

Northern United Charter Schools

Board of Directors Regular Board Meeting

Minutes

June 25, 2025

- Members Present:** Rosemary Kunkler, Jere Cox, Brian Payton, Barbara Boerger
- Members Absent:** Jessica Ramirez
- Staff:** Shari Lovett, Lynda Speck, Tamara McFarland, Kelley Withers, Kirk Miller, Lisa Ambrosini, and Tammy Van Housen
- Guests:** none

- 1.0 CALL TO ORDER:** Rosemary Kunkler called the meeting to order at 4:03 pm.
- 1.1 PLEDGE OF ALLEGIANCE**
- 1.2 ADOPT THE AGENDA:** A motion to approve the agenda as posted was made by Jere Cox and seconded by Brian Payton. Vote taken: Jere Cox-Aye, Brian Payton-Aye, Barbara Boerger-Aye, and Rosemary Kunkler-Aye. Motion carries.

2.0 CONSENT AGENDA

- 2.1 Consideration of Approval of Warrants for Northern United - Siskiyou Charter School (NU-SCS) (0613, 0616, 0617)**
- 2.2 Consideration of Approval of Minutes for the June 11th Board Meeting**
- 2.3 Consideration of Resignations, Hires, Leaves, and Change of Assignments**
- 2.4 Consideration of Approval of Williams' Uniform Complaint, Quarterly Report for NU-SCS.**

Jere Cox commented on the resignation of a few employees. A motion to approve the consent agenda as posted was made by Jere Cox and seconded by Brian Payton. Vote taken: Jere Cox-Aye, Brian Payton-Aye, Barbara Boerger-Aye, and Rosemary Kunkler-Aye. Motion carries.

3.0 PUBLIC COMMENTS: None

4.0 PUBLIC HEARINGS

- 4.1 Public Hearing: 2025-2026 Education Protection Account Resolution and Planned Expenditures for NU-HCS:** Shari Lovett explained the need for the hearings to allow the public to comment on all items in this section. This item is legally required to access some public funds as described in the resolution. Rosemary Kunkler opened the public hearing at 4:11 pm. No public comments were offered. Rosemary Kunkler closed the public hearing at 4:12 pm.
- 4.2 Public Hearing: 2025-2026 Education Protection Account Resolution and Planned Expenditures for NU-SCS:** Rosemary Kunkler opened the public hearing at 4:12 pm. No public comments were offered. Rosemary Kunkler closed the public hearing at 4:12 pm.

- 4.3 Public Hearing: 2025-2026 Final Budget Adoption for NU-HCS:** Rosemary Kunkler opened the public hearing at 4:13. Shari Lovett explained the need for this item, which addresses the budget for the 2025-26 school year. Kelley Withers made a presentation on the 2025-26 final budget. Hearing no comments or questions, Rosemary Kunkler closed the public hearing at 4:22 pm.
- 4.4 Public Hearing: 2025-2026 Final Budget Adoption for NU-SCS:** Rosemary Kunkler opened the public hearing at 4:23. Kelley Withers made a presentation on the 2025-26 final budget. Hearing no comments or questions, Rosemary Kunkler closed the public hearing at 4:30 pm.
- 4.5 Public Hearing: 2025-2026 Budget Overview for Parents and Local Control and Accountability Plan with 2024-2025 Annual Update for NU-HCS:** Rosemary Kunkler opened the public hearing at 4:30. Shari Lovett explained the need for this item for the public to comment on the NU-HCS LCAP, which is a plan that shows how we are spending local control funds. The goals defined in the LCAP for NU-HCS include academic improvement and school climate/academic engagement elements. Another component evaluates how well we met the previous year's goals. Hearing no comments or questions, Rosemary Kunkler closed the public hearing at 4:34 pm.
- 4.6 Public Hearing: 2025-2026 Budget Overview for Parents and Local Control and Accountability Plan with 2024-2025 Annual Update for NU-SCS:** Rosemary Kunkler opened the public hearing at 4:35. Shari Lovett explained the need for this item for the public to comment on the NU-SCS LCAP. The goals defined in the LCAP for NU-SCS include academic improvement, supportive climate, and empowered community. Another component evaluates how well we met the previous year's goals. Hearing no comments or questions, Rosemary Kunkler closed the public hearing at 4:37 pm.

