



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**April 6, 2023 5:30 pm**  
**AGENDA**

*The Loleta Union Elementary School District Board of Education meetings are open to the public, except for certain subjects that are addressed in closed session in accordance with the Ralph M. Brown Act. Members of the public may attend at Loleta Elementary School in order to observe and provide public comment during the meeting.*

*The board meeting room will remain open during the meeting for those members of the public who wish to attend the meeting and/or make a public comment. However, the Board may limit the number of individuals in the board meeting room at any one time pursuant to guidance from public health officials. If anyone wishes to attend and requires special accommodations due to a handicapping condition, as outlined in the Americans with Disabilities Act, please contact the Superintendent at least two working days prior to the meeting.*

**1. OPENING OF MEETING**

*Any writing, not exempt from public disclosure under Government Code Section 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22, which is distributed to all or a majority of the members of the governing body by any person in connection with a matter subject to discussion or consideration at an open meeting of the board is available for public inspection at the district office, 700 Loleta Drive, Loleta, CA 95551*

- 1.1 Call to Order/Pledge of Allegiance
- 1.2 Land Acknowledgement
- 1.3 Roll Call
- 1.4 Approval of the Agenda, including the Consent Agenda

## 2. CONSENT AGENDA

*All items listed under the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one action. There will be no discussion of these items prior to the time the Board votes on the motion, unless members of the Board request specific items be discussed.*

2.1 Approve Board Minutes (3.9.2023)	Action Item
2.2 Review March Warrant Report	Action Item
2.3 Personnel Action Report	Action Item
2.4 Approve MOU with Wiyot Tribe	Action Item

## 3. PUBLIC COMMENT

*This is an opportunity for members of the public to address the Board on matters **not** on the agenda and within the subject matter jurisdiction of the Board. Per the Brown Act the Board does not act upon, respond to, or comment on the merits of any item presented. In the case of numerous requests to address the same subject, the Board may select representatives to speak on each item. Proper decorum is required at all times. Speakers will be required to step down for improper language or if improper topics or closed session items are discussed. In accordance with Board policy, speakers are to keep comments concise and limited to three (3) minutes per speaker and a total of twenty (20) minutes per issue.*

## 4. INFORMATION OR ACTION ITEMS

*Members of the public may address the Board regarding an agenda item before the presentation has been made. There will be a time limit of three (3) minutes per person per item. There will be a total time limit of twenty (20) minutes per agenda item. The discussion of the agenda item will take place after the public comments and will be limited to the Governance Team. The Board President may move any agenda time to a different place on the agenda in order to accommodate the public or improve the flow of the meeting.*

## REPORTS

4.1 Superintendent's Report	Information Item
4.2 Employee Group/Staff Report(s) (CSEA, CTA) if any	Information Item
4.3 Board Report, if any	Information Item

## **5. ADMINISTRATION, POLICY and GOVERNANCE**

### **6. BUSINESS and LOCAL CONTROL**

- |                                      |                  |
|--------------------------------------|------------------|
| 6.1 CSEA Initial Proposal            | Information Item |
| 6.2 District Initial Proposal        | Information Item |
| 6.3 Approve 2021-2022 Audit          | Action Item      |
| 6.4 2023-2024 Calendar               | Action Item      |
| 6.5 Pay Outstanding Credit Card Bill | Action Item      |
| 6.6 Contract with New Auditor        | Action Item      |

### **7. INSTRUCTION and STUDENT SERVICES**

- |                            |             |
|----------------------------|-------------|
| 7.1 Elementary TLC Program | Action Item |
|----------------------------|-------------|

### **8. FACILITIES and TRANSPORTATION**

- |                                       |             |
|---------------------------------------|-------------|
| 8.1 Bid for Cafeteria Overhead Lights | Action Item |
| 8.2 Bid for Freezer Transfer Switch   | Action Item |

### **9. COMMUNITY and CORRESPONDENCE**

- |   |                  |
|---|------------------|
| 9.1 Report on Community School Initiative | Information Item |
|---|------------------|

### **10. CLOSED SESSION**

- |  |  |
|--|--|
| 10.1 Interdistrict Transfer Requests   |  |
| 10.2 Personnel: Discipline, Dismissal, Release, Evaluation of Performance<br>(Government Code Section 54957)   |  |
| 10.3 Liability Claims (Government Code Section 54956.95) and/or Conference<br>with Legal Counsel - Anticipated Litigation (Government Code Section 54956.9)              |  |
| 10.4 Conference with Labor Negotiator (Government Code Section 54957.6)<br>Agency Designated Representative: Linda Row, Superintendent<br>Employee Organization: CTA/NEA |  |

### **11. RECONVENE TO OPEN SESSION**

- Report out any action taken in closed session

**12. FUTURE AGENDA ITEMS/TOPICS**

The next regularly scheduled meeting will be held on Thursday, May 11, 2023 at 5:30 pm.

**13. ADJOURNMENT**



# Loleta

Union Elementary School District

1

**BOARD OF TRUSTEES**  
**Regular Meeting**  
**March 9, 2023 5:30 pm**  
**Minutes**

*The Loleta Union Elementary School District Board of Education meetings are open to the public, except for certain subjects that are addressed in closed session in accordance with the Ralph M. Brown Act. Members of the public may attend at Loleta Elementary School in order to observe and provide public comment during the meeting.*

*The board meeting room will remain open during the meeting for those members of the public who wish to attend the meeting and/or make a public comment. However, the Board may limit the number of individuals in the board meeting room at any one time pursuant to guidance from public health officials. If anyone wishes to attend and requires special accommodations due to a handicapping condition, as outlined in the Americans with Disabilities Act, please contact the Superintendent at least two working days prior to the meeting.*

## **1. OPENING OF MEETING**

*Any writing, not exempt from public disclosure under Government Code Section 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22, which is distributed to all or a majority of the members of the governing body by any person in connection with a matter subject to discussion or consideration at an open meeting of the board is available for public inspection at the district office, 700 Loleta Drive, Loleta, CA 95551*

**1.1 Call to Order 5:31pm**

**1.2 Roll Call Charmin Bailey, Christina Perez, Joe Rivera (Glenn Shewry absent)**

**1.3 Approval of the Agenda, including the Consent Agenda**

**2.4 Off**

## 5.2 To action item

## 6.5 OFF

### 2. CONSENT AGENDA

*All items listed under the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one action. There will be no discussion of these items prior to the time the Board votes on the motion, unless members of the Board request specific items be discussed.*

2.1 Approve Board Minutes (2.9.2023)	Action Item
2.2 Review February Warrant Report	Action Item
2.3 Personnel Action Report	Action Item

### 3. PUBLIC COMMENT

*This is an opportunity for members of the public to address the Board on matters **not** on the agenda and within the subject matter jurisdiction of the Board. Per the Brown Act the Board does not act upon, respond to, or comment on the merits of any item presented. In the case of numerous requests to address the same subject, the Board may select representatives to speak on each item. Proper decorum is required at all times. Speakers will be required to step down for improper language or if improper topics or closed session items are discussed. In accordance with Board policy, speakers are to keep comments concise and limited to three (3) minutes per speaker and a total of twenty (20) minutes per issue.*

*Copy of emergency procedures.*

*How much money in legal defense in racial treatment and discrimination?  
How many students have left this school district because of the issues of teachers?  
Investigation and actions of what has happened and what steps are being taken to move forward.*

*Have True NOrth on the agenda for next month to be able to talk about what they have been doing and what they would like to be doing.*

#### 4. INFORMATION OR ACTION ITEMS

*Members of the public may address the Board regarding an agenda item before the presentation has been made. There will be a time limit of three (3) minutes per person per item. There will be a total time limit of twenty (20) minutes per agenda item. The discussion of the agenda item will take place after the public comments and will be limited to the Governance Team. The Board President may move any agenda time to a different place on the agenda in order to accommodate the public or improve the flow of the meeting.*

#### REPORTS

4.1 Superintendent's Report	Information Item
4.2 Employee Group/Staff Report(s) (CSEA, CTA) if any	Information Item
4.3 Board Report, if any	Information Item

#### 5. ADMINISTRATION, POLICY and GOVERNANCE

5.1 Provisional Appointment of Trustee	Action Item
5.2 Consider Adding Land Acknowledgement to Meetings	Action Item
Motion to approve CP 2nd NS Unanimous	

#### 6. BUSINESS and LOCAL CONTROL

6.1 Certification of Second Interim Report	Action Item
Motion to approve JR, 2nd CB Unanimous	
6.2 MOU with SELPA for Mental Health Services	Action Item
Motion to approve CB 2nd JR Unanimous	
6.3 Pay Off Credit Card Debt	Action Item
Motion to pay off credit card need receipts	
6.4 Aeries Student Information System Agreement	Action Item

