

RIDGECREST CHARTER SCHOOL

GOVERNING BOARD

Special Meeting

Friday June 15, 2018

Time: 11:00 AM

325 South Downs Street, Ridgecrest, CA 93555

I. AGENDA

A. CALL TO ORDER

B. ROLL CALL

	Present	Absent
Eric Bruen President	_____	_____
Chip Holloway, Vice President	_____	_____
Elsa Hennings, Secretary	_____	_____
Ray Miller, Treasurer	_____	_____
Deanna Lukens, Member	_____	_____

C. FLAG SALUTE

D. MOMENT OF SILENCE

II. COMMUNICATIONS

A. PUBLIC COMMENT

Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

Oral Communications was opened at _____ and closed at _____.

III. ITEMS SCHEDULED FOR ACTION/DISCUSSION/INFORMATION

1. Approval of Staff to Negotiate Offer on Real Property

Motion: _____ Second: _____ Vote: _____

2. Approval of Resolutions 2018-002 thru 2018-014

Motion: _____ Second: _____ Vote: _____

IV. FUTURE MEETINGS

1. June 27, 2018 Cancelled due to lack of quorum
2. June 28, 2018

3. TBD

V. CLOSING BOARD COMMENTS

VI. ADJOURNMENT

The meeting was adjourned at _____.

In compliance with the Americans with Disabilities Act (ADA) and upon request, the School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modifications of the agenda in order to participate in Board meetings are invited to contact the Director's office. Per Brown Act 54954.3(a) at any special meeting the public has the right to address any item described in the agenda before or during consideration of that item.

Subject:	XX Action
	__ Consent Agenda
Approval of Resolutions 2018 – 002 thru 2018 - 014	__ First Read
	__ Information
	__ Presentation
	__ Public Hearing
	__ Roll Call Vote Required

BACKGROUND INFORMATION

On an annual basis prudent business practices include a review of operating parameters, including the designation of agency representative for defined functions. The Governing Board has the ultimate responsibility for all fiduciary matters of the School. Most of the fiduciary day-to-day functions are delegated to specific management staff. The attached resolutions specify agent designation for delineated responsibilities for the Ridgecrest Charter School. These resolutions are updated and reviewed on an annual basis and, at minimum, when an authorized agent is no longer serving in the capacity as noted on each resolution.

For payroll banking transactions, the majority of the transactions are done by electronic payment. Employees’ net pay is deposited into the employee’s financial institution; electronic transfers are made for payroll taxes and other payroll deductions, such as retirement and garnishments. The direct deposit for payroll is authorized by a written document executed by the employee.

The following Resolutions are recommended for approval:

- Resolution # 2018-002- Designating Agents to Sign Documents on Behalf of Ridgecrest Charter School
- Resolution # 2018-003- Designating Agent(s) to Act as Custodian of Agency Funds and to Sign Bank Transactions and Documents on Behalf of Ridgecrest Charter School
- Resolution # 2018-004 - Designating Agent(s) to Sign for Acquisition and/or Sale of Real Property
- Resolution # 2018-005 - Authorizing Signatures on Purchase Orders and Authorizing Commercial Warrant Releases
- Resolution # 2018-006 - Authorizing Agent to Acquire Federal Surplus Property
- Resolution # 2018-007- Authorizing Agents to Order Electronic Warrant and/or Journal Entry Between Various Funds and Accounts
- Resolution # 2018-008 – Authorizing the Continuance of a Restricted Fund Balance for Facility and Capital Needs
- Resolution # 2018-009 - Authorizing Establishment of a Revolving Cash Account

- Resolution # 2018-010- Authorizing Year-End Budget Transfers
- Resolution # 2018-011 - Authorizing the Tax Deferral of Employee Contributions to Public Employees' Retirement System
- Resolution # 2018-012 - Authorizing the Tax Deferral of Employee Contributions to State Teachers' Retirement System
- Resolution # 2018-013 - Authorizing Employee Health Benefit Options in Accord with Tax Code Parameters
- Resolution # 2018-014 - Designating Custodian of Cafeteria Account

RESOLUTION NO. 2018-002:

AUTHORIZING DESIGNATED AGENTS TO SIGN DOCUMENTS ON BEHALF OF RIDGECREST CHARTER SCHOOL

BE IT RESOLVED by the Governing Board of Ridgecrest Charter School and hereby ordered that:

Eric A. Bruen, President, Governing Board
Ray A. Miller, Treasurer, Governing Board

Steven F. Martinez, Executive Director
Miriam A. Hogg, Assistant Director

be authorized as fiscal agents to sign orders, warrants, contracts, budgets, budget transfers, or other papers for and on behalf of the agency, when the same are required or authorized to be signed in the regular course of the school business of the Ridgecrest Charter School, and when regularly authorized and ordered by the Governing Board of said agency, effective July 1, 2018.

