



**Northern United Charter Schools  
Board of Directors  
Special Board Meeting**

June 29, 2018  
Open Session 6:00 p.m.

**Teleconference locations:**

Cutten Resource Center Classroom  
2120 Campton Road, Suite H, Eureka, CA

Mt. Shasta Learning Center  
510 N. Mt. Shasta Blvd, Suite A, Mt. Shasta, CA

Any writings distributed either as part of the Board packet, or within 24 hours of a special meeting, can be viewed at the Northern United Charter Schools' office.

In compliance with Government Code section 54954.2(a) Northern United Charter Schools will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the Northern United Charter Schools' office.

A digital copy of our board packet is available at [www.nucharters.org](http://www.nucharters.org).

If you are interested in a hard copy of the packet, please contact Lynda Speck or Shari Lovett at (707) 445-2660.

**Northern United - Siskiyou Charter School and Northern United - Humboldt Charter School are proud to be  
Equal Opportunity Employers.**

**1. CALL TO ORDER/AGENDA**

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

**2. BUSINESS AND FINANCE**

2.1 2018-19 Local Control and Accountability Plan NU - Humboldt Charter School Action

2.2 2018-19 Final Budget Adoption NU - Humboldt Charter School Action

2.3 2018-19 Authorization of Warrants and Payroll Distribution for NU - Humboldt Charter School Action

2.4 2018-19 Authorization of Warrants and Payroll Distribution for NU - Siskiyou Charter School Action

**3. CONSENT AGENDA**

Information

3.1 Approval of Warrants & Payroll

3.2 Approval of Minutes

3.3 Resignations, Hires and Leaves

**4. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

Information

4.1 Comments by the Public

Under this item, the public is invited to address the Board regarding items that are not on tonight's agenda. Speakers are limited to three minutes each. The Board is not allowed under the law to take action on matters that are not on the agenda. Should comments from the public pertain to a charge or complaint against an employee of Northern United - Humboldt Charter School or Northern United - Siskiyou Charter School, the Board encourages the speaker to utilize the schools' written complaint procedures to pursue the matter. The public will have an opportunity to comment on all agenda items as those items are heard this evening.

**5. COMMUNITY RELATIONS/CORRESPONDENCE**

No items

**6. RECOGNITIONS/ANNOUNCEMENTS/REPORTS**

Information

6.1 Board Members

6.2 Northern United - Siskiyou Charter School

6.3 Northern United - Humboldt Charter School

6.4 Director

**7. ADMINISTRATION**

No items

**8. CURRICULUM AND INSTRUCTION**

No Items

**9. FACILITIES**

No Items

**10. FUTURE AGENDA PLANNING**

10.1 Items to consider for future agendas Information

**11. FUTURE BOARD MEETINGS**

11.1 Future Board meetings Information

**Northern United Charter Schools**  
**Special Board Meeting Agenda Background Information**  
**June 29, 2018**

**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:** Shari Lovett, Jere Cox

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

**Subject:**

2.1 2018-19 Local Control and Accountability Plan for NU-HCS

**Action Requested:**

Approve

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

The Board is legally required to adopt an LCAP. Using data and local stakeholder input, the LCAP attempts to capture and reduce to writing what our school does well and areas for growth. It represents the goals of all stakeholders and includes the resources the schools allocate to reach these goals. At each Board meeting, the Board and the public will be notified of the Schools' progress on the LCAPs' goals and are encouraged to provide their input. The administrative staff in cooperation with our business office, and the Humboldt County Office of Education (HCOE) have developed the 2018-19 LCAP. This document was developed in coordination with the development of the 2018-19 District budget. The draft has been reviewed by HCOE and Northern United - Humboldt Charter School business office.

The LCAP has three goals:

1. Northern United - Humboldt Charter School will improve student performance outcomes in the core academic areas.
2. Northern United - Humboldt Charter School will ensure that all students have access to an appropriate education and are provided ample opportunity to learn in environments that reflect 21st century learning.
3. Northern United - Humboldt Charter School will improve school climate and parent/community involvement to promote and cultivate a positive, safe environment for all.

**Fiscal Implications:**

The LCAP and budget mirror each other.