Motion to approve CB, 2nd JR Motion Carried Unanimous

6.5 2021-2022 Audit	Push to April Agenda
Action Item	

6.6 Contract with New Auditor Action Item  
 Motion to postpone, possible special meeting, JR, 2nd CB\  
 Motion carried

## **7. INSTRUCTION and STUDENT SERVICES**

7.1 Annual Approval of Indian Policies and Procedures Action Item  
 Motion to approve JR 2nd NS Motion Carried Unanimous

7.2 Discussion About Hosting an Elementary TLC Discussion  
 Possible action item for next board meeting

## **8. FACILITIES and TRANSPORTATION**

8.1 Transportation Plan Action Item

Motion to approve Jr 2nd NS Motion carried

## **9. COMMUNITY and CORRESPONDENCE**

### **10. CLOSED SESSION 7:09pm**

10.1 Interdistrict Transfer Requests

10.2 Personnel: Discipline, Dismissal, Release, Evaluation of Performance  
 (Government Code Section 54957)

10.3 Liability Claims (Government Code Section 54956.95) and/or Conference with  
 Legal Counsel - Anticipated Litigation (Government Code Section 54956.9)

10.4 Conference with Labor Negotiator (Government Code Section 54957.6)

Agency Designated Representative: Linda Row, Superintendent

Employee Organization: CTA/NEA

### **11. RECONVENE TO OPEN SESSION**

Report out any action taken in closed session

### **12. FUTURE AGENDA ITEMS/TOPICS**



The next regularly scheduled meeting will be held on Thursday, April 7, 2023 at 5:30 pm. Please note this is the first Thursday of the month to avoid conflict with Spring Break.

### **13. ADJOURNMENT**



**Agenda Item: 2.1**

**Subject:** Approve Board Minutes from the 3.9.2023 meeting

**Background:** Approval of these draft Minutes make them the formal Minutes from the March 9, 2023 meeting.

**Previous Board Action:** The Board approves the minutes of the previous meeting at most Board meetings.

**Fiscal Implications:** None

**Recommendation:** Approve the Board meeting minutes from March 9, 2023.



**Agenda Item: 2.2**

**Subject:** March Warrant Report

**Background:** The Warrant Report shows a list of payments made in the previous month. Any expenditures that are out of the ordinary are explained in the table below.

**Previous Board Action:** The Board reviews and approves the Warrant Report from the previous month at most Board meetings.

**Fiscal Implications:** Expenditures listed were paid out in the month shown on the report.

**Recommendation:** Approve the Warrant Report as part of the Consent Agenda.

Item Number	Vendor	Description
2	American Red Cross	Updated first aid kits classrooms
6	Daniel Levinson	Poetry Workshop for 5th/6th grade, funded with Arts, Music & Instructional Materials grant
8	Friends of the Van Duzen	Art supplies for TK-8 environmental education unit, funded with Arts, Music & Instructional Materials grant
10	Althea Jones	Art supplies for small group intervention, funded with Arts, Music & Instructional Materials grant
14	Sal Steinberg	Contracted services for TK - 8 environmental education unit
18	Capital One Trade Credit	Code-compliant exit signs for cafeteria,



		funded with Kitchen Infrastructure grant
--	--	--

Checks Dated 03/01/2023 through 03/31/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1	3000197419	03/09/2023	ACE HARDWARE-FORTUNA	01-4381	Maintenance Supplies	62.67
2	3000197420	03/09/2023	American Red Cross	01-4310	First Aid Kits	114.64
3	3000197421	03/09/2023	BCC FUNDING X LLC	01-5623	Copier Lease	100.39
4	3000197422	03/09/2023	Crystal Creamery	13-4710	Milk for Cafeteria	763.12
5	3000197423	03/09/2023	CUMMINS SALES AND SERVICE	01-5635	Bus Repairs	417.06
6	3000197424	03/09/2023	Daniel Z Levinson	01-5800	Artist in Residence Services	350.00
7	3000197425	03/09/2023	ECOLAB	13-5623	Dishwasher Rental	427.98
8	3000197426	03/09/2023	FRIENDS OF THE VAN DUZEN RIVER	01-4310	Nurturing Nature Supplies	261.33
9	3000197427	03/09/2023	HUMBOLDT TERMITTE & PEST(C)	01-5637	Pest Control	76.00
10	3000197428	03/09/2023	Jones, Althea M	01-4310	Art Supplies for Art Therapy	74.41
11	3000197429	03/09/2023	LOLETA COMMUNITY SERVICES DIST	01-5530	Water Bill	242.93
12	3000197430	03/09/2023	MISSION LINEN SERVICE INC	13-5550	Cafeteria Supplies	256.97
12	3000197431	03/09/2023	PG&E	01-5520	Energy Bill	1,706.46
14	3000197432	03/09/2023	Sal Steinberg, Director FOVDR	01-5800	Nurturing Nature Contracted Services	1,000.00
15	3000197734	03/13/2023	Aeries Software	01-5800	New SIS Software	10,000.00
16	3000199615	03/31/2023	ADVANCED SECURITY SYSTEMS (C)	01-5804	Commercial Fire Monitoring	165.00
17	3000199616	03/31/2023	BCC FUNDING X LLC	01-5623	Copier Lease	311.29
18	3000199617	03/31/2023	Capital One Trade Credit	13-5888	Exit Signs -KIT Funds	506.24
19	3000199618	03/31/2023	PG&E	01-5520	Electricity	1,706.46
20	3000199619	03/31/2023	PRO PACIFIC AUTO REPAIR, INC	01-5635	Bus Repairs	177.37
21	3000199620	03/31/2023	QUILL	01-4310	Office Supplies	143.06
22	3000199621	03/31/2023	RECOLOGY	01-5560	Garbage & Recycling	1,197.90
22	3000199622	03/31/2023	SCLS	01-5823	Legal Services Jan 2023	50.00
24	3000199623	03/31/2023	SFS OF SACRAMENTO INC	13-4710	Cafeteria Food	5,398.55
25	3000199624	03/31/2023	VALLEY PACIFIC PETROLEUM	01-4365	Gas & Diesel	811.52
26	3000199625	03/31/2023	VERIZON WIRELESS	01-5909	Hotspots	2,357.04
<b>Total Number of Checks</b>					<b>26</b>	<b>28,678.39</b>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	21	21,325.53
13	CAFETERIA FUND	5	7,352.86
Total Number of Checks		26	28,678.39
Less Unpaid Sales Tax Liability			.00
<b>Net (Check Amount)</b>			<b>28,678.39</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.



**Agenda Item: 2.3**

**Subject:** Personnel Action Report

**Background:** The Personnel Action Report shows a list of actions related to staffing that were taken in the previous month. Monitoring staffing activities for the purpose of position control and budgetary oversight was a recommendation of FCMAT in their analysis of the district’s fiscal practices.

**Previous Board Action:** Starting in August 2022, the Board will review and approve the Personnel Action Report from the previous month as needed.

**Fiscal Implications:** Staffing costs represent the single biggest expenditure of the district. Terms of employment, salary, and health and welfare benefits vary from employee to employee.

**Recommendation:** Approve the Personnel Action Report as part of the Consent Agenda.

<b>Employee</b>	<b>Position</b>	<b>Action</b>
Blake Estes	Instructional Aide	Reduction in hours
Bradley Zaugg	Instructional Aide	Increase in hours
Dan Ruggles	Bus Driver/Gardener	Retirement effective 6/15/2023



**Agenda Item: 2.4**

**Subject:** MOU with Wiyot Tribe for the Humboldt Bay Youth Community Project

**Background:**

The Wiyot Tribe has received a grant from the US Department of Education for the purpose of supporting the college and career readiness goals of American Indian students; increasing academic achievement of American Indian secondary students; improving high school graduation rates for American Indian students; and increasing the number of American Indian students that attend higher education or postsecondary career technical training.

As part of the Partnership Agreement between the District and the Tribe, Loleta will receive funding from the Tribe to pay for a full time Indian Education specialist to support the academic progress of our Native American students.

**Previous Board Action:** The Board approved the Partnership Agreement between the District and the Wiyot Tribe in April of 2022.

**Fiscal Implications:** The District will receive up to \$80,000 per year for 5 years

**Recommendation:** Approve as part of the Consent Agenda



## **Agenda Item: 4.1**

**Subject:** Superintendent/Principal's Report

### **Early Childhood Consultant**

As the state expands the eligible age range for TK students we now have 4 year olds attending, who have different developmental needs than the typical 5 year old kindergarten student. Using funds from the Universal PreKindergarten Planning and Implementation Grant we hired Chelsea Nicklas, a local preschool teacher, to observe our TK/K classroom and provide some structured feedback and strategies to the teacher and aides to address the needs of these younger students.

### **Upcoming Staff Development**

April 21, April 28 and May 12: All staff will attend training on Implicit Bias with Sharrone Blanck of HCOE.

May 26: Rescheduled second half of Trauma Informed Behavior Jedi training.

### **8th Grade Fundraising**

The eighth graders are fundraising for their end-of-year trip by holding a Bake Sale after school each Monday in April. In addition they have written letters requesting donations from various local agencies to help fund their trip.





