

**Jacoby Creek School District  
School Board Meeting Agenda Background Information  
December 1, 2016**

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**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:**

Timothy Parisi

Shari Lovett

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**Agenda Item 1.**

**CALL TO ORDER/AGENDA**

**Subject:**

1.3.1 Election of Officers and Appointments

**Action Requested:**

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

1.3.1 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) and one board member to serve on the County Committee on School District Organization.

**Fiscal Implications:**

None.

**Contact Person/s:**

Timothy Parisi

Shari Lovett

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**Agenda Item 1.**

**CALL TO ORDER/AGENDA**

**Subject:**

1.3.2 Adoption of Meeting Calendar

**Action Requested:**

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

1.3.2 Each year at its organizational meeting the Board adopts a meeting calendar for the year. A draft meeting calendar is attached.

**Fiscal Implications:**

None.

**Contact Person/s:**

Timothy Parisi

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**Agenda Item 1.**

**CALL TO ORDER/AGENDA**

**Subject:**

1.3.3 Resolution No. 4: 2016-17 to Reschedule Election of Governing Board Members

**Action Requested:**

Approval.

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

The purpose of this resolution is to come into compliance with recent changes to the law relating to School Board elections.

The new law states that by 2018, all School Board elections shall not have 25% less than the average turnout of a statewide election. This change is necessary for the District's to be in compliance with the new law in the event that we meet the election turnout threshold. In addition, there will be a slight fiscal savings to the District.

If the Board approves this Resolution, it will extend each of the Board member's terms by one year. The Board members with terms ending in 2017 will be extended to 2018 and the terms ending in 2019 would be extended to 2020. If the Board approves this Resolution, it will be sent to the Humboldt County Board of Supervisors for final approval.

**Fiscal Implications:**

There will be a slight fiscal savings to the District in the years elections are necessary, as more entities will be sharing the costs of elections during statewide even election years.

**Contact Person/s:**

Timothy Parisi

**Jacoby Creek School District**  
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**Agenda Item 1.**

**CALL TO ORDER/AGENDA**

**Subject:**

1.3.4 Future Board Packets Being Distributed Digitally

**Action Requested:**

None.

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

The administrative staff would like input from the Board, JCTA representatives, CSEA representatives and members of the public who routinely receive board packets on the possibility of delivering each month's board packet digitally. This procedure, if adopted, would improve time efficiency, be environmentally friendly and provide a slight financial savings.

The administrative staff has identified at least two possible issues with implementing this procedure:

1. Board members, JCTA, CSEA and the public may request to have hard copies. These requests could negate some of the possible benefits of the packets being digital.
2. Board members who wish to have digital copies would need a laptop available and ready to view the packet at the board meeting. This issue might prove to be an obstacle if technical problems arise during a board meeting.

**Fiscal Implications:**

Slight savings on the use of paper.

**Contact Person/s:**

Timothy Parisi

Melanie Nannizzi

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

**Subject:**

2.1 Financial Report: First Interim Budget Certification

**Action Requested:**

Approval.

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

Cindy Vickers, Director of Financial Services, 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.

**Fiscal Implications:**

See attached First Interim Budget Report.

**Contact Person/s:**

Timothy Parisi  
Cindy Vickers

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

**Subject:**  
2.2 2016-17 Local Control and Accountability Plan (LCAP)

**Action Requested:**  
Information.

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

The Board approved the District's 2016-17 LCAP on June 13, 2016.

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.

**Fiscal Implications:**  
None.

**Contact Person/s:**  
Timothy Parisi  
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 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:

November: \$36,225.60

Payroll:

Regular:

Certificated:

November: \$152,425.32

Classified:

November: \$46,997.42

Supplemental:

November: \$4,184.75

Total: \$203,607.49

**Contact Person/s:**

Timothy Parisi

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:**

3.2 Approval of Minutes: Regular Meeting of November 3, 2016

**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:**

Timothy Parisi  
Melanie Nannizzi  
Karen Roberts



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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:**

Timothy Parisi  
Shari Lovett

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**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:**

Timothy Parisi

**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 Principal
- 6.5 Superintendent

**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 Principal gives a report on school events and activities.
- 6.5 Each month the Superintendent may give a report on the state of the District.

**Fiscal Implications:**

None.

**Contact Person/s:**

Timothy Parisi

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**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 student numbers each day.

**Fiscal Implications:**

To be determined.

