



French Gulch-Whiskeytown School District

11442 Cline Gulch Rd., French Gulch, CA 96033
530-359-2151

SPECIAL MEETING OF THE GOVERNING BOARD

August 21, 2023 5:00 PM

OUR DISTRICT MISSION

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

OUR DISTRICT MOTTO

Successful students today – Successful citizens tomorrow

CALL TO ORDER & OPEN SESSION

5:00 PM

1. CALL TO ORDER 5:07
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.

None

3. APPROVAL OF AGENDA

Cindy Gonzalez requested an addendum to the agenda to approve of a PSA of 10 days of Administrative Mentoring and or Administrative Duties as assigned to Dr Casey. Sara approved of the addendum item, Crystal seconded the motion ayes 4 nays 0

Sara moved to accept the agenda as amended, Lesley seconded the motion ayes 4 nays 0

4. CORRESPONDENCE

4.1 Credit card applications for board president

Several financial institutes have extended an invitation to the Heather as board president to apply for a credit card. It was explained that in large districts the board president may attend meetings/worksops that incur travel expenses etc. Heather declined to apply for any cards.

4.2 Letter of resignation Lesley Pearson

Lesley tendered a letter of resignation from the board. The letter was read aloud. She has served on the FGWS Board for over 10 years. Her service has been gratefully appreciated. Several members teased that they were reluctant to accept the resignation!

5. APPROVAL OF MINUTES

5.1 APPROVE MINUTES OF APRIL 28, 2023 BOARD MEETING

Sara moved to approve Second by Crystal ayes 3 nays 0

5.2 APPROVE MINUTES OF June 16, 2023 BOARD MEETING

Lesley moved to approve Second by Sara ayes nays 0

5.3 APPROVE MINUTES OF June 20, 2023 BOARD MEETING

Sara moved to approve Second by Crystal ayes 3 nays 0

6. REPORTS AND PUBLIC FORUM (if applicable)

6.1 SUPERINTENDENT REPORT

a. Summer School/Project SHARE WES Camp

Summer school had 3 field trips: Weaverville, Lassen Park and Anderson Splash Pad attendance varied but it was a positive experience for all students who did attend.

b. Staffing needs: Lower Elementary instructor, aide for Upper Elementary class

Linda Swayne had mentioned she would like to work 3 days a week with a return to a more Montessori approach- potential job share was mentioned. Cindy and Moira will sub in the interim on the days Mrs Swayne is not on campus

c. Summer facilities repairs/inspections:

Plumbing repairs- classroom sinks /battery replacement on faculty bathroom faucet automatic sensor

Classroom sinks were replumbed under the sinks and lines were flushed

Irrigation - timer replacement

New timer and new batteries in the parking lot grassy area Clifford Irrigation

Hallway Back Door realignment

Lou Decker repaired the mechanism in the left door of the hallway (2nd time)

Fire alarm system inspection

Cal Safety said that a second contact was needed for the fire alarm system. Currently the primary school number is the 1st contact. The 2nd school line was removed as the second contact a few years ago because it interfered with the system.

Replacement of alarm system battery/sensor alignment on hallway back door

The sensor on the hall way doors failed resulting in the general alarm failing to set. The tech who did the fire alarm inspection earlier in the week returned and realigned the 2 part sensor on the doors. The general alarm is now operable.

Possible increase in fire alarm monitoring costs

The cost for alarm services will increase from \$30 to \$65/month if Cal Safety provides a "cell" unit as the second point of contact required by law for fire alarm systems. AT&T will be called to see if the secondary line situation which was previously disabled as the 2nd contact for the fire alarm system can be remedied.

d. Insurance policies regarding us of the school van/field trip

Employed staff members need to provide a driving record to use the school van for business purposes or student transportation. Private cars used to transport students require the driver's driving record and proof of insurance meeting the coverage require by the school's insurance carrier.

g. rodent issue

Mice have been making their presence known. The board agreed to an inspection of the facility to determine and seal points of entry by a pest control company.

h. Relevant Updates

7. CLOSED SESSION

Discussion of staffing and hiring issues

The board approved of the hiring of Bob VanHorn as the new custodian with Peter Grubbs as a back up custodian when Bob is unavailable. The board agreed to have Peter shadow Bob once Bob has established a routine so that he can step in as needed.