**Agenda Item: 4.1**

**Subject:** Superintendent/Principal's Report

Chelsea - ECE consultant

Kinder registration

Negs update

Earthquake make up days

State testing coming up

Boys with Braids

Equity Training



**Agenda Item: 6.1**

**Subject:** CSEA Initial Proposal to District

**Background:** The Loleta Teachers' Association will present their initial proposal for negotiations for the 2023-2024 school year. In accordance with the CBA, negotiations must begin within 45 days of the public presentation of the proposal.

**Previous Board Action:** The Board agreed to the classified staff collective bargaining agreement through the 2023-2024 school year.

**Fiscal Implications:** To be determined

**Recommendation:** Information Only



*California School  
Employees Association*

*Loleta Chapter # 869*



## Negotiations Sunshine Proposal

For 2023 – 2024

---

TO: Loleta Union Elementary School District

FR: CSEA and its Loleta Chapter #869

RE: 2023 – 2024 Negotiations

CSEA would like to open the following articles for negotiations for 2023-24.

1. Article 13 Wage Schedules and Paid Activities:  
CSEA proposes fair and equitable compensation for the classified bargaining unit.
2. Article 14 Health and Welfare:  
CSEA proposes fair and equitable District contribution toward classified health and welfare benefits.
3. Article 12 Calendar and Hours:  
CSEA proposes the addition of Juneteenth Holiday
4. Article 19 Layoff Procedures  
CSEA proposes to bring this section in to legal compliance.



**Agenda Item: 6.2**

**Subject:** Loleta Elementary School District Initial Bargaining Proposal

**Background:** The Loleta Elementary School District will present their initial proposal for negotiations for the 2023-2024 school year. In accordance with the CBA, negotiations must begin within 45 days of the public presentation of the proposal.

**Previous Board Action:** The Board agreed to the classified staff collective bargaining agreement through the 2023-2024 school year.

**Fiscal Implications:** To be determined

**Recommendation:** Information Only

TO: California School Employee's Association, Chapter 869  
Tiara Zahler, Association President

FROM: Loleta Elementary School District  
Linda Row, Superintendent

DATE: April 9, 2023

RE: "Sunshine" of the Loleta Elementary School District Initial Bargaining Proposal

The Loleta Elementary School District is "sunshining" (presenting) its initial bargaining proposal to the California School Employee's Association, Chapter 869 for the purpose of reopening contract negotiations for the 2023-24 school year.

**Term**

The District has an interest in obtaining a multi-year successor agreement that is the maximum length permitted by law.

**Article 13 – Wage Schedule and Paid Activities**

The District has an interest in ensuring competitive and fair wages.

**Article 14 – Health and Welfare Benefits**

The District has an interest in ensuring competitive and fair health and welfare benefits.



## **Agenda Item: 6.3**

**Subject:** 2021-2022 Audit

### **Background:**

CA Education Code section 41020 requires the governing board of each local educational agency to provide for an audit of their books and accounts, including an audit of income and expenditures by source of funds.

Each audit conducted shall include all funds of the local educational agency, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the local educational agency. Each audit shall also include an audit of pupil attendance procedures. Each audit shall include a determination of whether funds were expended pursuant to a local control and accountability plan.

As required, Loleta's audit was conducted by the certified public accounting firm David L. Moonie & Company, LLP.

The audit findings and corrective actions are described in the report.

**Previous Board Action:** The board reviews the audit annually.

**Fiscal Implications:** As described in the proposed audit adjustments

**Recommendation:** Approve the 2021-2022 Audit.

# Loleta Union School District

## MANAGEMENT'S DISCUSSION AND ANALYSIS

2021-2022

---

### Introduction

Loleta Union Elementary School District's management presents its views on the district's financial condition, and provides an opportunity to discuss important fiscal issues with the Governing Board and the public. New accounting rules require this discussion and analysis and makes reporting of district's finances similar to that of private business.

### The Loleta Union Elementary School District

The District serves the residents of the Loleta community in Humboldt County. At the time of this report, the District serves over 101 students in one school.

### The Governing Board's Mission Statement

The mission of the Loleta Union School District is to provide our students with an opportunity to learn about themselves and the world around them in a stable school environment which demonstrates respect and achievement for all in an environment free from prejudice. Through organization, support and a variety of opportunities our students will grow to be caring, educated citizens with a sense of responsibility towards themselves, society, and the environment; acquire a quality basic education with a life-long desire for learning and personal development; and be able to benefit from a program which integrates and weaves the community into the learning process.

### Overview of the Financial Statements

The report consists of three parts: Management's Discussion and Analysis the basic financial statements, and required supplementary information.

The first two statements are *district-wide financial statements* that provide information about the District's overall financial status.

The remaining statements are *fund financial statements* that focus on individual parts of the District, reporting the District operations in *more detail* than the district-wide statements.

The *governmental funds* statements tell how basic services, like regular and special education, were financed as well as what remains for future spending.

**Loleta Union School District**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
2020-2021

**Financial Reports**

The first two financial reports, the Statement of Net Position and Statement of Activities, report the district-wide financial condition and activities. In contrast, the individual fund statements focus on reporting the district's operations in more detail. The fund financial statements look at the District's major funds with all other non-major funds presented in total in one column. The major fund for the District is:

- General Fund

**Statement of Net Position**

The Statement of Net Position accounts for the value of fixed assets and include those values as part of the financial statements. The value of all assets, including buildings, land, equipment, and depreciation are included. Land is accounted for at purchase value, not market value, and is not depreciated. The valuation of school buildings is based on the historical costs. The table below summarizes the value of district assets.

Loleta Union Elementary School District		
<b>NET POSITION</b>		
	2020-2021 <u>as restated</u>	<u>2021-2022</u>
Current & Other Assets	\$ 797,339	\$ 993,625
Capital Assets, net	\$ 748,674	\$ 764,282
Right of use asset-leases, net	\$	\$ 5,173
Deferred Outflows of Resources	\$ 697,875	\$ 638,359
<b>Total Assets and Deferred Outflows of Resources</b>	<b>\$2,243,888</b>	<b>\$ 2,401,439</b>
Current Liabilities	\$ 259,235	\$ 251,266
Long-Term Debt	\$2,273,261	\$ 1,380,661
Deferred Inflows of Resources	\$ 265,310	\$ 938,046
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>\$2,797,806</b>	<b>\$ 2,569,973</b>
Net Investment in Capital Assets	\$ 468,674	\$ 504,094
Restricted	\$ 187,138	\$ 283,352
Unrestricted	\$(1,209,730)	\$ (955,980)
<b>Total Net Position</b>	<b>\$ (553,918)</b>	<b>\$ (168,534)</b>

The 2020-2021 Statement of Net Position and Statement of Activities (shown on next page) were restated to correct June 30, 2021 balance in accounts receivable, as more fully described in Note 13 to the financial statements.



**Loleta Union School District**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
2020-2021

**Statement of Activities**

Total revenues exceeded expenses, which increased Net Position by \$385,384. The following table summarizes the change to Net Position for the 2020-2021 and 2021-2022 fiscal years.

Loleta Union Elementary School District		
<b>STATEMENT OF ACTIVITIES</b>		
	2020-2021, as restated	2021-2022
<b>Revenues:</b>		
General Revenues:		
Federal and State Aid	\$ 995,712	\$ 1,158,643
Property Taxes	\$ 403,229	\$ 416,285
Other	\$ 28,841	\$ 89,950
Program Revenues	\$1,047,680	\$ 1,488,261
<b>Total Revenues</b>	<b>\$2,475,462</b>	<b>\$ 3,153,139</b>
<b>Expenses</b>		
Instruction	\$1,608,800	\$ 1,692,953
Instructional-related	\$ 204,053	\$ 174,302
Pupil Services	\$ 276,670	\$ 302,814
General Administration	\$ 241,469	\$ 252,478
Plant Services	\$ 235,327	\$ 234,439
Ancillary Services	\$ 9,873	\$ 14,247
Community Service	\$ 45,017	\$ 82,162
Debt Service-interest	\$ 14,913	\$ 14,360
<b>Total Expenses</b>	<b>\$ 2,636,122</b>	<b>\$ 2,767,755</b>
<b>Increase (Decrease) in Net Position</b>	<b>\$ (160,660)</b>	<b>\$ 385,384</b>

The total cost of programs and services for 2021-2022 was \$2,767,755. The District expenses are predominately related to educating and caring for students (78.4%) as shown in the table above. The purely administrative activities of the District accounted for just 9.1% of total costs.

**Loleta Union School District**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
2020-2021

**Financial Highlights**

- Moderate reserve levels were maintained in the 2021-2022 year. The Governing Board requires a 5% Unrestricted Reserve. The unrestricted reserves at June 30, 2022 were 11.54%
- Net Position increased \$385,384.

**General Fund Budgetary Highlights**

Over the course of the year, the District revised the annual operating budget several times due to updated projections.

