

Cuddeback School
Board of Trustees Special Meeting
June 27, 2018
300 Wilder Road, Carlotta, CA 95528
Meeting held in Healthy Start Building
Special Session @ 6:30 PM

AGENDA

1.0 Call to Order

2.0 Approval of Agenda Order

3.0 Community Comment

The public may address the Board on any matter pertaining to the school district that is *not on the agenda*. Unless otherwise determined by the Board, each person is limited to five (5) minutes. If a large number wish to speak on a specific item, the Board may limit total input to twenty-five (25) minutes on any item. There will be no Board discussion except to ask questions or refer the matter to staff, and no action will be taken unless item is listed on the agenda.

4.0 Action Items

4.1 Action Item: Selection of Board Member Appointees

4.2 Action Item: Approval of 2018-2019 Local Control Accountability Plan for Cuddeback Union Elementary School District

4.3 Action Item: Approval of 2018-2019 Cuddeback Union Elementary School District Adopted Budget

4.4 Discussion/Possible Action Item: Election of New Board Clerk

5.0 Adjourn

Board Agenda Backup Information

Date: 6/27/18

Agenda Item #: 4.1

Agenda Topic: Selection of Board Member Appointees

Background Information and/or Statement of Need:

The Board has conducted interviews of the appointee candidates and now must select the 2 persons to fill the vacancies, if this has not already been done at the previous meeting.

Superintendent will swear in appointees at this time, if not already done so at previous meeting.

Superintendent's Recommendation:

Select 2 appointees, if not already done so at previous meeting

Financial Impact:

None

Board Agenda Backup Information

Date: 6/27/18

Agenda Item #: 4.2

Agenda Topic: Approval of 2018-2019 Local Control Accountability Plan for Cuddeback Union Elementary School District

Background Information and/or Statement of Need:

Ed Code requires that a school district make the proposed Local Control Accountability Plan available for public hearing and then adopt and approve that LCAP at a later meeting. This requirement has been met in a prior meeting. There will be further review and inspection of this 2018-19 LCAP by HCOE. Any technical corrections or additions will be brought to the Board for approval in September.

Superintendent's Recommendation:

Adopt and approve the 2018-19 LCAP

Financial Impact:

All encompassing

Board Agenda Backup Information

Date: 6/27/18

Agenda Item #: 4.3

Agenda Topic: Approval of 2018-2019 Cuddeback Union Elementary School District Adopted Budget

Background Information and/or Statement of Need:

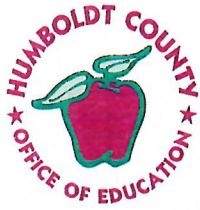
Ed Code requires that a school district make the proposed budget available for public hearing and then adopt the budget at a later meeting. State law also requires that the Board address any special reserves in excess of required minimum at that time. These requirements have been met in a prior meeting.

Superintendent's Recommendation:

Adopt and certify the District Budget for 2018-19

Financial Impact:


All encompassing



May 17, 2018

MEMORANDUM

TO: District Superintendents and Business Managers

FROM: Corey Weber, Director of Fiscal Services 

SUBJECT: 2018-2019 FINAL BUDGET ADOPTION

INSTRUCTIONS

Enclosed are the following materials as well as some final budget instructions:

1. Statewide Criteria and Standards Summary review documents.
2. Annual Financial and Budget Adoption Reports for all your funds.
3. Certification of Adopted Budget.

Criteria and Standards

E.C. 42127 states that each district must develop their budget in accordance with the state-adopted Criteria and Standards, make the budget documents available for public inspection and report to the board that all requirements have been met.

The Criteria and Standards review process is based upon compliance with the various criteria and specific standards adopted by the state for the budget development process. If, during the completion of the summary review documents, the district does not meet the state variance for specific criteria, a detailed explanation must be provided. The Budget Certification (form CB in the SACS Software document) displays the summary results of the criteria and standards review, and any required explanations are included on the criteria and standards document.

2018-2019 School District Certification (Form CB)

Please note that a district must adopt a Local Control Accountability Plan (LCAP) prior to adopting a budget. As part of the certification for budget adoption, the district is required to certify that the budget **“includes the expenditures necessary to implement the Local Control and Accountability Plan or annual update to the LCAP that will be effective for the budget year”**.

There is an element of the certification related to the Education Code 42127 which states that if a district adopts a budget with a combined assigned and unassigned ending fund balance above the State Board of Education minimum recommended reserve for economic uncertainties, the district’s public hearing for budget adoption must include a **“a statement of the reasons that substantiates the need for assigned and unassigned ending fund balance in excess of the minimum reserve standard for economic uncertainties”**.

