

*Successful students today – Successful citizen’s tomorrow*

French Gulch-Whiskeytown School District

11442 Cline Gulch Rd., French Gulch, CA 96033

530-359-2151

REGULAR MEETING OF THE GOVERNING BOARD

June 17, 2022 5:00 PM

*OUR DISTRICT MISSION*

*The French Gulch-Whiskeytown School District is dedicated to building resourceful, respectful, academically strong individuals.*

***CALL TO ORDER & OPEN SESSION***

*5:00 PM*

**1. CALL TO ORDER **

ROLL CALL

Heather VanHorn, President  Lesley Pearson, Clerk

Keli Laws   Sara Wells  Crystal Andersen €

**2. OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS**

Public Comment on any item of interest to the public that is within the Board’s jurisdiction will be heard. The Board may limit comments to no more than 3 minutes pursuant to Board policy. Public comment will also be allowed on each specific agenda.

**3. APPROVAL OF AGENDA -**

**4. CORRESPONDENCE –**

4.1 LETTER FROM JACK SCHREDER & ASSOCIATES, INC

**5. APPROVAL OF MINUTES-**

5.1 APPROVE MINUTES OF MAY 17, 2022 REGULAR BOARD MEETING

5.2 APPROVE MINUTES OF APRIL 19, 2022 REGULAR BOARD MEETING

**6. REPORTS AND PUBLIC FORUM (if applicable)**

6.1 SUPERINTENDENT REPORT-

a. Summer School

b. Progress of Superintendent, Lower Elementary instructor, classroom aides search

c. Summer projects, install hoods in kitchen, irrigation repair, paint touch up

d. Reading intervention specialist

e. Volunteer and Parent transportation policy

f. Relevant Updates

**7. DISCUSSION ITEMS and/or PUBLIC HEARING (if applicable)**

**PUBLIC FORUM HEARING OF PERSONS WISHING TO ADDRESS THE BOARD**

7.1 PRESENTATION OF THE 2022-2023 PROPOSED BUDGET

7.2 PRESENTATION OF THE EXCESS RESERVES DISCLOSURE

7.3 PRESENTATION OF THE 22-23 EPA DISCLOSURE

7.4 3 YEAR BUDGET PROJECTION

7.5 2022-23 LCAP DRAFT PRESENTATION

7.6 ANNUAL UPDATE ON 2021-2022 LCAP

**ACTION ITEMS** –

8.1 APPROVAL OF WARRANTS FOR MAY 18, 2022 to JUNE 13, 2022

8.2 APPROVAL OF APRIL 1, 2022 – JUNE 30, 2022 QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS- ZERO COMPLAINTS

8.3 APPROVAL OF RESOLUTION 1-22-23 FGWS EDUCATION PROTECTION ACCOUNT

8.4 APPROVAL OF RESOLUTION #18-22-23 that Provides for Classification of Fund Balances in the General Fund and is Compliant with Governmental Accounting Standards Board (GASB) Statement 54

8.5 APPROVAL OF RESOLUTION #19-22-23 ESTABLISHING REVOLVING CASH FUNDS FOR THE 2022-2023 FISCAL YEAR

8.6 APPROVAL OF RESOLUTION #20-22-23 AUTHORIZING THE COUNTY SUPERINTENDENT OF SCHOOLS AND COUNTY AUDITOR TO SIGN SEPARATE PAYROLL WARRANTS IN THE NAMES OF INDIVIDUAL DISTRICT EMPLOYEES FOR THE 2022-2023 FISCAL YEAR

8.7 APPROVAL OF RESOLUTION #21-22-23 DELEGATING 2022-2023 TRAVEL AUTHORIZATION FOR EMPLOYEES TO THE SUPERINTENDENT

8.8 APPROVAL OF RESOLUTION #22-22-23 AUTHORIZING 2022-2023 TRAVEL OF MEMBERS OF THE GOVERNING BOARD

8.9 APPROVAL OF RESOLUTION #23-22-23 AUTHORIZING THE SUPERINTENDENT AND THE SHASTA COUNTY OFFICE OF EDUCATION (SCOE) DIRECTOR OF BUSINESS SERVICES TO SIGN COMMERCIAL WARRANTS