Summarized budget and actual information for the combined General Fund and Special Revenue Fund is as follows:

	Original Budget	Final Budget	Actual	Positive (Negative) Variance
Total Revenue	\$ 2,476,424	\$ 3,289,279	\$ 2,998,496	\$ (290,783)
Total Expenditures	\$ 2,487,011	\$ 2,777,343	\$ 2,774,664	\$ (2,679)
Total Transfers Out	\$ (99,183)	\$ (99,183)	\$ (99,183)	\$ -
Increase (Decrease) in fund balance	\$ (109,770)	\$ 412,753	\$ 124,649	\$ (288,104)

**Financial Condition of General Fund**

In October 2021 the District was identified by the Humboldt County Office of Education as a "lack of going concern" district, due to expenditures incurred in excess of budgeted and available revenues and resulting deficit cash balances. An emergency loan was obtained from the Humboldt County Office of Education to enable the District to meet its current obligations, and plans were developed to enable the District to restore its reserves and eliminate deficit cash balances. The emergency loans were paid off as of June 30, 2022, and the District built its available reserves as of June 30, 2022 to 11.54%

**Loleta Union School District**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
2020-2021

**District Indebtedness**

As of June 30, 2022, the District has incurred \$1,380,661 of long term debt as shown in the table below (more detailed information may be found in the Notes section to the financial statements).

Loleta Union Elementary School District		
<b>Noncurrent Debt</b>		
	<u>2020-2021</u>	<u>2021-2022</u>
Bonds Payable	\$ 280,000	\$ 260,000
Lease liability **	\$ 7,523	\$ 5,361
Net Pension Liability	\$ 1,874,064	\$ 1,058,860
OPEB	\$ 119,197	\$ 56,440
<b>Total Long-Term Debt</b>	<b>\$ 2,280,784</b>	<b>\$ 1,380,661</b>

\*\* - Lease liability beginning balance has been revised to reflect the implementation of GASB 87, Leases.

**District Capital Assets**

As of June 30, 2022, the District had net capital assets of \$764,285 as shown in the table below.

Loleta Union Elementary School District		
<b>Capital Assets</b>		
	<u>2020-2021</u>	<u>2021-2022</u>
Land	\$ 5,500	\$ 5,500
Buildings	\$ 2,440,541	\$ 2,539,155
Improvements	\$ 293,547	\$ 293,547
Equipment	\$ 207,932	\$ 207,932
Accumulated depreciation	\$ (2,198,846)	\$ (2,281,852)
<b>Net Capital Assets</b>	<b>\$ 748,674</b>	<b>\$ 764,282</b>

**Loleta Union School District**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
2020-2021

<u>Comparative Schedule of Fund Balances</u>			
	Fund Balances June 30, 2021, as restated	Fund Balances June 30, 2022	Increase (Decrease)
General Fund	\$ 471,871	\$ 596,520	\$ 124,649
Student Activity Fund	\$ 12,308	\$ 16,470	\$ 4,162
Cafeteria Fund	\$ 8,310	\$ 83,387	\$ 75,077
County School Facility Fund	\$ 10,370	\$ 10,370	\$ -
Capital Outlay Reserve Fund	\$ 4,357	\$ 4,357	\$ -
Bond Interest & Redemption Fund	\$ 30,888	\$ 31,255	\$ 367
Totals	<u>\$ 538,104</u>	<u>\$ 742,359</u>	<u>\$ 204,255</u>

The General Fund balance as of June 30, 2021 was restated to correct a prior year over-accrual of grant receivable in the amount of \$36,834.

**Factors Bearing on the District's Financial Management**

At the time of the financial statements were prepared and audited, the District was aware of the following circumstances that could significantly affect its financial health in the future:

- Uncertainties in future state and federal revenues
- Excessive expenditures due to litigation

**Contacting the District's Financial Management**

The financial report is designed to provide our citizens, taxpayers, students, investors and creditors with a general overview of the District's finances and to show the District accountability for the money it receives. If you have questions regarding this report or need additional financial information, contact:

Linda Row, Superintendent  
Loleta Union Elementary School District  
PO Box 547  
Loleta, California 95551

**2021-2022 AUDIT FINDING CORRECTIVE ACTION**

■

**DISTRICT NAME:** Loleta Union Elementary School District

**FINDING CATEGORY:** LATE FILING OF AUDIT REPORT (CODE 30000)

**FINDING NUMBER:** 2022-001:    **AUDIT PAGE NUMBER:** 80

**Describe below specific corrective action used in resolving audit findings:**

Specifically address each individual item within the finding. Be certain that your responses are specific and concise. You will need to provide **all** documentation which supports the action taken toward resolving the finding such as copies of amended reports and corrective actions.

**Name of contact person:** Linda Row

**Corrective Action:** The District and the Auditor will work closely to file the audit by the required deadline.

**Proposed Completion Date:** December 15, 2023

**ATTACH ALL PERTINENT DOCUMENTATION.**

**Number of pages attached for this finding:** \_\_\_\_\_

\*\*\*\*\*

**FINDING CATEGORY:** INTERNAL CONTROLS – BANK RECONCILIATIONS (CODE 30000)

**FINDING NUMBER:** 2022-002    **AUDIT PAGE NUMBER:** 81

**Describe below specific corrective action used in resolving audit findings:**

Specifically address each individual item within the finding. Be certain that your responses are specific and concise. You will need to provide **all** documentation which supports the action taken toward resolving the finding such as copies of amended reports and corrective actions.

**Name of contact person:** Tiara Zahler

**Corrective Action:** The District will provide training for all student body and revolving cash custodians regarding preparing and submitting regular monthly bank reconciliations. The Superintendent/Principal will monitor the submission of monthly reconciliations and will review and initial each monthly reconciliation to indicate their approval when it is received.

**Proposed Completion Date:** June 30, 2023

**ATTACH ALL PERTINENT DOCUMENTATION.**

**Number of pages attached for this finding:** \_\_\_\_\_

\*\*\*\*\*

**FINDING CATEGORY:** ATTENDANCE REPORTING AND STATE COMPLIANCE  
(CODES 10000 AND 40000)

**FINDING NUMBER:** 2022-003     **AUDIT PAGE NUMBER:** 82

**Describe below specific corrective action used in resolving audit findings:**

Specifically address each individual item within the finding. Be certain that your responses are specific and concise. You will need to provide **all** documentation which supports the action taken toward resolving the finding such as copies of amended reports and corrective actions.

**Name of contact person:** Linda Row

**Corrective Action:**

1. The District will review claimed independent study days to verify that all completed independent study is updated in the attendance software prior to the filing of the P-2 attendance report, and that all independent study days claimed are supported by properly completed independent study contracts.
2. The District will review absences reported on monthly attendance reports for reasonableness, and to investigate any unusually low amounts of reported grade level absences.
3. The District will track any students enrolling without all of the required immunizations, to ensure that the students obtain the required immunizations timely, or are excluded from claimed apportionment attendance.
4. The District will amend the 2021-2022 P-2 and Annual Attendance Report to agree with the audited balances as described in the report.

**Proposed Completion Date:** June 30, 2023

**ATTACH ALL PERTINENT DOCUMENTATION.**

**Number of pages attached for this finding:** \_\_\_\_\_

\*\*\*\*\*

**FINDING CATEGORY:** UNDUPLICATED PUPIL COUNTS (CODE 40000)

**FINDING NUMBER:** 2022-004    **AUDIT PAGE NUMBER:** 84

**Describe below specific corrective action used in resolving audit findings:**

Specifically address each individual item within the finding. Be certain that your responses are specific and concise. You will need to provide **all** documentation which supports the action taken toward resolving the finding such as copies of amended reports and corrective actions.

**Name of contact person:** Tiara Zahler

**Corrective Action:** The District will establish procedures to ensure that all students listed on the CalPADS form 1.18 and 1.17 as free/reduced meals eligible meet the family income eligibility requirements.

**Proposed Completion Date:** June 30, 2023

**ATTACH ALL PERTINENT DOCUMENTATION.**

**Number of pages attached for this finding:** \_\_\_\_\_

\*\*\*\*\*

**FINDING CATEGORY:** AFTER SCHOOL EDUCATION AND SAFETY (ASES) PROGRAM (CODE 40000)

**FINDING NUMBER:** 2022-005    **AUDIT PAGE NUMBER:** 85

**Describe below specific corrective action used in resolving audit findings:**

Specifically address each individual item within the finding. Be certain that your responses are specific and concise. You will need to provide **all** documentation which supports the action taken toward resolving the finding such as copies of amended reports and corrective actions.

**Name of contact person:** Tiara Zahler

**Corrective Action:** The District will amend the second semi-annual ASES attendance report to show 5,111 students served. For future ASES reports, the District will ensure that semi-annual attendance totals are reported, not annual totals.