We have provided an attachment, *Balances in Excess of Minimum Reserve Requirements*, to assist you in meeting this requirement. The document is included to provide the district with the correct balances that are required to be addressed, but the information can be presented at the public hearing in any format the district deems appropriate. Based on discussions with Department of Education staff, it is our understanding this requirement only applies to the actual “budget” being adopted, or 2018-2019.

Please be aware that if a district is not able to certify compliance with the requirements of subparagraphs (B) and (C) of paragraph (2) of subdivision (a) of Education Code Section 42127 the county office will not be able to approve the budget.

Budget Adoption Documents

We have prepared the necessary summary review documents based upon information supplied by the district. This report was prepared using financial information as extracted by the state software and explanations as supplied by district staff. Please review the documents for propriety, and confirm their accuracy.

We have printed Budget Adoption Reports for all of your funds. Your current working budget for 2017-2018 was used for the estimated actual data, while the budget year data for 2018-2019, 2019-2020 and 2020-2021 came from your development budget.

Form CC Certification

This form is an annual certification from your district to the County Office of Education regarding any unfunded liabilities for workers’ compensation claims.

Our member districts will be self-insured through the North Coast Insurance Group for 2018-2019. Therefore, please note that we have completed the form for you by checking the box indicating you are self-insured for workers’ compensation claims through a JPA. We have also included the following information: “Permissively self-insured through North Coast Schools Insurance Group.” The JPA will report any information regarding unfunded liability to your Board during 2018-2019.

Please send us your Certification of Adopted Budget form with original signature within 5 days of the board adoption of your 2018-2019 Budget, or July 1, 2018, whichever is earlier. Additionally, please include a copy of all revisions made to your Criteria and Standards review documents, if any.

If you have any questions, please feel free to call Angela West at 441-3946 or me at 445-7066.

CW:sn

c: Angela West

Enclosures

***CERTIFICATION OF ADOPTED BUDGET
2018-2019***

In order for our office to be certain that the 2018-2019 adopted budget in the financial system equals the Budget Adoption Report as adopted by the board, we request that you **complete the following and return it to Angela West, in the Business Office, with a copy of your Budget Adoption Report, after board adoption.**

There were no changes to the Budget Adoption Report as originally prepared.

Attached is the adopted budget for our district. Changes were made at the time of adoption. These changes are indicated in red on the attached Budget Adoption Report and have been entered into the financial system in the computer. A budget summary report is enclosed which equals the attached Budget Adoption Report.

SIGNED: _____

District Superintendent or Business Manager

CUDDEBACK WESD
School District

6/27/18
Date

ANNUAL BUDGET REPORT:
July 1, 2018 Budget Adoption

Insert "X" in applicable boxes:



This budget was developed using the state-adopted Criteria and Standards. It includes the expenditures necessary to implement the Local Control and Accountability Plan (LCAP) or annual update to the LCAP that will be effective for the budget year. The budget was filed and adopted subsequent to a public hearing by the governing board of the school district pursuant to Education Code sections 33129, 42127, 52060, 52061, and 52062.



If the budget includes a combined assigned and unassigned ending fund balance above the minimum recommended reserve for economic uncertainties, at its public hearing, the school district complied with the requirements of subparagraphs (B) and (C) of paragraph (2) of subdivision (a) of Education Code Section 42127.

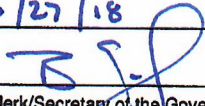
Budget available for inspection at:

Public Hearing:

Place: CUDDEBACK DISTRICT OFFICE
Date: 6/20/18

Place: CUDDEBACK HEALTHY START
Date: 6/26/18
Time: 6:30 PM

Adoption Date: 6/27/18

Signed: 
Clerk/Secretary of the Governing Board
(Original signature required)

Contact person for additional information on the budget reports:

Name: BLAINE SIGLER

Telephone: 707.768.3372

Title: SUPT.

E-mail: bsigler@cuddebackschool.org

Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review (Form 01CS). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern for fiscal solvency purposes and should be carefully reviewed.

CRITERIA AND STANDARDS		Met	Not Met
1	Average Daily Attendance	Budgeted (funded) ADA has not been overestimated by more than the standard for the prior fiscal year, or two or more of the previous three fiscal years.	X

Board Agenda Backup

Date: 6-27-18

Agenda Item #: 4.4

Agenda Topic: *Election of New Board Clerk*

Background Information and/or Statement of Need:

The Board has been without an official Clerk since the resignation of Ms. McClendon. This is a position that needs to be filled now that the vacancies have been filled.

Superintendent's Recommendation:

Elect a new Clerk.

Financial Impact

None.