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

PUBLIC FORUM HEARING OF PERSONS WISHING TO ADDRESS THE BOARD

8.1 SCOE'S RECOMMENDED AMENDMENTS TO 2023-24 LCAP

Cindy is working on finalizing some minor details in the LCAP under the direction of Mike Freeman from SCOE. The final draft with corrections is due October 31.

8.2 SIGNATURE CARD/ AUTHORIZED PERSONNEL ALLOWED TO SIGN WARRANTS

Heather VanHorn as Board President and Cindy Gonzalez as FGWS Superintendent are requested to serve as authorized persons to sign warrants.

8.3 DISCARD MATERIALS- OLD METAL DESK, OUTDATED TECH DEVICES

Several outdated monitors, an old metal desk and several other discarded pieces of equipment/furniture have been cleared from classrooms and the bus barn. Board approval is needed to officially discard them.

9. ACTION ITEMS

9.1 APPROVAL OF WARRANTS FROM JUNE 17, 2023 – AUGUST 15, 2023

9.2 APPROVAL OF RESOLUTION # 18-23-24 THAT PROVIDES FOR CLASSIFICATION OF FUND BALANCES IN THE GENERAL FUND AND IS COMPLIANT WITH GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) STATEMENT 54

9.3 APPROVAL OF RESOLUTION # 19-23-24 ESTABLISHING REVOLVING CASH FUNDS FOR THE 2022-2023 FISCAL YEAR

9.4 APPROVAL OF RESOLUTION #20-23-24 AUTHORIZING THE COUNTY SUPERINTENDENT OF SCHOOLS AND COUNTY AUDITOR TO SIGN SEPARATE PAYROLL WARRANTS IN THE NAMES OF INDIVIDUAL DISTRICT EMPLOYEES FOR THE 2023-2024 FISCAL YEAR

9.5 APPROVAL OF RESOLUTION #21-23-24 DELEGATING 2023-2024 TRAVEL AUTHORIZATION FOR EMPLOYEES TO THE SUPERINTENDENT

9.6 APPROVAL OF RESOLUTION #22-23-24 AUTHORIZING 2023-2024 TRAVEL OF MEMBERS OF THE GOVERNING BOARD

9.7 APPROVAL OF RESOLUTION #23-23-24 AUTHORIZING THE SUPERINTENDENT AND THE SHASTA COUNTY OFFICE OF EDUCATION (SCOE) DIRECTOR OF BUSINESS SERVICES TO SIGN COMMERCIAL WARRANTS

- 9.8 APPROVAL OF RESOLUTION #24-23-24 AUTHORIZING THE ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES TO MAKE BUDGET REVISIONS FOR THE 2023-2024 FISCAL YEAR
- 9.9 APPROVAL OF RESOLUTION #25-23-24 AUTHORIZING THE SUPERINTENDENT OR DESIGNEE TO TRANSFER EXPENDITURES AND/OR REVENUES BETWEEN FUNDS FOR THE 2023-2024 FISCAL YEAR
- 9.10 APPROVAL OF DISPOSAL OF SURPLUS MATERIALS
- 9.12 ACCCEPT LESLEY PEARSON'S LETTER OF RESIGNATION FROM THE BOARD
- 9.13 APPROVE OF HIRING NEW CUSTODIAN
- 9.14 APPROVAL OF SIGNATURE CARD/AUTHORIZED PERSONNEL ALLOWED TO SIGN WARRANTS
- 9.15 APPROVAL OF 10 DAYS OF ADMINISTRATIVE DUTY FOR MOIRA CASEY TO FACILITATE THE TRANSITION OF THE SUPERINTENDENT POSITION TO CINDY GONZALEZ

Each item in the action item list was explained and discussed. Lesley moved to approve of the list as a block second by Sara ayes 4 nays 0

10. PLANNING

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

None

- 10.2 Next Meeting of the Board: **September 19, 2023 Regular Meeting at 5:00pm**