**Proposed Completion Date:** June 30, 2023

**ATTACH ALL PERTINENT DOCUMENTATION.**

**Number of pages attached for this finding:** \_\_\_\_\_

\*\*\*\*\*

**FINDING CATEGORY:** IMMUNIZATIONS (CODE 40000)

**FINDING NUMBER:** 2022-006 **AUDIT PAGE NUMBER:** 86

**Describe below specific corrective action used in resolving audit findings:**

Specifically address each individual item within the finding. Be certain that your responses are specific and concise. You will need to provide **all** documentation which supports the action taken toward resolving the finding such as copies of amended reports and corrective actions.

**Name of contact person:** Lisa Armstrong

**Corrective Action:**

1. The District will track any students enrolling without all of the required immunizations, to ensure that the students obtain the required immunizations timely, or are excluded from claimed apportionment attendance.
2. The District will amend the 2021-2022 P-2 and Annual Attendance Report to agree with the audited balances as described in the report.

**Proposed Completion Date:** June 30, 2023

**ATTACH ALL PERTINENT DOCUMENTATION.**

**Number of pages attached for this finding:** \_\_\_\_\_

■



Humboldt County Office of Education

**DISTRICT CERTIFICATION OF CORRECTIVE ACTIONS  
2021-2022 AUDIT FINDINGS AND RECOMMENDATIONS**

■

**DISTRICT NAME:** Loleta Union Elementary School District

**2021-2022 Certification of Corrective Actions is hereby filed by the Governing Board of the school district.**

\_\_\_\_\_  
**President of the Governing Board**

\_\_\_\_\_  
**Date of Meeting**

**2021-2022 Certification of Corrective Action:**

As regards to the 2021-2022 audit, the District Superintendent certifies that all corrective action(s) specified in the attached page(s) have been reviewed by the district's Governing Board and assures that corrective procedures have been or will be implemented and will be used in the ensuing years.

\_\_\_\_\_  
**District Superintendent**

\_\_\_\_\_  
**Date**

**Number of corrective actions certified:** \_\_\_\_\_

■

SUPPLEMENTAL INFORMATION

Date prepared \_\_\_\_\_

Report prepared by: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

Client: **12022 - Loleta Union School District**  
 Engagement: **6.30.22 Audit**  
 Period Ending: **6/30/2022**  
 Workpaper: **3701 - Adjusting Journal Entries Report**

Account	Description	W/P Ref	Debit	Credit
<b>Adjusting Journal Entries JE # 1</b>		<b>5130.01</b>		
To record unrecorded liability and adjust for liability recorded not payable at 6.30.22				
01-5800	CONTRACTED SERVICES		13,891.00	
13-4396	FOOD SERVICE SUPPLIES		2,739.00	
01-9500	ACCTS PAY (CURRENT LIABLTY)			13,891.00
13-9500	ACCTS PAY (CURRENT LIABLTY)			2,739.00
<b>Total</b>			<b><u>16,630.00</u></b>	<b><u>16,630.00</u></b>
<b>Adjusting Journal Entries JE # 2</b>		<b>7050</b>		
To record second apportionment Ed Effective Grant and corresponding receivable				
01-9200	ACCOUNTS RECEIVABLE		12,118.00	
01-8590	ALL OTHER STATE REVENUES			12,118.00
<b>Total</b>			<b><u>12,118.00</u></b>	<b><u>12,118.00</u></b>
<b>Adjusting Journal Entries JE # 3</b>				
To adjust components of fund balance. FOR AUDIT PRESENTATION ONLY, DISTRICT DOES NOT NEED TO RECORD				
01-9790	UNDESIGNATED/UNAPPROPRIATED		264,956.00	
13-9790	UNDESIGNATED/UNAPPROPRIATED		1,574.00	
01-9711	RESERVE FOR REVOLVING CASH			1,000.00
01-9740	LEGALLY RESTRICTED BALANCE			143,444.00
01-9772	DESIGNTD FUND BAL - LOTTERY			120,512.00
13-9712	RESERVE FOR STORES			1,574.00
<b>Total</b>			<b><u>266,530.00</u></b>	<b><u>266,530.00</u></b>
<b>Adjusting Journal Entries JE # 4</b>				
To adjust Student Activity Fund to balance per bank statement recaps for 21/22.				
08-4300	MATERIALS AND SUPPLIES		803.00	
08-9120	CASH IN BANK(S)		4,162.00	
08-8699	ALL OTHER LOCAL REVENUES			4,965.00
<b>Total</b>			<b><u>4,965.00</u></b>	<b><u>4,965.00</u></b>
<b>Adjusting Journal Entries JE # 5</b>				
To adjust for rounding differences. FOR AUDIT PRESENTATION ONLY, DISTRICT DOES NOT NEED TO RECORD.				
01-9790	UNDESIGNATED/UNAPPROPRIATED		1.00	
13-8660	INTEREST		3.00	
01-4110	TEXTBOOKS			1.00
01-8660	INTEREST			3.00
<b>Total</b>			<b><u>4.00</u></b>	<b><u>4.00</u></b>
<b>Adjusting Journal Entries JE # 6</b>				
To zero-out cash with fiscal agent, difference assumed to be interest.				
01-7438	OTHER DEBT SERVICE INTEREST		22.00	
01-9135	CASH W/FISCAL AGENT/TRUSTEE			22.00
<b>Total</b>			<b><u>22.00</u></b>	<b><u>22.00</u></b>

Client: **12022 - Loleta Union School District**  
 Engagement: **6.30.22 Audit**  
 Period Ending: **6/30/2022**  
 Workpaper: **3701 - Adjusting Journal Entries Report**

Account	Description	W/P Ref	Debit	Credit
<b>Adjusting Journal Entries JE # 7</b>				
To reclassify interest and principal portion of lease payments. FOR AUDIT PRESENTATION ONLY, DISTRICT DOES NOT NEED TO RECORD.				
01-7438	OTHER DEBT SERVICE INTEREST		425.00	
01-7439	OTHER DEBT SERVICE PRINCIPAL		2,162.00	
01-5623	RENTALS AND LEASES-EQUIPMENT			2,587.00
<b>Total</b>			<b>2,587.00</b>	<b>2,587.00</b>
<b>Adjusting Journal Entries JE # 8</b>				
To reclassify write-off of old receivables. FOR AUDIT PRESENTATION ONLY, DISTRICT DOES NOT NEED TO RECORD.				
13-5881	OTHER CHARGES/FEES		434.00	
13-8634	FOOD SERVICES SALES			434.00
<b>Total</b>			<b>434.00</b>	<b>434.00</b>
<b>Adjusting Journal Entries JE # 9</b>				
To adjust cafeteria revenues to computed balance. FOR AUDIT PRESENTATION ONLY, DISTRICT DOES NOT NEED TO RECORD.				
13-8220	CHILD NUTRITION PROGRAMS		5,672.00	
13-8221	NATIONAL LUNCH PROGRAM		11,310.00	
13-8520	CHILD NUTRITION		2,205.00	
13-8221	NATIONAL LUNCH PROGRAM			3,586.00
13-8222	FEDERAL SCHOOL BREAKFAST			10,012.00
13-8223	FEDERAL SCHOOL SNACKS			5,589.00
<b>Total</b>			<b>19,187.00</b>	<b>19,187.00</b>

These are the GASB 34 government-wide adjustments. These do not affect the fund-basis statements as reported in the interim reports and the unaudited actuals.

Client: **12022 - Loleta Union School District**  
 Engagement: **6.30.22 Audit**  
 Period Ending: **6/30/2022**  
 Trial Balance: **3005 - GASB 34 TB**  
 Workpaper: **3702 - Adjusting Journal Entries Report - GASB 34**