**Contact Person/s:** Shari Lovett, Julie Smith and Tammy Picconi

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

**Subject:**  
2.2 2018-19 Final Budget Adoption NU-HCS

**Action Requested:**  
Approve and certify as positive

**Previous Staff/Board Action, Background Information and/or Statement of Need:**  
The Board is legally required to adopt the Final Budget each year prior to July 1. The Board certifies that the budget as either positive, qualified or negative.

**Fiscal Implications:**  
None.

**Contact Person/s:**  
Shari Lovett, Tammy Picconi

DATE: June 29, 2018

SCHOOL DISTRICT Northern United - Humboldt Charter

### WARRANT DISTRIBUTION AUTHORIZATION

*Please complete and return to Humboldt County Office of Education's Business Office.*

**Please check appropriate box(es).**

**PAYROLL**

Will pick up when ready

Names of persons authorized to pick up payroll warrants:  
Shari Lovett, Tammy Picconi, Lynda Speck

Please list an after hours emergency number: Shari Lovett - 822-0203

Mail all payroll to: *Individual's Name* \_\_\_\_\_  
(Postage cost to be reimbursed to HCOE)

Other (specify) \_\_\_\_\_

**COMMERCIAL WARRANTS**

Will pick up when ready

Please list emergency number: Shari Lovett 822-0203

Courier

Mail all APY warrants to: *Individual's Name* \_\_\_\_\_  
(Postage cost to be reimbursed to HCOE)

Mail all VOL DED warrants to: *Individual's Name* \_\_\_\_\_  
(Postage cost to be reimbursed to HCOE)

Other (specify) \_\_\_\_\_

**DISTRICT AUTHORIZATION**

Superintendent or Trustee \_\_\_\_\_

*Return to HCOE Business Office*

AUTHORIZATION FOR FISCAL YEAR: 2018/2019

CS-7

DATE: June 29, 2018 SCHOOL DISTRICT Northern United - Humboldt  
Charter School

### CERTIFICATION

This is to certify that the Board of Trustees of the above stated School District passed the following motion at its June 29, 2018 meeting authorizing the following to sign commercial warrants and payroll payment orders as agent of the Board.

"It	was	moved	by
and		seconded	by
that	<u>Tommy Picconi, Shari Lovett</u>		_____
_____	_____	_____	_____
_____	_____	_____	_____
Be authorized to sign commercial warrants and payroll payment orders as agent of the Board of trustees of the <u>Northern United - Humboldt Charter</u> School District.			
Ayes (Members' Names): _____			
_____			
Noes (Members' Names): _____			
_____			
Motion Carried."			

**Authorized Signatures:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Board of Trustees Signatures:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(signed) Clerk, Board of Trustees

04/26/16:BUS/forms

*Return to HCOE Business Office*

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

**Subject:**

2.3 2018-19 Authorization of Warrant and Payroll Distribution for NU-HCS

**Action Requested:**

Approve.

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

This grants authority to the listed employees to pick up the payroll and warrant checks from the Humboldt County Office of Education business office.

**Fiscal Implications:**

None.

**Contact Person/s:**

Shari Lovett, Tammy Picconi



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

**Subject:**

2.4 2018-19 Authorization of Warrant and Payroll Distribution for NU-SCS

**Action Requested:**

Approve.

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

This grants authority to the listed employees to pick up the payroll and warrant checks from the Siskiyou County Office of Education business office.

**Fiscal Implications:**

None.

**Contact Person/s:**

Shari Lovett, Tammy Picconi



SISKIYOU COUNTY  
OFFICE OF EDUCATION

## AUTHORIZATION FOR PICK-UP OF DISTRICT DOCUMENTS 2018/2019

DISTRICT NAME: Northern United - Siskiyou Charter School  
Superintendents Name: Shari Lovett  
Address: 403 S. Broadway  
City, State and Zip: Yreka, CA 96097

The following people are authorized to pick up documents for NU - Siskiyou Charter School  
School/District

NAME: (First and Last)