This RESOLUTION is effective on date of adoption until revoked or superseded.

PASSED AND ADOPTED by the following called vote this 15th day of June, 2018.

AYES:

NOES:

ABSENT:

Eric Bruen: President, Board of Trustees

Gayle Pietrangelo
Clerk to the Governing Board, Ridgecrest
Charter School, Kern County, State of California.

RESOLUTION NO. 2018-003:

AUTHORIZING DESIGNATED AGENT(S) TO ACT AS CUSTODIAN OF AGENCY FUNDS AND TO SIGN BANK TRANSACTIONS AND DOCUMENTS ON BEHALF OF RIDGECREST CHARTER SCHOOL

BE IT RESOLVED that the Executive Director, pursuant to the Education Code, be designated as custodian of all funds of the agency and shall be responsible for collection and payment into authorized agency account(s) all monies required to be paid into the account(s) and all expenditures therefrom subject to such regulations as the Governing Board prescribes. The Executive Director shall cause to be prepared and filed all necessary reports and claims for reimbursement applicable to the agency.

BE IT FURTHER RESOLVED by the Governing Board of the Ridgecrest Charter School and hereby ordered that checks drawn on agency bank accounts shall be signed by two of the following persons:

Program	Bank	Type	Account	Signatory	Title
Operations	WestAmerica	Checking	280-98543-3	Stephen F. Martinez	Executive Director
				Miriam A. Hogg	Assistant Director
				Eric A. Bruen	Board President
				Ray A. Miller	Board Treasurer
Payroll	WestAmerica	Checking	280-98149-9	Stephen F. Martinez	Executive Director
				Miriam A. Hogg	Assistant Director
				Eric A. Bruen	Board President
				Ray A. Miller	Board Treasurer
Working Capital	WestAmerica	Savings	2280-96442-6	Stephen F. Martinez	Executive Director
				Miriam A. Hogg	Assistant Director
				Eric A. Bruen	Board President
				Ray A. Miller	Board Treasurer
On-Site Revolving Cash	AltaOne-FCU	Checking	145289-4	Stephen F. Martinez	Executive Director
				Miriam A. Hogg	Assistant Director
				Eric A. Bruen	Board President
				Ray A. Miller	Board Treasurer
				Tamara G. Stoffel	Administrative Assistant
On-Site Revolving Cash	AltaOne-FCU	Savings	145289-0	Stephen F. Martinez	Executive Director
				Miriam A. Hogg	Assistant Director
				Eric A. Bruen	Board President
				Ray A. Miller	Board Treasurer
				Tamara G. Stoffel	Administrative Assistant
Milk and Juice Account	AltaOne-FCU	Checking	140464-4	Stephen F. Martinez	Executive Director
				Miriam A. Hogg	Assistant Director
				Eric A. Bruen	Board President
				Ray A. Miller	Board Treasurer
				Tamara G. Stoffel	Administrative Assistant
Milk and Juice Account	AltaOne-FCU	Savings	140464-0	Stephen F. Martinez	Executive Director
				Miriam A. Hogg	Assistant Director
				Eric A. Bruen	Board President
				Ray A. Miller	Board Treasurer
				Tamara G. Stoffel	Administrative Assistant

BE IT FURTHER RESOLVED that all claim reports be signed by one of the following persons:
Steven F. Martinez, Executive Director
Miriam A. Hogg, Assistant Director

This RESOLUTION is effective on date of adoption until revoked or superseded.

PASSED AND ADOPTED by the following called vote this 15th day of June, 2018.

AYES:

NOES:

ABSENT:

Eric Bruen: President, Board of Trustees

Gayle Pietrangelo
Clerk to the Governing Board, Ridgecrest
Charter School, Kern County, State of California.

RESOLUTION NO. 2018-004:

AUTHORIZING DESIGNATED AGENT(S) TO SIGN FOR ACQUISITION AND OR SALE OF REAL PROPERTY

BE IT RESOLVED by the Governing Board of Ridgecrest Charter School and hereby ordered that:

Steven F. Martinez, Executive Director
Eric A. Bruen, President, Governing Board

be authorized as Agency Authorized Agent for the Acquisition and or Sale of Real Property.

This RESOLUTION is effective on date of adoption until revoked or superseded.

PASSED AND ADOPTED by the following called vote this 15th day of June, 2018.