Account	Description	W/P Ref	Debit	Credit
<b>Adjusting Journal Entries JE # 1</b>				
To record second apportionment Ed Effective Grant and corresponding receivable				
90-9200	RECEIVABLES		12,118.00	
90-8405	OPER. GRANTS - INSTRUCTION			12,118.00
<b>Total</b>			<b><u>12,118.00</u></b>	<b><u>12,118.00</u></b>
<b>Adjusting Journal Entries JE # 2</b>				
To record prior year pension and OPEB deferred inflows and outflows.				
90-9460	DEFERRED OUTFLOWS OF RESOURCES- PENSIONS		662,892.00	
90-9490	DEFERRED OUTFLOWS OF RESOURCES-OPEB		34,983.00	
90-9695	DEFERRED INFLOWS OF RESOURCES- PENSIONS			165,745.00
90-9696	DEFERRED INFLOWS OF RESOURCES - OPEB			99,565.00
90-9790	UNRESTRICTED NET ASSETS			432,565.00
<b>Total</b>			<b><u>697,875.00</u></b>	<b><u>697,875.00</u></b>
<b>Adjusting Journal Entries JE # 3</b>				
To adjust pension liabilities to computed balance at 6/30/22.				
90-5905	Instruction		78,692.00	
90-5920	School Site Admin		10,463.00	
90-5925	Home-to-school transportation		2,379.00	
90-5930	Food Services		5,842.00	
90-5935	All other pupil Services		3,904.00	
90-5945	All Other General Admin		8,547.00	
90-5950	Plant Services		9,151.00	
90-5960	Community Services		5,594.00	
90-9675	NET PENSION LIABILITY		815,204.00	
90-9460	DEFERRED OUTFLOWS OF RESOURCES- PENSIONS			57,566.00
90-9460	DEFERRED OUTFLOWS OF RESOURCES- PENSIONS			282,072.00
90-9695	DEFERRED INFLOWS OF RESOURCES- PENSIONS			600,138.00
<b>Total</b>			<b><u>939,776.00</u></b>	<b><u>939,776.00</u></b>
<b>Adjusting Journal Entries JE # 4</b>				
To record State's portion of GASB 68 adjustment associated with District. FOR AUDIT PRESENTATION ONLY, DISTRICT DOES NOT NEED TO RECORD.				
90-8405	OPER. GRANTS - INSTRUCTION		24,773.00	
90-5905	Instruction			15,649.00
90-5920	School Site Admin			2,081.00
90-5925	Home-to-school transportation			473.00
90-5930	Food Services			1,162.00
90-5935	All other pupil Services			776.00
90-5945	All Other General Admin			1,700.00
90-5950	Plant Services			1,820.00
90-5960	Community Services			1,112.00
<b>Total</b>			<b><u>24,773.00</u></b>	<b><u>24,773.00</u></b>
<b>Adjusting Journal Entries JE # 5</b>				
To adjust for rounding differences. FOR AUDIT PRESENTATION ONLY, DISTRICT DOES NOT NEED TO RECORD.				
90-9110	CASH		1.00	
90-9200	RECEIVABLES		1.00	
90-9790	UNRESTRICTED NET ASSETS		1.00	
90-8805	TAXES LEVIED FOR GENERAL PURPOSE			3.00
<b>Total</b>			<b><u>3.00</u></b>	<b><u>3.00</u></b>

Client: **12022 - Loleta Union School District**  
 Engagement: **6.30.22 Audit**  
 Period Ending: **6/30/2022**  
 Trial Balance: **3005 - GASB 34 TB**  
 Workpaper: **3702 - Adjusting Journal Entries Report - GASB 34**

Account	Description	W/P Ref	Debit	Credit
<b>Adjusting Journal Entries JE # 6</b>				
To record beginning balance of lease asset and liability.				
90-5905	Instruction		280.00	
90-9300	RIGHT-OF-USE ASSET		10,347.00	
90-9305	ACCUMULATED AMORTIZ – RIGHT-OF-USE ASSET			3,104.00
90-9645	LEASE LIABILITY			7,523.00
<b>Total</b>			<b>10,627.00</b>	<b>10,627.00</b>
<b>Adjusting Journal Entries JE # 7</b>				
To reclassify principal and interest portion of lease payments.				
90-5968	Interest on long-term debt		425.00	
90-9645	LEASE LIABILITY		2,162.00	
90-5905	Instruction			1,193.00
90-5920	School Site Admin			973.00
90-5945	All Other General Admin			421.00
<b>Total</b>			<b>2,587.00</b>	<b>2,587.00</b>
<b>Adjusting Journal Entries JE # 8</b>				
To record amortization of lease asset.				
90-5905	Instruction		952.00	
90-5920	School Site Admin		786.00	
90-5945	All Other General Admin		332.00	
90-9305	ACCUMULATED AMORTIZ – RIGHT-OF-USE ASSET			2,070.00
<b>Total</b>			<b>2,070.00</b>	<b>2,070.00</b>
<b>Adjusting Journal Entries JE # 9</b>				
To add current portion of lease payments to debt due within one year. FOR AUDIT PRESENTATION ONLY, DISTRICT DOES NOT NEED TO RECORD.				
90-9699	DEBT DUE WITHIN ONE YEAR CONTRA ACCOUNT		2,125.00	
90-9698	DEBT DUE WITHIN ONE YEAR			2,125.00
<b>Total</b>			<b>2,125.00</b>	<b>2,125.00</b>
<b>Adjusting Journal Entries JE # 10</b>				
To adjust components of net assets to computed amounts. FOR AUDIT PRESENTATION ONLY, DISTRICT DOES NOT NEED TO RECORD.				
90-9710	INVESTED IN CAPITAL ASSETS NET OF DEBT		188.00	
90-9720	RESTRICTED NET ASSETS - CAPITAL PROJECTS		4,357.00	
90-9750	RESTRICTED NET ASSETS - OTHER PURPOSES		121,663.00	
90-9730	RESTRICTED NET ASSETS - DEBT SERVICE			1.00
90-9740	RESTRICTED NET ASSETS - EDUC. PROGRAMS			12,118.00
90-9790	UNRESTRICTED NET ASSETS			114,089.00
<b>Total</b>			<b>126,208.00</b>	<b>126,208.00</b>
<b>Adjusting Journal Entries JE # 11</b>				
To record payables found in search for unrecorded liabilities.				
90-5905	Instruction		13,891.00	
90-5930	Food Services		2,739.00	
90-9500	ACCOUNTS PAYABLE			16,630.00
<b>Total</b>			<b>16,630.00</b>	<b>16,630.00</b>
<b>Adjusting Journal Entries JE # 12</b>				
To zero-out cash with fiscal agent.				
90-5968	Interest on long-term debt		22.00	
90-9110	CASH			22.00
<b>Total</b>			<b>22.00</b>	<b>22.00</b>

Client: **12022 - Loleta Union School District**  
 Engagement: **6.30.22 Audit**  
 Period Ending: **6/30/2022**  
 Trial Balance: **3005 - GASB 34 TB**  
 Workpaper: **3702 - Adjusting Journal Entries Report - GASB 34**

Account	Description	W/P Ref	Debit	Credit
<b>Adjusting Journal Entries JE # 13</b>				
To record activity in Student Activity Fund.				
90-5955	Ancillary Services		4,603.00	
90-9110	CASH		4,162.00	
90-8455	OPER. GRANTS - ANCILLARY SERVICES			8,765.00
<b>Total</b>			<b>8,765.00</b>	<b>8,765.00</b>
<b>Adjusting Journal Entries JE # 14</b>				
To reclassify other outgo. FOR AUDIT PRESENTATION ONLY, DISTRICT DOES NOT NEED TO RECORD.				
90-5905	Instruction		67,261.00	
90-8470	OPER. GRANTS - OTHER OUTGO		104,977.00	
90-5970	Other Outgo			67,261.00
90-8405	OPER. GRANTS - INSTRUCTION			104,977.00
<b>Total</b>			<b>172,238.00</b>	<b>172,238.00</b>
<b>Adjusting Journal Entries JE # 15</b>				
To reclassify debit revenue balances. FOR AUDIT PRESENTATION ONLY, DISTRICT DOES NOT NEED TO RECORD.				
90-5930	Food Services		417.00	
90-5950	Plant Services		17.00	
90-8130	CHARGES FOR SERVICES - FOOD SERVICES			417.00
90-8170	CHARGES FOR SERVICES - PLANT SERVICES			17.00
<b>Total</b>			<b>434.00</b>	<b>434.00</b>
<b>Adjusting Journal Entries JE # 16</b>				
To adjust OPEB liability and related amounts to balance per actuarial report.				
90-5905	Instruction		11,791.00	
90-9665	OPEB LIABILITY		62,757.00	
90-9490	DEFERRED OUTFLOWS OF RESOURCES-OPEB			1,950.00
90-9696	DEFERRED INFLOWS OF RESOURCES - OPEB			72,598.00
<b>Total</b>			<b>74,548.00</b>	<b>74,548.00</b>



**CALIFORNIA DEPARTMENT  
OF EDUCATION**

**TONY THURMOND**  
STATE SUPERINTENDENT OF  
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

March 30, 2023

Linda Row, Superintendent  
Loleta Union Elementary School District  
PO Box 547  
Loleta, CA 95551-0547

Dear Superintendent Row:

**Subject: 2021–22 Audit Findings Resolution**

Pursuant to California *Education Code (EC)* Section 41020, the State Superintendent of Public Instruction is responsible for ensuring that local educational agencies (LEAs) correct or develop acceptable corrective action plans for all federal and state compliance audit exceptions identified in the annual audit of their books and accounts. In addition, the California Department of Education (CDE) is required by federal regulations, Title 2 of the *Code of Federal Regulations* §200.331, to issue a management decision and ensure LEAs take appropriate and timely action to correct audit findings affecting federally funded programs.

During our review of the findings and recommendations reported in your 2021–22 fiscal year audit report, we determined the following finding(s) require(s) resolution by our office: 2022-003, 2022-005. Within three weeks from the date of this letter, please let us know the additional corrective action you have taken or are planning to take to address the finding(s) identified in the enclosed Management Decision List and provide any requested supporting documentation. Send your response to the following address, together with a completed Certification of Corrective Action form (enclosed), and a copy of the documents that evidence the corrective actions:

Audit Resolution Office  
School Fiscal Services Division  
California Department of Education  
Email: [leaaudits@cde.ca.gov](mailto:leaaudits@cde.ca.gov) or  
FAX: (916) 327-6157

We will determine from the information and documentation you submit if the actions taken appropriately address the audit findings so we can clear them.