5.0 ACTION ITEMS TO BE CONSIDERED:

- 5.1 Approval of Education Protection Account Resolution and 2025-2026 EPA Planned Expenditures for NU-HCS:** Shari Lovett explained the need for the resolution. A motion to approve the Education Protection Account Resolution and 2025-2026 EPA Planned Expenditures for NU-HCS was made by Jere Cox and seconded by Brian Payton. Vote taken: Jere Cox-Aye, Brian Payton-Aye, Barbara Boerger-Aye, and Rosemary Kunkler-Aye. Motion carries.
- 5.2 Approval of Education Protection Account Resolution and 2025-2026 EPA Planned Expenditures for NU-SCS:** A motion to approve the Education Protection Account Resolution and 2025-2026 EPA Planned Expenditures for NU-SCS was made by Brian Payton and seconded by Jere Cox. Vote taken: Jere Cox-Aye, Brian Payton-Aye, Barbara Boerger-Aye, and Rosemary Kunkler-Aye. Motion carries.
- 5.3 Approval of Warrant Distribution Authorization Form CS-1 and Certification Form CS-7 for NU-HCS:** Shari Lovett explained that every year, HCOE asks us to complete these forms to designate who is authorized to sign payroll checks, and who is authorized to pick them up from the county office. A motion to approve the Warrant Distribution Authorization Form CS-1 and Certification Form CS-7 for NU-HCS was made by Brian Payton and seconded by Jere Cox. Vote taken: Jere Cox-Aye, Brian Payton-Aye, Barbara Boerger-Aye, and Rosemary Kunkler-Aye. Motion carries.
- 5.4 Approval of Certification of Signatures for NU-SCS:** Shari Lovett explained that every year, SCOE asks us to complete these forms that specify who is authorized to sign payroll checks, and who is authorized to pick them up from the county offices. A motion

to approve the Certification of Signatures for NU-SCS was made by Brian Payton and seconded by Jere Cox. Vote taken: Jere Cox-Aye, Brian Payton-Aye, Barbara Boerger-Aye, and Rosemary Kunkler-Aye. Motion carries.

- 5.5 Approval of the Declaration of Need - NU-HCS:** Shari Lovett explained that the Declaration of Need is sometimes necessary in order for us to obtain emergency permits for uncredentialed teachers through CTC. A previous version of the Declaration of Need was approved, but we needed to add TK, which wasn't selected on the previous form. A motion to approve the Declaration of Need - NU-HCS was made by Brian Payton and seconded by Barbara Boerger. Vote taken: Jere Cox-Aye, Brian Payton-Aye, Barbara Boerger-Aye, and Rosemary Kunkler-Aye. Motion carries.
- 5.6 Approval of the Declaration of Need - NU-SCS:** As with the prior item, a previous version of the Declaration of Need was approved, but we needed to add TK, which wasn't selected on the previous form. Brian Payton asked for clarification on the terms of the emergency permits. A motion to approve the Declaration of Need - NU-SCS was made by Jere Cox and seconded by Brian Payton. Vote taken: Jere Cox-Aye, Brian Payton-Aye, Barbara Boerger-Aye, and Rosemary Kunkler-Aye. Motion carries.
- 5.7 Approval of Authorizing Compensation for School Psychologist Intern Outside of the Adopted Pay Schedule:** Shari Lovett and Kelley Withers explained that this authorization is needed because we were unable to hire a replacement for our retiring School Psychologist, so we are hiring a School Psychologist Intern instead for 2025-26, but our pay schedule does not include a line for School Psychologist Interns. The agreed salary for the incoming School Psychologist Intern is \$38,000 plus benefits. Brian Payton and Rosemary Kunkler inquired about the salary amount, inclusion of benefits, FTE, and potential for future reclassification to the position of School Psychologist. A motion to approve Authorizing Compensation for School Psychologist Intern Outside of the Adopted Pay Schedule was made by Jere Cox and seconded by Brian Payton. Vote taken: Jere Cox-Aye, Brian Payton-Aye, Barbara Boerger-Aye, and Rosemary Kunkler-Aye. Motion carries.
- 5.8 Approval of Authorizing Compensation for Certified Wellness Coach II Outside of the Adopted Pay Schedule:** Shari Lovett and Kelley Withers explained that this authorization is needed because the terms of the grant funding this position specify an exact amount that the Wellness Coach must be paid, but that dollar amount isn't on one of our salary schedules. The annual salary specified by the grant is \$53,500. Jere Cox and Rosemary Kunkler inquired about the salary amount and about what would happen when the grant sunsets in December 2025. A motion to approve Authorizing Compensation for Certified Wellness Coach II Outside of the Adopted Pay Schedule was made by Jere Cox and seconded by Brian Payton. Vote taken: Jere Cox-Aye, Brian Payton-Aye, Barbara Boerger-Aye, and Rosemary Kunkler-Aye. Motion carries.