8.10 APPROVAL OF RESOLUTION #24-22-23 AUTHORIZING THE ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES TO MAKE BUDGET REVISIONS FOR THE 2022-2023 FISCAL YEAR

8.11 APPROVAL OF RESOLUTION #25-22-23 AUTHORIZING THE SUPERINTENDENT OR DESIGNEE TO TRANSFER EXPENDITURES AND/OR REVENUES BETWEEN FUNDS FOR THE 2022-2023 FISCAL YEAR

8.12 PREAPPROVE THE CONAPP

8.13 APPROVAL OF THE MAY 2022 AMENDMENT TO NORTHERN CALIFORNIA SCHOOLS INSURANCE GROUP BYLAWS

**PLANNING-**

9.1 ITEMS FROM THE FLOOR: Comments, Suggestions for future meetings, etc.

9.2 Next Meeting of the Board: **June 20, 2022 Special Meeting at 5:00pm**

**10. ADJOURNMENT-**

10.1 Adjourn Meeting ****

*In compliance with the Americans with Disabilities Act, the French Gulch-Whiskeytown School District will make available to any member of the public who has a disability, appropriate disability-related modifications or accommodations in order for that person to participate in the public meeting. Contact Kristin George in the Office of the Superintendent, French Gulch-Whiskeytown School District Office, 11442 Cline Gulch Rd., French Gulch, California, at (530) 359-2151 at least 48 hours prior to the scheduled meeting. We will make every effort to give primary consideration to expressed preferences, or provide equally effective means of communication to ensure equal access to French Gulch-Whiskeytown School District public meetings.*

*All documents presented to the members of the Governing Board for consideration at this meeting are included in this agenda packet. Documents unavailable at the time of the printing of this agenda are available for public review in the District Office, 11442 Cline Gulch Rd, during regular business hours. The public is invited and encouraged to attend and participate in Board Meetings. Persons wishing to address the Board may do so during the Opportunity for Public Comment. Speakers are limited to three minutes each. Other opportunities to address the Board include the Public Forum and Items from the Floor. By law, the Board is not allowed to take action on matters that are not on the agenda.*

***French Gulch-Whiskeytown Elementary School District***

*Resolution* *# 18-*22-23

***Resolution That Provides for Classification of Fund Balances in the General Fund and is Compliant with Governmental Accounting Standards Board (GASB) Statem*ent 54**

WHEREAS, the governing board of French Gulch-Whiskeytown Elementary School District, in order to comply with the requirements of GASB 54 and;

WHEREAS, GASB 54 consists of five separate components of Fund Balance, each of which identifies the extent to which the District is bound to honor constraints on the specific purpose for which amounts can be spent. The five categories of Fund Balance are Nonspendable, Restricted, Committed, Assigned and Unassigned.

* **Nonspendable Fund Balance** consists of funds that cannot be spent due to their form (e.g. inventories and prepaids) or funds that legally or contractually must be maintained intact.
* **Restricted Fund Balance** consists of funds that are mandated for a specific purpose by external parties, constitutional provisions or enabling legislation.
* **Committed Fund Balance** consists of funds that are set aside for a specific purpose by the district’s highest level of decision making authority (governing board). Formal action must be taken prior to the end of the fiscal year, no later than June 30th; however, the amount can be determined subsequent to the release of the financial statements. The same formal action must be taken to remove or change the limitations placed on the funds. Circumstances in which the resources are used must be specific and nonroutine. *At the time of adoption of this board resolution, the District does not have any reserves that meet this component of fund balance.*
* **Assigned Fund Balance** consists of funds that are set aside with the intent to be used for a specific purpose by the district’s highest level of decision making authority or a body or official that has been given the authority to assign funds. Assigned funds cannot cause a deficit in unassigned fund balance. *This resolution hereby delegates the authority to assign amounts to be used for specific purposes to the Chief Business Official or Superintendent for the purpose of reporting these amounts in the annual financial statements.*
* **Unassigned Fund Balance** consists of excess funds that have not been classified in the previous four categories. For financial statement reporting purposes these reserves are included in unassigned fund balance. This category also provides the resources necessary to meet unexpected expenditures and revenue shortfalls. This includes:
* **Reserve For Economic Uncertainty Reserve** – The Board shall establish and maintain a general fund reserve for Economic Uncertainty that meets or exceeds the requirements of the law per Ed Code 33128.3;5 CCR 15450.