You may also receive separate communication from your county office of education (COE) with regard to certain audit findings. The COE, rather than the CDE, is responsible for reviewing and resolving LEA audit exceptions related to attendance, inventory of equipment, internal control issues, and other miscellaneous items (*EC* Section 41020[i][1]), as well as audit exceptions related to local control and accountability plans,

Linda Row, Superintendent

March 30, 2023

Page 2

classroom teacher salaries (*EC* Section 41372), teacher misassignments, information reported on the school accountability report card, and sufficiency of textbooks and instructional materials (*EC* sections 41020[i][2] and 41344.4). In addition, a COE pursuant to *EC* Section 41020(k) will require an LEA whose audit report includes attendance-related audit exception(s) involving state funds to submit appropriate reporting forms for processing by the CDE.

You may appeal apportionment significant findings contained in the audit report. These are state compliance findings involving one or more units of average daily attendance or a value equivalent to the Local Control Funding Formula funding for one or more units of average daily attendance. Upon receipt of the State Controller's Office (SCO) letter certifying that your audit report met specified standards, you have 30 days to file a written request for summary review (*EC* Section 41344.1[d]) or 60 days to file for formal appeal (*EC* Section 41344[d]) with the Education Audit Appeals Panel (EAAP). A summary review is a voluntary, informal, appeals process for audit exceptions that clearly constitute substantial compliance as that term is defined in *EC* Section 41344.1(c). If you request a summary review, you may appeal the findings included in that review by filing a formal appeal with the EAAP within 30 days after receiving a determination of the review.

The timelines and procedures to follow for the appeal process are posted on the EAAP web site at <http://www.eaap.ca.gov>. If you have any questions on the summary review or formal appeal process, please contact the EAAP staff by email at [filing@eaap.ca.gov](mailto:filing@eaap.ca.gov).

You may request a plan to repay an apportionment significant audit exception or to pay a penalty arising from an audit exception. To request a repayment plan you must submit a letter to the CDE within 90 days of the SCO letter or within 30 days of withdrawing or receiving a determination of a summary review if there is no appeal, or within 30 days of withdrawing or receiving a final determination regarding an appeal (*EC* Section 41344[a]). More information on the audit resolution process, audit appeals, and repayment plans can be found on the CDE web page at <https://www.cde.ca.gov/fq/au/ag>.

Thank you for your attention to this matter. If you need further information, please contact the Audit Resolution Office at [LEAAudits@cde.ca.gov](mailto:LEAAudits@cde.ca.gov).

Sincerely,

Raquel Tucker, Education Fiscal Services Consultant  
Categorical Allocations and Audit Resolution Office  
School Fiscal Services Division

RT:  
Enclosure

cc: Michael Davies-Hughes, Superintendent, Humboldt County Office of Education  
Chief Business Official, Loleta Union Elementary School District



**CERTIFICATION OF CORRECTIVE ACTION**  
**Resolution of 2021–22 Audit Findings**

March 30, 2023

LEA: Loleta Union Elementary School District

County: Humboldt

CDS #: 12-62927

Superintendent or Designee's Signature: \_\_\_\_\_  
(The Superintendent certifies that all corrective action(s) specified on the attached page(s) have been implemented and assures that the corrective procedures will be used in ensuing years.)

Contact Person: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

.....

**INSTRUCTIONS**

On a separate sheet, please describe the specific corrective action which has been taken for each audit finding identified on the enclosed Management Decision List and provide any requested documentation. Be certain that your responses are clear and concise. You will need to provide all documentation that confirms specific actions resolving the problem, i.e., copies of amended reports, certification number of the amended P-2 or Annual Reports of Attendance, revised procedures, corrective action plans, etc.

Please sign and date this Certification of Corrective Action form and submit the original certification form, response, and corresponding documentation to:

Audit Resolution Office  
School Fiscal Services Division  
California Department of Education  
Email: [leaaudits@cde.ca.gov](mailto:leaaudits@cde.ca.gov) or  
FAX: 916-327-6157

Your response must be submitted **within three weeks of the date of this letter.**

If the Superintendent, Chief Business Officer, or mailing address shown in our letter is incorrect, please report any updated information on our web page at <https://www3.cde.ca.gov/opuscds/default.aspx>.

## MANAGEMENT DECISION LIST

LEA: Loleta Union Elementary

County: Humboldt

CDS#: 12-62927

### Finding

### CDE Decision

2022-003 ATTENDANCE  
REPORTING AND  
INDEPENDENT

Corrective Action/  
Documentation  
Required:

Report revised figures on your P-2 and Annual Attendance Reporting and provide the data identification (Data ID) number. If your LEA is planning to file a summary review or appeal, an adjustment is not required until a determination is made on your summary review or appeal.

2022-005 AFTER SCHOOL  
EDUCATION AND  
SAFETY (ASES)

Corrective Action/  
Documentation  
Required:

Staff from the California Department of Education After School Education and Safety Program will review this finding and contact you if additional information is needed.



**Agenda Item: 6.4**

**Subject:** Proposed 2023-2024 School Year Calendar

**Background:** The proposed calendar reflects the required 180 days of instruction, with three (3) additional certificated staff duty days as provided in the collective bargaining agreement. Certificated and classified staff had the opportunity to review three different drafts of the calendar and chose the version included here.

**Previous Board Action:** The Board annually approves the instructional calendar.

**Fiscal Implications:** Salary for compensated work days, and operational expenses for a school year.

**Recommendation:** Approve the draft 2023-2024 school calendar



**Agenda Item: 6.5**

**Subject:** Approve Payment of Credit Card Debt

**Background:**

In July 2021, The district's US Bank CALCARD credit card was used to make purchases for back to school supplies. Because receipts for the purchases were not kept, the account balance cannot be reconciled and paid off. The credit card was canceled by the bank and the district has been paying the minimum balance on the account. In order to pay the balance owed on the account, the Board must approve the payment even though there are no receipts for the purchases.

To prevent this from happening in the future, purchases will be made with the credit card only by authorized users (Superintendent/Principal, Business Services Clerk, Office Manager)

**Previous Board Action:** N/A

**Fiscal Implications:** \$5,616.40 from General Fund

**Recommendation:** Approve the payment of US Bank CALCARD credit card debt



## **Agenda Item: 6.6**

**Subject:** Contract With New Auditor

### **Background:**

The District's current auditing firm, David L. Moonie & Company, LLP, will no longer be providing audit services for school districts. All local districts using this audit firm will now need to find another auditor and commit to the new firm by April 1, 2023. HCOE is aware of the date of our board meeting and knows we will commit to a new auditor after the April 1st deadline.

**Previous Board Action:** At their February meeting the Board considered a proposal from James Marta & Co but determined that the proposed service fees were too high and directed the Superintendent to request bids from other agencies. Christy White, Inc serves other local districts and submitted the attached proposal.

### **Fiscal Implications:**

\$17,500 for the fiscal year July 1, 2022 - June 30, 2023.

\$18,600 for the fiscal year July 1, 2023 - June 30, 2024.

\$19,800 for the fiscal year July 1, 2024 - June 30, 2025.

\*Note: An additional federal program Single Audit fee of \$4,000 will apply for any fiscal year in which federal program expenditures exceed \$750,000.

**Recommendation:** Approve the three-year contract with Christy White, Inc for auditing services



Certified Public Accountants serving  
K-12 School Districts and Charter  
Schools throughout California

March 15, 2023

Loleta Union School District  
700 Loleta Drive  
Loleta, CA 95551

Our firm is excited to be considered for the opportunity to provide financial and compliance audit services to Loleta Union School District for the fiscal year ending June 30, 2023, and optional renewal periods for the years ended June 30, 2024 and June 30, 2025.

In all, we provided audit services to over 200 Local Educational Agencies (LEAs) in FY 2021-2022. We audit many school districts in the areas surrounding Humboldt County, including clients in Mendocino, Lake, Glenn, and Tehama counties. A comprehensive list our school district clients is provided on page 17 of this proposal.

The following is a brief summary of our proposed “not to exceed” professional fees. Additional detail of the proposed fees is included on page 12 of this proposal.

Fiscal Year	District Audit*
2022-2023	\$ 17,500
2023-2024	\$ 18,600
2024-2025	\$ 19,800

*\*Note: An additional federal program Single Audit fee of \$4,000 will apply for any fiscal year in which federal program expenditures exceed \$750,000.*

We have **specialized in auditing California school districts for over 20 years**. In addition to K-12 districts, we audit charter schools, Proposition 39 bonds and Proposition 51 state facilities grants, plus, should the need arise, we perform fraud and forensic audits.