11. ADJOURNMENT

- 11.1 Adjourn Meeting **5:32 pm**

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 SCHOOL DISTRICT

RESOLUTION FOR ADOPTING THE “GANN” LIMIT

RESOLUTION # 1-23-24

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called “Gann Limits,” for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2023-24 fiscal year and a projected Gann Limit for the 2023-24 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2022-23 and 2023-24 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2022-23 and 2023-24 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

Passed and Adopted this 21st day of August, 2023 by the following vote:

AYES: 4

NOES: 0

ABSENT: 1

ABSTAIN: 0

CLERK OF THE BOARD

PRESIDENT OF THE BOARD

French Gulch-Whiskeytown Elementary School District

Resolution # 18-23-24

Resolution That Provides for Classification of Fund Balances in the General Fund and is Compliant with Governmental Accounting Standards Board (GASB) Statement 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 21st day of August, 2023 by the following vote:

AYES: 4

NOES: 0

ABSENT: 1

ABSTAIN: 0

CLERK OF THE BOARD

PRESIDENT OF THE BOARD

FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT

RESOLUTION # 19-23-24

ESTABLISHING REVOLVING CASH FUNDS FOR THE 2023-24 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 to be as follows for the 2023-2024 school year:

French Gulch-Whiskeytown:	Cindy Gonzalez	\$500.00
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DULY ADOPTED this 21st day of August, 2023 by the Board of Trustees of FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT by the following vote:

AYES:	4
NOES:	0
ABSENT:	1
ABSTAIN:	0

CLERK OF THE BOARD

PRESIDENT OF THE BOARD

FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT

RESOLUTION #20-23-24

AUTHORIZING THE COUNTY SUPERINTENDENT OF SCHOOLS AND COUNTY AUDITOR TO SIGN SEPARATE PAYROLL WARRANTS IN THE NAMES OF INDIVIDUAL DISTRICT EMPLOYEES FOR THE 2023-2024 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 21st day of August 2023 by the Board of Trustees of FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT.

AYES: 4

NOES: 0

ABSENT: 1

ABSTAIN: 0

CLERK OF THE BOARD

PRESIDENT OF THE BOARD

FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT

RESOLUTION #21-23-24

DELEGATING 2023-2024 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, 2023 through June 30, 2024

DULY ADOPTED THIS 21st day of August, 2023 by the Board of Trustees of FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT by following vote:

AYES: 4

NOES: 0

ABSENT: 1

ABSTAIN: 0

CLERK OF THE BOARD

PRESIDENT OF THE BOARD

FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT

RESOLUTION #22-23-24

AUTHORIZING 2023-2024 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, 2023 and ending June 30, 2024, 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 21st day of August, 2023 by the Board of Trustees of FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT by following vote:

AYES: 4
NOES: 0
ABSENT: 1
ABSTAIN: 0

CLERK OF THE BOARD

PRESIDENT OF THE BOARD

FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT

RESOLUTION #23-23-24

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 21st day of August 2023 by the Board of Trustees of the FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT by following vote:

AYES: 4
NOES: 0
ABSENT: 1
ABSTAIN: 0

CLERK OF THE BOARD

PRESIDENT OF THE BOARD

FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT

RESOLUTION #24-23-24

AUTHORIZING THE ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES TO MAKE BUDGET REVISIONS FOR THE 2023-2024 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 2023-2024 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 21st of August, 2023 by the Board of Trustees of the FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT by following vote:

AYES: 4

NOES: 0

ABSENT: 1

ABSTAIN: 0

CLERK OF THE BOARD

PRESIDENT OF THE BOARD

FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT

RESOLUTION #25-23-24

AUTHORIZING THE SUPERINTENDENT OR DESIGNEE TO TRANSFER EXPENDITURES AND/OR REVENUES BETWEEN FUNDS FOR THE 2023-2024 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 21st day of August, 2023 by the Board of Trustees of the FRENCH GULCH-WHISKEYTOWN SCHOOL DISTRICT by following vote:

AYES:	4
NOES:	0
ABSENT:	1
ABSTAIN:	0

CLERK OF THE BOARD

PRESIDENT OF THE BOARD