*WHEREAS, the District is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted expenditures AND the State minimum is* ***5****% of all expenditures; the District will maintain an economic uncertainty of at least* ***8****% of total General Fund operating expenditures (including other financing). In the event that the balance drops below the established minimum level, the District’s governing board will develop a plan to replenish the fund balance to the established minimum level.*

WHEREAS, *the District considers restricted fund balances to have been spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, the District considers committed amounts to be reduced first, followed by assigned amounts and then unassigned amounts.*

THEREFORE, this resolution is in place to provide a measure of protection for the French Gulch-Whiskeytown Elementary School District against unforeseen circumstances and to comply with GASB Statement No. 54.

**PASSED AND ADOPTED** this 17th day of June 2022, by the following vote:

AYES

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President/Governing Board Secretary/Governing Board

FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT

**RESOLUTION # 19-22-23**

**ESTABLISHING REVOLVING CASH FUNDS FOR THE 2022-23 FISCAL YEAR**

**WHEREAS**, in the course of ordinary business affairs it becomes necessary to purchase certain supplies and miscellaneous items on a cash basis; and,

**WHEREAS**, observing the regular warrant schedule procedure would unnecessarily hinder the efficient procurement of such services;

**NOW, THEREFORE, BE IT RESOLVED** that the revolving cash fund and the custodian of said funds remain as follows for the 2022-2023 school year:

French Gulch-Whiskeytown: Moira Casey $500.00

**DULY ADOPTED** this 17th day of June, 2022 by the Board of Trustees of FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk or Secretary Board of Trustees

FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT

**RESOLUTION #20-22-23**

**AUTHORIZING THE COUNTY SUPERINTENDENT OF SCHOOLS AND COUNTY AUDITOR TO SIGN SEPARATE PAYROLL WARRANTS IN THE NAMES OF INDIVIDUAL DISTRICT EMPLOYEES FOR THE 2022-2023 FISCAL YEAR**

**WHEREAS**, the California Education Code provides that the governing Boards may authorize the County Superintendent of Schools and the County Auditor to draw separate payroll warrants in the names of individual district employees for the respective amounts.

**NOW, THEREFORE, BE IT RESOLVED** that the Shasta County Superintendent of Schools and the Shasta County Auditor are hereby authorized to sign payroll warrants in the names of the individual district employees of FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT for the fiscal year 2022-2023 and to provide other services as authorized by California Education Code Section 42646.

**DULY ADOPTED THIS** 17th day of June 2022 by the Board of Trustees of FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT.

AYES:

NOES:

ABSENT:

ABSTAINED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk or Secretary Board of Trustees

FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT

**RESOLUTION #21-22-23**

**DELEGATING 2021-2022 TRAVEL AUTHORIZATION FOR EMPLOYEES**

**TO THE SUPERINTENDENT**

**BE IT HEREBY RESOLVED** that the Board of Trustees of FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT delegates to the District Superintendent authority to authorize travel for employees to meetings and conferences relating to public school education as follows:

1. Any travel, meeting, workshop, or conference deemed by the Superintendent to relate to public school matters.
2. The Superintendent may perform those powers of approval and payment, including authorization for payment advance as per policy, provided that funds so expended shall not exceed the amount budgeted for such purposes by the Board.
3. There must be a budget appropriation sufficient to cover the cost of travel.
4. Employees shall be reimbursed for actual and necessary expenses incurred while in the course of performing at or attending a conference, or it visiting schools or other locations for the discussion or observation of any school matters pertaining to the duties of the employees, or any question of interest to the Board and/or District, under the direction of the Board.