As a leader in the K-12 industry, we provide K-12 audit focused staff training that is unmatched by other firms. We assure you that every Christy White team member will be trained and able to handle your audit efficiently and effectively. Moreover, we provide **free training and accounting advice** to our clients.

Our firm implemented a **virtual office setting** several years preceding the pandemic. With our technology and experienced staff, we have developed many efficiencies by providing remote audit services. We use a secure online portal (Suralink) to exchange audit documentation and correspondence throughout the audit. This user-friendly platform provides timely feedback to keep you informed of our progress throughout each phase of the audit. Your CW audit manager will help set up you and your staff. The portal is very user-friendly and secure.

348 Olive Street  
San Diego, CA  
92103

O: 619-270-8222  
F: 619-260-9085  
[christywhite.com](http://christywhite.com)

**CW leads the K-12 audit profession** by active participation on the State Controller's *Audit Guide Task Force*, annually presenting to school district audit professionals at CalCPA's *School District Conference*, teaching new CBOs at CASBO and ACSA academies, and speaking before county offices and districts on implementation know-how for new GASB standards.

Founding partner, Christy White, has over 35 years of school audit and consulting experience and is joined by Partners Heather Daud Rubio, Michael Ash, John Whitehouse, Marcy Kearney, and Kyle Montgomery, plus multiple licensed director-level managers, and experienced in-charges auditors and staff. Our team is committed to meeting all requirements and timelines for the successful completion of the engagement.

After reading through our proposal, should you have any questions, please feel free to contact me at 619-270-8222. I would be happy to meet with you, the auditor selection committee, and the Governing Board.

Sincerely,

A handwritten signature in black ink that reads "Kyle Montgomery". The signature is written in a cursive, flowing style with a horizontal line underlining the name.

Kyle Montgomery, CPA  
Partner



**Agenda Item: 7.2**

**Subject:** Discussion of Elementary Therapeutic Learning Center

**Background:**

In March the Board discussed the possibility of establishing a Therapeutic Learning Center for grades 3-5 on the Loleta campus. At this meeting more detailed information about the possible program will be presented.

**Previous Board Action:** N/A

**Fiscal Implications:** HCOE would fund \$50,000 in the first year for setup, then \$25,000 thereafter.

**Recommendation:** Discussion





**Agenda Item: 8.1**

**Subject:** Bid for Cafeteria Overhead Lights

**Background:**

The District was granted a \$25,000 Kitchen Infrastructure Grant for the 2022-2023 school year. The main proposed use of the grant funds was replacing the overhead lights in the cafeteria.

**Previous Board Action:** N/A

**Fiscal Implications:** As shown in the proposal

**Recommendation:** Approve the bid for cafeteria overhead lights



## PROPOSAL

To: Loleta Elementary School  
C/O Robert Price  
700 Loleta Dr.  
Loleta, CA 95551

Date: 3/7/2023

Re: Gymnasium lights

Dear Mr. Price

I propose to furnish all the materials and perform all labor to complete the following:

**I. Description of project and description of the significant materials to be used and equipment to be installed:**

1. School to provide a scissor lift to access lighting
2. Remove 48 existing 2 lamp fluorescent light fixtures
  - a. Optional: Provide proper disposal for lamps and ballasts
3. Install 16 customer provided light fixtures
  - a. It is assumed that some conduit work will be necessary to get power to proper locations where fixtures need to be installed.
4. Project is assumed to not be required to adhere to prevailing wage criteria.

All the above work is to be completed in a substantial and workman-like manner, according to standard practices. The result shall be complete and functional wiring as described in items 1) through 4) above.

**II. Contract Price**

This work will be completed for the sum of: (\$5459.00) Five Thousand Four Hundred Fifty Nine Dollars. (Optional Disposal: \$573.71) The amount shall be paid upon the completion of the electrical work.

Any alteration or deviation from the above specifications involving extra cost of material or labor will become an extra charge over the sum mentioned in this contract. Any alteration can be adjusted utilizing either verbal confirmation and/or written and signed change order forms. Additional labor and materials shall be billed at standard time and materials rates.

If the work is to be paid for by cash or check a discount of 3% can be applied to the proposed completion sum, making the new total (\$5,300.00). Optional Ballast and Lamp Recycling/Disposal: \$557.00

**III. Approximate Start & Completion Dates :** When mutually agreed upon by contractor and client, subject to the availability of materials, labor, building department/PG&E personnel, and suitable weather conditions. Occasionally PG&E determines a project requires additional review. This could result in an additional 12 months for PG&E to engineer, upgrade equipment and/or schedule the project. If we are notified that additional review is required, we will notify you. We cannot accelerate PG&E's timeline for review, or completion of your project.

Respectfully submitted by \_\_\_\_\_  
Ryan Conroy

**IV. Commercial General Liability Insurance (CGL):** This contractor carries commercial general liability insurance written by Pauli-Shaw Insurance Company. You may call the insurance company at 822-7251 to check the contractor's insurance coverage.

**V. Workers' Compensation Insurance:** This contractor carries workers' compensation insurance for all employees

**ACCEPTANCE**

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which I/we agree to pay the amount mentioned in said proposal, and according to the terms thereof. THIS PROPOSAL IS GOOD FOR 30 DAYS FROM PROPOSAL DATE.

Accepted by: \_\_\_\_\_ Date \_\_\_\_\_, 2023

Assessor's Parcel #: \_\_\_\_\_ (required for some permits: located on tax bill)



**Agenda Item: 8.2**

**Subject:** Bids for Freezer Transfer Switch

**Background:**

After the December earthquake the District received a \$5,000 donation from the Humboldt Area Foundation for earthquake-related repairs. The facility did not have any significant damage but we did learn that with the current electrical set-up in the cafeteria our generator cannot be plugged into the walk-in freezer to keep the frozen food at a safe temperature.

The attached proposal describes the work to install the necessary equipment to allow us to plug the generator into the freezer in the case of another multi-day power outage.

**Previous Board Action:** N/A

**Fiscal Implications:** As shown in the proposal.

**Recommendation:** Approve the bid for a freezer transfer switch



## PROPOSAL

To: Loleta Elementary School  
C/O Robert Price  
700 Loleta Dr.  
Loleta, CA 95551

Date: 3/7/2023

Re: Transfer switch

Dear Mr. Price

I propose to furnish all the materials and perform all labor to complete the following:

**I. Description of project and description of the significant materials to be used and equipment to be installed:**

1. Install a critical load panel for the walk in refrigerator and possibly a lighting circuit or a small additional piece of equipment.
2. Install a manual transfer switch for a minimum of 2 circuits.
3. Install a 30 amp 240V flanged inlet
  - a. Flanged inlet for the school to plug in the Champion 9000 Watt generator they have onsite
4. Project is assumed to not be required to adhere to prevailing wage criteria.

All the above work is to be completed in a substantial and workman-like manner, according to standard practices. The result shall be complete and functional wiring as described in items 1) through 4) above.

**II. Contract Price**

This work will be completed for the sum of: **(\$1,545.00) One Thousand Five Hundred Forty Five Dollars.** The amount shall be paid upon the completion of the electrical work.

Any alteration or deviation from the above specifications involving extra cost of material or labor will become an extra charge over the sum mentioned in this contract. Any alteration can be adjusted utilizing either verbal confirmation and/or written and signed change order forms. Additional labor and materials shall be billed at standard time and materials rates.

If the work is to be paid for by cash or check a discount of 3% can be applied to the proposed completion sum, making the new total (\$1,500.00).

**III. Approximate Start & Completion Dates :** When mutually agreed upon by contractor and client, subject to the availability of materials, labor, building department/PG&E personnel, and suitable weather conditions. Occasionally PG&E determines a project requires additional review. This could result in an additional 12 months for PG&E to engineer, upgrade equipment and/or schedule the project. If we are notified that additional review is required, we will notify you. We cannot accelerate PG&E's timeline for review, or completion of your project.

Respectfully submitted by \_\_\_\_\_  
Ryan Conroy

**IV. Commercial General Liability Insurance (CGL):** This contractor carries commercial general liability insurance written by Pauli-Shaw Insurance Company. You may call the insurance company at 822-7251 to check the contractor's insurance coverage.

**V. Workers' Compensation Insurance:** This contractor carries workers' compensation insurance for all employees

**ACCEPTANCE**

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which I/we agree to pay the amount mentioned in said proposal, and according to the terms thereof. THIS PROPOSAL IS GOOD FOR 30 DAYS FROM PROPOSAL DATE

Accepted by: \_\_\_\_\_ Date \_\_\_\_\_, 2023

Assessor's Parcel #: \_\_\_\_\_ (required for some permits: located on tax bill)



**Agenda Item: 9.1**

**Subject:** Report on Community School Initiative

**Background:**

Rosario Hernandez of True North will provide an update on the Community School initiative.

**Previous Board Action:** N/A

**Fiscal Implications:** N/A

**Recommendation:** Information Only