

Bridgeville School District
Regular Meeting of the Board of Education
Thursday, September 15, 2022
5:30 P.M.
Healthy Start Building
Bridgeville Elementary School
38717 Kneeland Rd. Bridgeville, CA 95526

Call to Order

- I. Open Session Agenda Approval
- II. Public Comment (Anyone wishing to address the Board regarding items not on this agenda may do so at this time. No action will be taken on non-agenda items. No discussion or comments by the Board should be expected except to properly refer the matter for future consideration. The Board requests public comment be limited to 3 minutes maximum per speaker.)
- III. Consent Agenda
 - 3.1 Approve Board Minutes (Board Meeting August 18th, 2022)
- IV. Standing Reports
 - 4.1 Bridgeville Community Center Report
 - 4.2 Assistant Principal/Lead Teacher Report
 - 4.3 Superintendent's Report
 - 4.4 Communications
- V. Information/Discussion/Possible Action Items
 - 5.1 Approve Certification of Unaudited Actual Financial Report and for 2021-2022 and GANN limit for 2020-2021
 - 5.2 Approve GASB
 - 5.3 Audit Findings 2020-2021
 - 5.4 Con-App 2022-2023
 - 5.5 LCAP
 - 5.6 Attendance/Distancing Precautions
 - 5.7 Bullying
 - 5.8 Recess Supervision
 - 5.9 Future Agenda Items (Members of the Board may request that items be placed on a future agenda)
- VI. Closed session
 - 6.1 Superintendent Evaluation
- VII. Board Member Comments
- VII. Adjournment

Board packet is available for copying, ask Don

Bridgeville Elementary School District
Board Meeting Minutes
8-18-22

Call to Order/Roll Call

Diana Bennett called the meeting to order at 5:39 pm

Present: Danielle Mattson, Brooke Entsminger, Diana Bennett, Bob Smith, Nick Glass, Don Boyd, Jessica Springer and Joyce Church.

Present in the Audience: No one

I. Open Session/Closed Session Agenda Approval

Bob Smith made a motion, seconded by Nick Glass, to approve the Open/Closed Session Agenda. The vote was 4-0, in favor.

II. Public Comment

There was no Public Comment

III. Consent Agenda

3.1 Danelle Mattson made a motion, seconded by Bob Smith, to approve the Consent Agenda. The vote was 4-0, in favor.

IV. Standing Reports

- 4.1 Bridgeville Community Center Report
- 4.2 Superintendent's Report
- 4.3 Communications

V. Action Agenda

- 5.1 Nick Glass made a motion, seconded by Brooke Entsminger, to approve Board Meetings being the second Thursday of each month at 5:30 p.m. The vote was 5-0, in favor.
- 5.2 Danielle Mattson made a motion, seconded by Brooke Entsminger, to approve the Admin/Lead Teacher Salary Schedule. The vote was 5-0, in favor.
- 5.3 Bob Smith made a motion, seconded by Nick Glass, to approve the Assistant Admin/Job Description. The vote was 5-0, in favor.
- 5.4 Future Agenda items: Bullying Training update, Add Admin/Lead Teacher report

VI. Closed Session

- 6.1 Superintendent Evaluation Tabled

VI. Board Member Comments

There were no Board member comments.

VII. Adjournment

Diana Bennett adjourned the meeting at 6:18 pm.

5.1

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2021-22 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the school district pursuant to Education Code Section 42100.

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

Date of Meeting: _____

To the Superintendent of Public Instruction:

2021-22 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100.

Signed: _____
County Superintendent/Designee
(Original signature required)

Date: _____

For additional information on the unaudited actual reports, please contact:

For County Office of Education:

Corey Weber
Name
Assistant Superintendent-Business Services
Title
(707) 445-7066
Telephone
cweber@hcoe.org
E-mail Address

For School District:

Don Boyd
Name
Superintendent
Title
(707) 777-3311
Telephone

E-mail Address

Unaudited Actuals
FINANCIAL REPORTS
2021-22 Unaudited Actuals
Summary of Unaudited Actual Data Submission

5.7

Following is a summary of the critical data elements contained in your unaudited actual data. Since these data may have fiscal implications for your agency, please verify their accuracy before filing your unaudited actual financial reports.

Form	Description	Value
CEA	Percent of Current Cost of Education Expended for Classroom Compensation Must equal or exceed 60% for elementary, 55% for unified, and 50% for high school districts or future apportionments may be affected. (EC 41372)	47.72%
	CEA Deficiency Amount Applicable to districts not exempt from the requirement and not meeting the minimum classroom compensation percentage - see Form CEA for further details.	exempt
ESMOE	Every Student Succeeds Act (ESSA) Maintenance of Effort (MOE) Determination If MOE Not Met, the 2023-24 apportionment may be reduced by the lesser of the following two percentages: MOE Deficiency Percentage - Based on Total Expenditures MOE Deficiency Percentage - Based on Expenditures Per ADA	MOE Met
GANN	Adjustments to Appropriations Limit Per Government Code Section 7902.1 If this amount is not zero, it represents an increase to your Appropriations Limit. The Department of Finance must be notified of increases within 45 days of budget adoption.	(\$11,257.24)
	Adjusted Appropriations Limit	\$496,689.66
	Appropriations Subject to Limit These amounts represent the board approved Appropriations Limit and Appropriations Subject to Limit pursuant to Government Code Section 7906 and EC 42132.	\$496,689.66
ICR	Preliminary Proposed Indirect Cost Rate Fixed-with-carry-forward indirect cost rate for use in 2023-24, subject to CDE approval.	7.45%

1/15/2021

5.3

BRIDGEVILLE ELEMENTARY DISTRICT'S CORRECTIVE ACTION PLAN

FINDING 2021-001: REVOLVING FUND CASH - INTERNAL CONTROL (CODE 30000)

Name and title of contact person: Don Boyd, Superintendent/Principal

Corrective Action: The District will establish procedures verifying the revolving fund is being reconciled monthly. The District will transfer the remaining \$900 out of the General Fund and into the student body Yearbook account to reimburse the Yearbook account for the amount previously withdrawn. The District will reduce the use of its revolving fund by ensuring that the fund is only being used for payments that are due prior to the time that the normal.