Authorization shall remain in effect from July 1, 2022 through June 30, 2023

**DULY ADOPTED THIS** 17th day of June, 2022 by the Board of Trustees of FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT by following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk or Secretary Board of Trustees

FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT

**RESOLUTION #22-22-23**

**AUTHORIZING 2022-2023 TRAVEL OF MEMBERS OF THE GOVERNING BOARD**

**BE IT HEREBY RESOLVED** that members of the FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT Board of Trustees: Heather VanHorn, Lesley Pearson, Keli Laws, Sara Wells, and Crystal Andersen are hereby authorized for the period beginning July 1, 2022 and ending June 30, 2023, and unless otherwise authorized by the Board, to attend and be reimbursed for attending public school education meetings as follows:

**Within the State of California**

√ Meetings called by the State Superintendent of Public Instruction

√ Regular or committee meetings of the California Legislature

√ Meetings or conferences of any society, association, or organization for which the governing boards has approved membership

√ Visiting schools in the State of California for the discussion of any school matter of interest to the school District

√ Any meeting within the State deemed by the Board to relate to public school matters

**Out of State**

√ Meetings with representatives of the United States Government to discuss school district business

√ Attending conferences concerned with education, legislation of federal appropriations to public schools

√ Visiting schools for the discussion or observation of school matters deemed by the Board to relate to public school matters

**DULY ADOPTED THIS** 17th day of June, 2022 by the Board of Trustees of FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT by following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Clerk or Secretary Board of Trustees

FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT

**RESOLUTION #23-22-23**

**AUTHORIZING THE SUPERINTENDENT AND THE SHASTA COUNTY OFFICE OF EDUCATION (SCOE) DIRECTOR OF BUSINESS SERVICES TO SIGN COMMERCIAL WARRANTS**

**WHEREAS,** the State of California Education Code Section 42632 provides that the governing board may authorize an officer or employee to sign orders in its name;

**NOW, THEREFORE, BE IT RESOLVED** that the Shasta County Superintendent of Schools and the Shasta County Office of Education (SCOE) Director of Business Services are hereby authorized to sign commercial warrants for the FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT for the fiscal year 2022-2023 and to provide other services as authorized by California Education Code 42632.

**DULY ADOPTED THIS** 17th day of June 2022 by the Board of Trustees of the FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT by following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk or Secretary Board of Trustees

FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT

**RESOLUTION #24-22-23**

**AUTHORIZING THE ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES TO MAKE BUDGET REVISIONS FOR THE 2022-2023 FISCAL YEAR**

**WHEREAS,** FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT has adopted their final budget, and

**WHEREAS**, more accurate information becomes known throughout the school year, and,

**WHEREAS,** revisions are necessary in the district budget to more accurately present expenditure plans, and

**WHEREAS**, Education code 42600 requires budget transfers between major expenditure categories be approved by the Board of Trustees, and

**WHEREAS**, the Board of Trustees recognize the importance of accurate and timely budget reporting.

**NOW, THEREFORE, BE IT RESOLVED** that FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT Board of Trustees authorize the Assistant Superintendent of Business Services to prepare all budget revisions for the 2022-2023 fiscal year as deemed necessary in the course of responsible fiscal management and to include, at a minimum, an update in all categories for Board approval in December (1st Interim Report), March (2nd Interim Report) and at the end of the fiscal year.

**DULY ADOPTED THIS** 17th day of June, 2022 by the Board of Trustees of the FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT by following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk or Secretary Board of Trustees

FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT

**RESOLUTION #25-22-23**

**AUTHORIZING THE SUPERINTENDENT OR DESIGNEE TO TRANSFER EXPENDITURES AND/OR REVENUES BETWEEN FUNDS FOR THE 2022-2023 FISCAL YEAR**

**WHEREAS**, FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT has adopted their final budget, and

**WHEREAS**, more accurate information becomes known throughout the school year, and,

**WHEREAS,** revisions are necessary in the district budget to more accurately present expenditure plans and revenue plans, and

**WHEREAS**, Education code 42600 requires budget transfers between major expenditure categories be approved by the Board of Trustees, and

**WHEREAS**, the Board of Trustees recognize the importance of accurate and timely budget reporting.

**NOW, THEREFORE, BE IT RESOLVED** that FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT Board of Trustees authorize the Superintendent or designee to transfer expenditures and/or revenues between funds as deemed necessary in the course of responsible fiscal management.

**DULY ADOPTED THIS** 17th day of June, 2022 by the Board of Trustees of the FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT by following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk or Secretary Board of Trustees