AYES:

NOES:

ABSENT:

Eric Bruen: President, Board of Trustees

Gayle Pietrangelo
Clerk to the Governing Board, Ridgecrest
Charter School, Kern County, State of California.

RESOLUTION NO. 2018-005:

**AUTHORIZING SIGNATURES ON PURCHASE ORDERS and AUTHORIZING COMMERCIAL WARRANT
RELEASES**

BE IT RESOLVED by the Governing Board of Ridgecrest Charter School and hereby ordered that:

Steven F. Martinez, Executive Director
Miriam A. Hogg, Assistant Director

be authorized to sign Purchase Orders of the Ridgecrest Charter School that are approved by policy of the Governing Board.

BE IT FURTHER RESOLVED by the Governing Board of the Ridgecrest Charter School and hereby ordered that in order to maintain competitive pricing and ensure cost effective vendor relationships, commercial warrants be released as soon as audited and that a comprehensive listing of all vendor payments be kept on file for public review by the Executive Director

This RESOLUTION is effective on date of adoption until revoked or superseded.

PASSED AND ADOPTED by the following called vote this 15th day of June, 2018.

AYES:

NOES:

ABSENT:

Eric Bruen: President, Board of Trustees

Gayle Pietrangelo
Clerk to the Governing Board, Ridgecrest
Charter School, Kern County, State of California.

RESOLUTION NO. 2018-006:

AUTHORIZING AGENTS TO ACQUIRE FEDERAL SURPLUS PROPERTY

BE IT RESOLVED by the Governing Board of Ridgecrest Charter School and hereby ordered that:

WHEREAS, in order to acquire surplus property with a government acquisition cost of either \$2,500 or over, or under \$2,500, in accordance with Section II of the California Educational Agency for Surplus Plan of Operation, as amended, filed with and approved by the Department of Health, Education, and Welfare,

BE IT RESOLVED that

Steven F. Martinez, Executive Director
Miriam A. Hogg, Assistant Director

be authorized as representative to acquire surplus property from the California State Education Agency for Surplus Property.

This RESOLUTION is effective on date of adoption until revoked or superseded.

PASSED AND ADOPTED by the following called vote this 15th day of June, 2018.

AYES:

NOES:

ABSENT:

Eric Bruen: President, Board of Trustees

Gayle Pietrangelo
Clerk to the Governing Board, Ridgecrest
Charter School, Kern County, State of California.

RESOLUTION NO. 2018-007:

**AUTHORIZING AGENTS TO ORDER ELECTRONIC WARRANT AND/OR JOURNAL ENTRY BETWEEN
VARIOUS ACCOUNTS**

BE IT RESOLVED by the Governing Board of Ridgecrest Charter School and hereby ordered that:

Steven F. Martinez, Executive Director
Miriam A. Hogg, Assistant Director

be authorized to execute affidavit for lost warrants and to order fund transfers, including direct and indirect cost allocation transfers, (electronic, warrant and/or journal entry) between the various funds of the Agency in order to provide responsible fiscal management of the respective funds in accordance with the Education Code and the Agency Policies and Administrative Regulations, for the following funds:

General Fund
Revolving Cash Account
Milk and Juice Account

This RESOLUTION is effective on date of adoption until revoked or superseded.

PASSED AND ADOPTED by the following called vote this 15th day of June, 2018.

AYES:

NOES:

ABSENT:

Eric Bruen: President, Board of Trustees

Gayle Pietrangelo
Clerk to the Governing Board, Ridgecrest
Charter School, Kern County, State of California.

RESOLUTION NO. 2018-008:

AUTHORIZING THE CONTINUATION OF A RESTRICTED FUND BALANCE FOR FACILITY AND CAPITAL NEEDS

BE IT RESOLVED by the Governing Board of Ridgecrest Charter School and hereby ordered that:

WHEREAS, the Governing Board is authorized to establish a restricted fund balance to be known as the Restricted Fund Balance; and

WHEREAS, such fund is authorized for the purpose of setting aside funds for future facility needs, major capital outlay purposes, and such other capital items as may be approved by the Governing Board,

BE IT RESOLVED that the Governing Board hereby authorizes the continuation of a Restricted Fund Balance for future Facility and Capital Needs, effective 2018-2019 fiscal year and thereafter.

This RESOLUTION is effective on date of adoption until revoked or superseded.

PASSED AND ADOPTED by the following called vote this 15th day of June, 2018.

AYES:

NOES:

ABSENT:

Eric Bruen: President, Board of Trustees

Gayle Pietrangelo
Clerk to the Governing Board, Ridgecrest
Charter School, Kern County, State of California.