Proposed Completion Date: 7/1/2022

FINDING 2021-002: PAYROLL - INTERNAL CONTROL (CODE 30000)

Name and title of contact person: Don Boyd, Superintendent/Principal

Corrective Action: The District will continue to search for the missing file. If the District cannot find the file we will reconstruct the information and create a new file for each teacher, then verify that each teacher was properly placed on the District's salary schedule. We furthermore will establish procedures for record keeping going forward to ensure timecards are available for review during the audit process.

Proposed Completion Date: 7/1/2022

FINDING 2021-003: STUDENT BODY CASH - INTERNAL CONTROL (CODE 30000)

Name and title of contact person: Don Boyd, Superintendent/Principal

Corrective Action: The District will establish procedures requiring the student body fund to be reconciled monthly and to promptly deposit cash receipts. These procedures will include review and approval of the reconciliation on a monthly basis by the District Superintendent.

Proposed Completion Date: 7/1/2022

FINDING 2021-004: LATE FILING OF AUDIT REPORT (CODE 30000)



Name and title of contact person: Don Boyd, Superintendent/Principal

Corrective Action: The District will make every attempt to provide the necessary documents to the auditor in a timely matter to facilitate punctual filing of the audit in the future.

Proposed Completion Date: 7/1/2022

FINDING 2021-005: AVERAGE DAILY ATTENDANCE - INTERNAL CONTROL
(CODE 10000)

Name and title of contact person: Don Boyd, Superintendent/Principal

Corrective Action: The District will remind all teachers to carefully review their weekly attendance reports to ensure that all information has been properly recorded.

Proposed Completion Date: 7/1/2022

FINDING 2021-006: SCHOOL SAFETY PLAN (CODE 10000)

Name and title of contact person: Don Boyd, Superintendent/Principal

Corrective Action: The District will review and update the School Safety Plan for completeness and accuracy annually prior to March 1 of each year

Proposed Completion Date: 7/1/2022

FINDING 2021-007: AFTER SCHOOL EDUCATION AND SAFETY (ASES) PROGRAM
(CODE 40000)

Name and title of contact person: Don Boyd, Superintendent/Principal

Corrective Action: The District will amend the 2nd semester 6/30/2020 ASES attendance report to increase the attendance by 877 days. The District will train staff on the importance of noting the reason for early release of students as they are released and having parents sign the sign out form daily.

Proposed Completion Date: 7/1/2022

Humboldt County Office of Education
2020-2021 AUDIT EXCEPTION MATRIX

Bridgerville School District

**CURRENT YEAR RECOMMENDATIONS
(HCOE OVERSIGHT)**

Total Number of Findings:	7	Williams Findings:	No
Fiscal Impact of Findings:		Finding Number(s):	
2021-001	\$ (900)		
	\$		
	\$		
	\$		

Rec. No.	Code No.	Current Year Recommendations	Audit Report Page #	Is There A Financial Impact? (Y/N)	Acceptable Plan? (Y/N)	Comments
1	30000	Revolving Cash Fund – Internal Control	55-56	Y	Y	Prior year recommendation.
2	30000	Payroll Internal Control	56-57	N	Y	
3	30000	Student Body Cash – Internal Control	57-58	N	Y	Prior year recommendation.
4	30000	Late Filing of Audit Report	58-59	N	Y	Prior year recommendation.
5	10000	Attendance Reporting	59-60	N	Y	Prior year recommendation.
6	40000	Comprehensive School Safety Plan	60-61	N	Y	
7	40000	After School Education and Safety	61-62	N	Y	Prior year recommendation.



CDE Audit Resolution

2020-2021 AUDIT EXCEPTION MATRIX

Bridgeville School District

***CURRENT YEAR RECOMMENDATIONS
(SPI OVERSIGHT)***

Rec. No.	Code No.	Current Year Recommendations	Audit Report Page #	Is there a Financial Impact? (Y/N)	Acceptable Plan? (Y/N)	Comments
1	30000	Revolving Cash Fund – Internal Control	55-56	Y	Y	Prior year recommendation.
3	30000	Student Body Cash – Internal Control	57-58	N	Y	Prior year recommendation.
4	30000	Late Filing of Audit Report	58-59	N	Y	Prior year recommendation.
5	10000	Attendance Reporting	59-60	N	Y	Prior year recommendation.
6	40000	Comprehensive School Safety Plan	60-61	N	Y	
7	40000	After School Education and Safety	61-62	N	Y	Prior year recommendation.

5.5

S.Y

2022–23 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes
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District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	No
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Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title II, Part A funds used through the Alternative Fund Use Authority (AFUA) Section 5211 of ESEA	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	No
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes
Title IV, Part A funds used through the Alternative Fund Use Authority (AFUA)	Yes

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.