

[Public Hearing Notice Final Budget Adoption](#)

[Adoption Information](#)

[Budget](#)

 JC 22-23 BA Board Presentation.pptx

**Action Requested:**  
None.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**  
The Board is legally required to have a public hearing prior to adoption of the Final Budget each year in order that the public can give input on the budget prior to adoption. The adoption of the budget is also on the agenda for the June 17, 2022 Board Meeting.

**Fiscal Implications:**  
None.

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

**Jacoby Creek School District**  
**School Board Meeting Agenda Background Information**  
**June 13, 2022**

**Agenda Item 2.**  
**BUSINESS AND FINANCE**

**Subject:**

2.4 Public Hearing: [Resolution 6: 202-22 Education Protection Account 2022-23 and Planned Expenditures](#)

[Public Hearing Notice](#)

[EPA Budget Expenditures](#)

**Action Requested:**

None.

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

Proposition 30 created an Education Protection Account (EPA) in November of 2012 to receive and disburse revenues derived from the incremental increases in taxes imposed by the proposition. When the District receives a disbursement of these funds, they may not be used for salaries or benefits for administrators or any other administrative cost, and each district must declare how it intends to use these funds in schools. All of the funds go toward Instruction.

The Board is legally required to have a public hearing prior to adopting the EPA Resolution each year. The EPA Resolution will be considered for adoption in the subsequent agenda item.

**Fiscal Implications:**

The District will receive \$1,069,149 in 2022-23.

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

**Jacoby Creek School District**  
**School Board Meeting Agenda Background Information**  
**June 13, 2022**

**Agenda Item 2.**

**BUSINESS AND FINANCE**

**Subject:**

2.5 [Resolution 6: 202-22 Education Protection Account 2022-23 and Planned Expenditures](#)

**Action Requested:**

Approval.

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

The Education Protection Account (EPA) Resolution is required to be adopted in order to receive EPA funds.

**Fiscal Implications:**

The District will receive \$1,069,149 in 2022-23.

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

**Jacoby Creek School District  
School Board Meeting Agenda Background Information  
June 13, 2022**

**Agenda Item 2.**  
**BUSINESS AND FINANCE**

**Subject:**  
[2.6 Resolution 7: 2021-2022 Transfer From Special Reserve](#)

**Action Requested:**  
Approval.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**  
This action is taken at the end of each school year to allow the county to close the district's books.

**Fiscal Implications:**  
None.

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

**Jacoby Creek School District  
School Board Meeting Agenda Background Information  
June 13, 2022**

**Agenda Item 2.**  
**BUSINESS AND FINANCE**

**Subject:**  
[2.7 Resolution 8: 2021-2022 for Appropriation to Special Reserve](#)

**Action Requested:**  
Approval.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**  
This action is taken at the end of each school year to allow the county to close the district's books.

**Fiscal Implications:**  
None.

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

**Jacoby Creek School District**  
**School Board Meeting Agenda Background Information**  
**June 13, 2022**

**Agenda Item 2.**  
**BUSINESS AND FINANCE**

**Subject:**  
[2.8 Warrant Distribution Authorization Form CS-1 and Certification Form CS-1](#)

**Action Requested:**  
Approval.

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

Form CS-1 serves to identify the persons who are authorized to pick up payroll and the method of directing commercial checks. These persons are listed on Form CS-1.

Melanie Nannizzi  
Karen Roberts  
Jemima West  
Danielle Witten  
Shari Lovett

Form CS-7 identifies the persons who are authorized to sign commercial check orders and payroll check orders. These persons are listed on Form CS-7.

Melanie Nannizzi  
Shari Lovett  
John Renteria  
Alexis George  
Danielle Witten  
Tuan Luu

**Fiscal Implications:**  
None.

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



**Jacoby Creek School District  
School Board Meeting Agenda Background Information  
June 13, 2022**

**Agenda Item 2.**  
**BUSINESS AND FINANCE**

**Subject:**  
[2.9 Humboldt Educational Resource Center \(HERC\) Contract](#)

**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.

**Fiscal Implications:**  
\$6,800

**Contact Person/s:** Melanie Nannizzi

**Jacoby Creek School District  
School Board Meeting Agenda Background Information  
June 13, 2022**

**Agenda Item 2.**  
**BUSINESS AND FINANCE**

**Subject:**  
2.10 Increase Day-to-Day Substitute

**Action Requested:**  
Approval.

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

It continues to be difficult to get the most qualified substitute teachers. Currently the District pays substitute teachers \$125 for a full day and \$62.50 for a half day. The District would like to increase the daily rate of pay in order to potentially attract more substitute teachers to work at the District. Below is a list of the amounts that other local districts pay substitute teachers.