**Contact Person/s:**

Timothy Parisi  
Melanie Nannizzi  
Cathryn Babinski

**Jacoby Creek School District**  
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**Agenda Item 7.**  
**ADMINISTRATION**

**Subject:**

7.2 Confidential Classified Staff Services Agreement with the No. Humboldt Union High School District

**Action Requested:**

Approval.

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

An employee of the No. Humboldt Union High School District provides technology services and instruction for the District. The District would have to try to hire another employee if we did not have these services. The administrative staff is satisfied with the excellent service provided to our students and staff by this employee.

**Fiscal Implications:**

The 2016-17 contract has increased by \$2,048.89 over the 2015-16 school year due to increased labor costs. This amount has be budgeted for in the 2016-17 budget.

**Contact Person/s:**

Timothy Parisi  
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:**

Timothy Parisi

**Jacoby Creek School District**  
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**Agenda Item 9.**

**FACILITIES**

**Subject:**

9.1 Proposition 39 Building Six Re-roofing Project

**Action Requested:**

None.

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

At the March 9, 2016 meeting of the Board of Trustees the Board approved a Request for Proposals (RFP) for Building Six Roof Replacement.

The administrative staff consulted with the District's Prop. 39 advisor, Greenway Partners, a local certified California Department of General Services-Office of Public School (DSA-OPSC) Construction inspector, a certified architect with experience working with the District, a local roofing contractor and the District's maintenance staff regarding this project. During these consultations the administrative staff determined that the reasonable and prudent course of action was to obtain DSA-OPSC approval for this project.

The administrative staff has entered into a contract with the Siskiyou Design Group, Inc. (SDG) to provide needed architect services for DSA-OPSC approval of this project. The goal is to begin the project on June 15, 2017, the day after the last day of school. This timeline will enable us to have the solar panels installed on Building Six following the roof replacement next summer.

The Superintendent met with Guy Fryer of the SDG on Wednesday, November 16, 2016, to develop a plan to move forward on the project. At that meeting:

A. The roof was inspected and Guy noted that:

1. The roof appeared to be in good condition, but we cannot be certain of that until the roof is removed.
2. There were two options for repairing the roof.

a. An less expensive option is to remove the current roof and recover it with material similar to what was there previously. This is the option for which estimates that were used for the original Prop. 39 grant were based.

b. A more expensive option to remove the current roof and recover it with 4" of foam insulation and a membrane roof. This option would allow for the use of overhanging gutters and drain pipes that would eliminate any standing water on the roof, which would happen with the less expensive option.

B. Costs were discussed.

Both option a. and b. will cost more than the original Prop. 39 grant estimates due to the increased costs to obtain DSA-OSPC approval and going through formal process of having a public works project. Guy's estimates for the project are attached.

C. A timeline was discussed.

Guy is aware of our timeline and will do what he can to meet it. The Superintendent will meeting with Greenway Partners on Wednesday, December 6, 2016 to develop a contingency plan for the solar panels for Building Six in the event that unforeseen circumstances arise.

**Fiscal Implications:**

The estimates from Guy Fryer are \$48,774 for the less expensive option and \$92,959 for the more expensive option. The Prop. 39 budget for the project is \$25,000. Since we will go through a competitive bidding process, we can be hopeful the amount of any either option will be less than the current estimates. The District could fund the more expensive option by using the Prop. 39 budget for the project, the Deferred Maintenance budget and the Capitol Outlay budget.

The Superintendent recommends that the specifications we provide for the final Request for Proposals (RFP) for Building Six Roof Replacement follow those for the more expensive option. We are seeing Board input on this recommendation.

If any concerns are expressed, this item will be on agenda of the next meeting of the Board for more detailed discussion and action.

**Contact Person:**

Timothy Parisi

Jacoboy 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 if an item is placed on the agenda based upon if it related to school district business and within the jurisdiction of the Board.

**Fiscal Implications:**

None.

**Contact Person/s:**

Timothy Parisi

Shari Lovett

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**Agenda Item 11.**  
**FUTURE BOARD MEETINGS**

**Subject:**

11.1 Thursday, January 5, 2017 (tentative), Thursday, February 2, 2017 (tentative), Thursday, March 2, 2017 (tentative)

**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 2017 calendar year. The Board may adjust this meeting schedule as needed.

**Fiscal Implications:**

None.

**Contact Person/s:**

Timothy Parisi

Shari Lovett