CHECK ALL THAT APPLY

- |                           |  |   |   |  |
|---------------------------|--|---|---|--|
| 1. <u>Kirk Miller III</u> | <input checked="" type="checkbox"/> Warrants | <input checked="" type="checkbox"/> Payroll | <input checked="" type="checkbox"/> W2s | <input checked="" type="checkbox"/> Confidential Documents |
| 2. <u>Vivian Hastert</u>  | <input checked="" type="checkbox"/> Warrants | <input checked="" type="checkbox"/> Payroll | <input checked="" type="checkbox"/> W2s | <input type="checkbox"/> Confidential Documents            |
| 3. <u>Shari Lovett</u>    | <input checked="" type="checkbox"/> Warrants | <input checked="" type="checkbox"/> Payroll | <input checked="" type="checkbox"/> W2s | <input checked="" type="checkbox"/> Confidential Documents |
| 4. _____                  | <input type="checkbox"/> Warrants            | <input type="checkbox"/> Payroll            | <input type="checkbox"/> W2s            | <input type="checkbox"/> Confidential Documents            |
| 5. _____                  | <input type="checkbox"/> Warrants            | <input type="checkbox"/> Payroll            | <input type="checkbox"/> W2s            | <input type="checkbox"/> Confidential Documents            |

AUTHORIZED BY: Shari Lovett  
Superintendent/Business Representative

DATE: 6/29/18

Please contact Jamie Cramer at 842-8412 in the Business Department when you have changes in your staff or need to update your authorized personnel. You may also fax your form with any changes to 842-8436, Attn: Jamie Cramer.

THANK YOU!

**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:**

None

**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. In the future the Board Warrant and Payroll Reports will be attached.

**Fiscal Implications:**

None

**Contact Person/s:** Shari Lovett, Tammy Picconi, Kirk Miller

**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

**Action Requested:**

None

**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 for the June 27, 2018 and June 28, 2018 regular board meetings will be approved at the August meeting.

**Fiscal Implications:**

None

**Contact Person/s:** Shari Lovett, Lynda Speck

**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 Resignations, Hires and Leaves

**Action Requested:**

None

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

None

**Fiscal Implications:**

None

**Contact Person/s:** Shari Lovett

**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:** Shari Lovett, Jere Cox

**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:** Shari Lovett

**Agenda Item 6.**

**RECOGNITIONS/ANNOUNCEMENTS/REPORTS**

**Subject:**

- 6.1 Board Members
- 6.2 Northern United - Siskiyou Charter School
- 6.3 Northern United - Humboldt Charter School
- 6.4 Director

**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 Each month the Regional Director gives a report on school events and activities.
- 6.3 Each month the Director of Instructional Services gives a report on school events and activities.
- 6.4 Each month the Director may give a report on the state of the District.

**Fiscal Implications:**

None

**Contact Person/s:** Shari Lovett

**Agenda Item 7.**  
**ADMINISTRATION**

**Subject:**

No items

**Action Requested:**

None

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

None

**Fiscal Implications:**

None

**Contact Person/s:** Shari Lovett

**Agenda Item 8.**  
**CURRICULUM AND INSTRUCTION**

No Items

**Subject:**

No Items

**Action Requested:**

None

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

None

**Fiscal Implications:**

None

**Contact Person/s:** Shari Lovett

**Agenda Item 9.**

**FACILITIES**

**Subject:**

No items

**Action Requested:**

None

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

None

**Fiscal Implications:**

None

**Contact Person/s:** Shari Lovett

**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 Director determine whether an item is placed on the agenda based upon if it is related to school business and within the jurisdiction of the Board.

**Fiscal Implications:**

None

**Contact Person/s:** Shari Lovett, Jere Cox

**Agenda Item 11.**

**FUTURE BOARD MEETINGS**

**Subject:**

**11. FUTURE BOARD MEETINGS**

11.1 Future Board meetings - 8/16, 9/20, 10/18, 11/15, 12/20

**Action Requested:**

None

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

11.1 At its organizational meeting in March, the Board scheduled its meetings for the 2018 calendar year.

The Board may adjust this meeting schedule as needed.

**Fiscal Implications:**

None

**Contact Person/s:**

Shari Lovett, Jere Cox