Freshwater	\$175
Arcata	\$160
Trinidad	\$135
Pacific Union	\$140
Eureka	\$200 after taking a one day course

The Superintendent/Principal would like to recommend that the District increase the pay rate to \$160 for full day substitute teachers and \$80 for a half day.

**Fiscal Implications:**  
Estimated \$5,000 to \$6,000 increase in annual cost for substitute teachers.

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

**Jacoby Creek School District  
School Board Meeting Agenda Background Information  
June 13, 2022**

**Agenda Item 2.**

**BUSINESS AND FINANCE**

**Subject:**

[2.11 Contract with Consultant Timothy Parisi](#)

**Action Requested:**

Ratification.

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

Timothy Parisi has served the District as an Administrative and Project Consultant during the 2020-21 and 2021-22 school years.

These services are necessary to continue to monitor and move forward with managing the District's Local Bond Fund, upcoming state bond funds and construction projects. In addition, any administrative duties needed will be determined by the Superintendent/Principal. Mrs. Nannizzi and Mr. Parisi have developed and executed the attached contract for Consultant services.

**Fiscal Implications:**

Construction Project Consultant: up to \$15,000 from Fund 21, any additional to be approved by the Superintendent/Principal.

Administrative Consultant: From the General Fund as approved by the Superintendent/Principal

**Contact Person/s:** Melanie Nannizzi

**Jacoby Creek School District  
School Board Meeting Agenda Background Information  
June 13, 2022**

**Agenda Item 2.**

**BUSINESS AND FINANCE**

**Subject:**

[2.12 Audit Engagement Letter for 2021-2022 School Year Audit](#)

**Action Requested:**

Approval.

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

David L. Moonie & Co., LLP has provided audit services for many years. The administration has been satisfied with the service and enjoys a positive working relationship with the auditor. The terms of the engagement are outlined in the letter.

**Fiscal Implications:**

To be determined.

**Contact Person/s:** Melanie Nannizzi

**Jacoby Creek School District  
School Board Meeting Agenda Background Information  
June 13, 2022**

**Agenda Item 2.**  
**BUSINESS AND FINANCE**

**Subject:**  
[2.13 Technology Services Agreement with the Northern Humboldt Union High School District](#)

**Action Requested:**  
Approval.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**  
The District contracts with Northern Humboldt Union High School District for the data circuit, web hosting, and network services.

**Fiscal Implications:**  
\$6,525.00

**Contact Person/s:** Melanie Nannizzi

**Jacoby Creek School District  
School Board Meeting Agenda Background Information  
June 13, 2022**

**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 and 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. Beginning this month, the supplemental payroll will be included in the payroll totals.


**Fiscal Implications:**

**Warrants:**

May: \$35,758.29

 [WARRANTS MAY 2022.pdf](#)

**Payroll:**

Regular:  [MAY End of Month 5-31-2022.pdf](#)

Certificated:

May: \$193,055.22

Classified:

May: \$81,503.09

Total: \$274,558.31

Supplemental:  [APRIL SUPPLEMENTAL 5-10-2022.pdf](#)

Certificated:\$3,364.83

Classified:\$7,169.72

Total:\$10,534.55

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

**Jacoby Creek School District**  
**School Board Meeting Agenda Background Information**  
**June 13, 2022**

**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:**

3.2 Approval of Minutes:

[Regular Meeting of May 16, 2022](#)

[Special Meeting of May 25, 2022](#)

[Special Meeting of June 2, 2022](#)

**Action Requested:**

Approval.

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

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

**Fiscal Implications:**

None.

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

**Jacoby Creek School District**  
**School Board Meeting Agenda Background Information**  
**June 13, 2022**

**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:**

3.3 Resignations, Hires and Leaves

**Action Requested:**

Approval.

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

Resignations:

[Christo Ball](#)

Hires: None.

Leaves: None.

**Fiscal Implications:**

None.

**Contact Person/s:** Melanie Nannizzi



**Jacoby Creek School District**  
**School Board Meeting Agenda Background Information**  
**June 13, 2022**

**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:**

[3.4 Williams Uniform Complaint, Quarterly Report](#)

**Action Requested:**

Approval.

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

The District is required by the Education Code to report any complaints regarding the provision of textbooks and instructional materials, teacher vacancy or mis-assignment, and/or facilities conditions. The Board approves these reports each quarter.

No complaints were received in the last quarter.

**Fiscal Implications:**

None.

**Contact Person/s:** Melanie Nannizzi

**Jacoby Creek School District  
School Board Meeting Agenda Background Information  
June 13, 2022**

**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

**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  
School Board Meeting Agenda Background Information  
June 13, 2022**

**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
- 6.5 Equity Committee Report

**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.
- 6.5 [Notes from June Equity Committee Meeting](#)

**Fiscal Implications:**

None.