RESOLUTION NO. 2018-009:

AUTHORIZING THE ESTABLISHMENT OF A REVOLVING CASH ACCOUNT

BE IT RESOLVED by the Governing Board of Ridgecrest Charter School and hereby ordered that:

WHEREAS, Revolving Cash Account fund is authorized for the purpose of facilitating petty cash transactions in accordance with generally accepted accounting practices and that such Revolving Cash Account is a reservation of cash within the General Fund and is not considered or accounted for as a separate fund or entity;

BE IT RESOLVED that the Governing Board hereby authorizes the establishment of a Revolving Cash Account and that the Executive Director be the designated Custodian of the Account, and that signatory authorizations be approved annually by the Governing Board; and,

BE IT RESOLVED that a revolving base fund be established in the amount of \$1,000; and

BE IT RESOLVED that the Business Manager be instructed to obtain and file a Surety Bond for not less than double the amount of the Revolving Cash Fund., i.e., \$2,000, in favor of the Ridgecrest Charter School.

This RESOLUTION is effective on date of adoption until revoked or superseded.

PASSED AND ADOPTED by the following called vote this 15th day of June, 2018.

AYES:

NOES:

ABSENT:

Eric Bruen: President, Board of Trustees

Gayle Pietrangelo
Clerk to the Governing Board, Ridgecrest
Charter School, Kern County, State of California.

RESOLUTION NO. 2018-010:

AUTHORIZING YEAR END BUDGET TRANSFERS

BE IT RESOLVED by the Governing Board of Ridgecrest Charter School and hereby ordered that:

WHEREAS, the Governing Board is authorized by Education Code Sections 42601 et al., to authorize budget transfers required at the close of the fiscal year and to delegate to the Executive Director the power to make such transfers as may be necessary to permit the payment of obligations incurred during the current fiscal year; and

WHEREAS, it is anticipated that expenditures during the last quarter of 2018-2019 may exceed the remaining balances in certain budget classifications; and

WHEREAS, it is the desire of the Governing Board to avoid delays in payment of liabilities of the Ridgecrest Charter School which may result if the Governing Board is required to adopt resolutions for budget transfers at the close of the fiscal year;

THEREFORE, BE IT RESOLVED that the School's Executive Director is hereby authorized and directed to make such budget transfers as may be submitted by the Ridgecrest Charter School and/or be needed between the undistributed reserve and the various expenditure classifications to permit the payment of obligations of the Agency incurred in the 2018-2019 fiscal year.

This RESOLUTION is effective on date of adoption until revoked or superseded.

PASSED AND ADOPTED by the following called vote this 15th day of June, 2018.

AYES:

NOES:

ABSENT:

Eric Bruen: President, Board of Trustees

Gayle Pietrangelo
Clerk to the Governing Board, Ridgecrest
Charter School, Kern County, State of California.

RESOLUTION NO. 2018-011:

AUTHORIZING THE TAX DEFERRAL OF EMPLOYEE CONTRIBUTIONS TO PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BE IT RESOLVED by the Governing Board of Ridgecrest Charter School and hereby ordered that:

WHEREAS, the Governing Board has the authority to implement the provisions of Section 414 (h) (2) of the Internal Revenue Code (IRC); and

WHEREAS, the Board of Administration of the Public Employees' Retirement System (PERS) adopted its resolution on section 414(h)(2); and

WHEREAS, the Internal Revenue Service has stated that the implementation of the provisions of Section 414(h)(2) IRC pursuant to the Resolution of the PERS Board would satisfy the legal requirements of Section 414(h)(2) IRC; and

WHEREAS, the Ridgecrest Charter School Governing Board has determined that even though the implementation of the provisions of Section 414(h)(2) is not required by law, the tax benefit offered by Section 414(h)(2) IRC should be provided to its employees who are members of the Public Employees' Retirement System;

NOW, THEREFORE BE IT RESOLVED that the Ridgecrest Charter School Governing Board will implement the provisions of Section 414(h) (2) Internal Revenue Code by making employee contributions pursuant to California Government Code Section 20615 to the Public Employees' Retirement System on behalf of its employees who are members of the Public Employees' Retirement System. "Employee contributions" shall mean those contributions to the Public Employees' Retirement System which are deducted from the Salary of employees are credited to individual employee's accounts pursuant to California Government Code Section 20615.

This RESOLUTION is effective on date of adoption until revoked or superseded.

PASSED AND ADOPTED by the following called vote this 15th day of June, 2018.