6.0 REPORTS

6.1 Enrollment and Attendance Report

6.2 Financial Report for NU-HCS and NU-SCS

- 6.3 Director's Report:** Shari Lovett reported that we've been busy with year-end activities. Lynda Speck's last day is this Friday and that she has been training Tamara McFarland as our new Director of Human Resources. Shari and Tamara are preparing to swap offices this Friday. Shari will be on vacation for two weeks in July. The Arcata move took place this week. Shari and Kelley Withers met with our architectural firm this week to review

two reports (zoning and seismic) on a potential new site for purchase for NU-HCS coastal learning center consolidation– the zoning report was very positive; however, the seismic report indicated that in order to comply with seismic reinforcement required to turn the building into a school, two walls need to be reinforced and portions of the roof (and solar panels) need to be removed, reinforced, and replaced. Based on this information, Shari and Kelley shared the report with a local builder to determine an approximate cost for this work. We expect to hear an estimate from the builder within a week or two. Brian Payton inquired about getting multiple quotes. Barbara Boerger inquired about the ability to make public the actual location and Shari responded that she and Kelley are working on that, as well as being able to take the Board to tour the building.

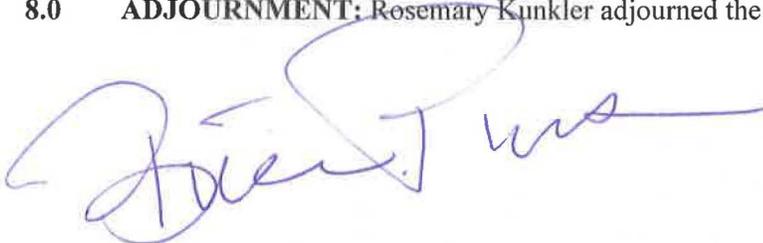
- 6.4 **Northern United - Humboldt Charter School Report:** Rosemary Kunkler expressed appreciation for the school reports prepared by Rebekah Davis and Kirk Miller. Jere Cox mentioned that the link in the report didn't work so Shari will send it out by email.
- 6.5 **Northern United - Siskiyou Charter School Report:** Kirk Miller reported that one of their buildings is getting new carpet installed July 21st.
- 6.6 **Board Report:** Jere Cox reported that he attended graduation and enjoyed the cupcakes. Brian Payton reported that he plans to attend Fall Summit. Rosemary Kunkler reported on a recent parent appreciation night and sports recognition night, expressed appreciation to those who made graduation such a success, and shared that she met with Shari today to review her evaluation, which was positive.

7.0 NEXT BOARD MEETING:

7.1 **Possible Agenda Items:** budgets, LCAPs, lease

7.2 **Next Board Meeting Date:** June 26, 2025 at 4:00 pm

8.0 **ADJOURNMENT:** Rosemary Kunkler adjourned the meeting at 5:19 pm.

A handwritten signature in blue ink, appearing to be "Rosemary Kunkler", is written over the text of item 8.0. The signature is fluid and cursive, with a long horizontal stroke extending to the right.