**Contact Person/s:** Melanie Nannizzi

**Jacoby Creek School District  
School Board Meeting Agenda Background Information  
June 13, 2022**

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

**Subject:**  
7.1 Board Policy 6020 Parent Involvement Compact, Annual Review

[Parent Partnership](#)

[BP 6020](#)  
[AR 6020](#)

**Action Requested:**  
Approval.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**  
This Administrative Regulation (AR) is reviewed annually by the Site Council and the Board. Parent involvement in the review is required, and is accomplished by the School Site Council and Board reviews. This AR is mandatory to receive Title 1 funds.

**Fiscal Implications:**  
None.

**Contact Person/s:** Melanie Nannizzi

**Jacoby Creek School District**  
**School Board Meeting Agenda Background Information**  
**June 13, 2022**

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

**Subject:**

[7.2 Local Control Funding Formula Local Indicator Data Report for Priorities 1, 2, 3, 6, and 7](#)

**Action Requested:**

None.

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

California's new accountability and continuous improvement system provides information about how local educational agencies and schools are meeting the needs of California's diverse student population based on a concise set of measures. In addition to the State indicators, each LEA is responsible for developing local indicators that address additional local priorities. These local indicators must be approved by the Board prior to November 16, 2018. For LCFF priorities where data is not collected at the state level, LEAs will measure and report on their progress through the Dashboard based on locally collected data. This information is self-reported. There are 8 State priority areas (addressed in the LCAP) Five of those are considered "Local Indicators": Basic Conditions, Implementation of State Academic Standards, Parent Engagement, School Climate, and Access to a Broad Course of Study

The State Board of Education approved standards for the local performance indicators that support Local Education Agencies (LEAs) in measuring and reporting their progress within the relevant Local Control Funding Formula (LCFF) priority. For each local performance indicator, the approved standard involves:

- (1) measuring LEA progress on the local performance indicator based on locally available information, and
- (2) reporting the results to the LEA's local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the Dashboard.

LEAs determine whether they have [Met, Not Met, or Not Met for Two or More Years] the standard for each applicable local performance indicator. LEAs make this determination by using self-reflection tools included in the Dashboard, which will allow them to measure and report their progress through the Dashboard user interface. LEAs will collect and reflect on locally available information relevant to progress on that LCFF priority, which will support local planning and improvement efforts.

Using self-reflection tools, the administration has determined that all standards have been met.

**Fiscal Implications:**

To be determined.

**Contact Person/s:** Melanie Nannizzi

**Jacoby Creek School District**  
**School Board Meeting Agenda Background Information**  
**June 13, 2022**

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

**Subject:**  
[7.3 AR 120 Volunteers](#)

**Action Requested:**  
None.

**Previous Staff/Board Action, Background Information and/or Statement of Need:**  
Administrative Regulation 120 has been updated to reflect that adult volunteers working directly with students shall provide proof that they have been fully vaccinated for COVID-19 or have a negative COVID-19 test.

**Fiscal Implications:**  
None.

**Contact Person/s:** Melanie Nannizzi

Jacoby Creek School District  
School Board Meeting Agenda Background Information  
June 13, 2022

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

**Subject:**  
[7.4 Student Enrollment and Attendance Report](#)

**Action Requested:**  
Information.

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

**Fiscal Implications:**  
To be determined.

**Contact Person/s:** Melanie Nannizzi, ,Kari Moma-Hugo

**Jacoby Creek School District  
School Board Meeting Agenda Background Information  
June 13, 2022**

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

**Subject:**  
[7.5 MOU with Rachel Ray for 2022-2023 Speech Services](#)

**Action Requested:**  
Approval.

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

Rachel Ray has provided in person speech and language therapy at Jacoby Creek School for the last two years. This MOU will allow her to continue serving our students. She is an excellent therapist.

**Fiscal Implications:**  
As described in MOU.

**Contact Person/s:** Melanie Nannizzi



Jacoby Creek School District  
School Board Meeting Agenda Background Information  
June 13, 2022

**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  
School Board Meeting Agenda Background Information  
June 13, 2022

**Agenda Item 9.**

**CURRICULUM AND INSTRUCTION**

**Subject:**

No items.

**Action Requested:**

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

.

**Contact Person/s:** Melanie Nannizzi

**Jacoby Creek School District  
School Board Meeting Agenda Background Information  
June 13, 2022**

**Agenda Item 10.**

**FACILITIES**

**Subject:**

No items.

**Action Requested:**

None.

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

**Fiscal Implications:**

None.

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

**Agenda Item 11.**

**FUTURE BOARD MEETINGS**

**Subject:**

11.1 Monday, September 12, 2022, Monday, October 10, 2022; Monday, November 14, 2022

**Action Requested:**

None.

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

At its annual organizational meeting in December, the Board schedules its meetings for the 2022 calendar year. The Board may adjust this meeting schedule as needed.

**Fiscal Implications:**

None.

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