AYES:

NOES:

ABSENT:

Eric Bruen: President, Board of Trustees

Gayle Pietrangelo
Clerk to the Governing Board, Ridgecrest
Charter School, Kern County, State of California.

RESOLUTION NO. 2018-012

AUTHORIZING THE TAX DEFERRAL OF EMPLOYEE CONTRIBUTIONS TO STATE TEACHERS' RETIREMENT SYSTEM

BE IT RESOLVED by the Governing Board of Ridgecrest Charter School and hereby ordered that:

WHEREAS, the Governing Board has the authority to implement the provisions of Section 414 (h) (2) of the Internal Revenue Code (IRC); and

WHEREAS, the Governing Board of the State Teachers' Retirement System (STRS) adopted its resolution on section 414(h) (2); and

WHEREAS, the Internal Revenue Service has stated that the implementation of the provisions of Section 414(h)(2) IRC pursuant to the Resolution of the STRS Board would satisfy the legal requirements of Section 414(h)(2) IRC; and

WHEREAS, the Ridgecrest Charter School Governing Board has determined that even though the implementation of the provisions of Section 414(h)(2) is not required by law, the tax benefit offered by Section 414(h)(2) IRC should be provided to its employees who are members of the State Teachers' Retirement System;

NOW, THEREFORE BE IT RESOLVED that the Ridgecrest Charter School Governing Board will implement the provisions of Section 414(h) (2) Internal Revenue Code by making employee contributions pursuant to California Code Sections to the State Teachers' Retirement System on behalf of its employees who are members of the State Teachers' Retirement System. "Employee contributions" shall mean those contributions to the State Teachers' Retirement System which are deducted from the Salary of employees are credited to individual employee's accounts pursuant to California Code Sections.

This RESOLUTION is effective on date of adoption until revoked or superseded.

PASSED AND ADOPTED by the following called vote this 15th day of June, 2018.

AYES:

NOES:

ABSENT:

Eric Bruen: President, Board of Trustees

Gayle Pietrangelo
Clerk to the Governing Board, Ridgecrest
Charter School, Kern County, State of California.

RESOLUTION NO. 2018-013

AUTHORIZING EMPLOYEE HEALTH BENEFIT OPTIONS IN ACCORD WITH TAX CODE PARAMETERS

BE IT RESOLVED by the Governing Board of Ridgecrest Charter School and hereby ordered that:

WHEREAS, regular employees of the Ridgecrest Charter School have a discretionary employee benefit allowance; and

WHEREAS, the Internal Revenue Service has prescribed criteria for the tax obligation of discretionary health benefit allowances;

BE IT FURTHER RESOLVED, that the administration of the Ridgecrest Charter School discretionary health benefit allowance be in conformance with all requirements of the Internal Revenue Service.

This RESOLUTION is effective on date of adoption until revoked or superseded.

PASSED AND ADOPTED by the following called vote this 15th day of June, 2018.

AYES:

NOES:

ABSENT:

Eric Bruen: President, Board of Trustees

Gayle Pietrangelo
Clerk to the Governing Board, Ridgecrest
Charter School, Kern County, State of California.

RESOLUTION NO. 2018-014

DESIGNATING CUSTODIAN OF CAFETERIA ACCOUNT

BE IT RESOLVED by the Governing Board of Ridgecrest Charter School and hereby ordered that:

WHEREAS, a School Lunch and Breakfast Program and a Special Milk Project have been established by the California State Department of Education in cooperation with the Federal Government.

BE IT RESOLVED by the Governing Board of the Ridgecrest Charter School and hereby ordered that:

The school's Cafeteria extend its participation in these programs for the 2018-2019 fiscal year and each year thereafter until revoked, utilizing the benefits of the programs to the best advantage.

IT IS FURTHER RESOLVED that the Executive Director, pursuant to Education Code Section 39893, be designated to have custody of the Cafeteria Fund and shall be responsible for collection and payment into the fund all monies required to be paid into the fund and all expenditures therefrom, subject to such regulations as the Governing Board prescribes. The Executive Director shall cause to be prepared and filed all necessary reports and claims for reimbursement applicable to the above program.

IT IS FURTHER RESOLVED that Cafeteria Reports shall be signed by one of the following persons:

Steven F. Martinez, Executive Director
Miriam A. Hogg, Assistant Director

This Resolution is effective on date of adoption until revoked or superseded.

PASSED AND ADOPTED by the following called vote this 15th day of June 2018.

AYES:

NOES:

ABSENT:

Gayle Pietrangelo
Clerk to the Governing Board, Ridgecrest
Charter School, Kern County, State of California.