

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF JUNE 20, 2019**

**A. CALL TO ORDER/ROLL CALL:**

The Governing Board of the Laytonville Unified School District held a regular meeting in the Board Room on June 20, 2019. Board President Calvin Harwood called the meeting to order at 5:32 pm.

**ROLL CALL:**

Trustees Present: Calvin Harwood, Erin Gamble, Shelagh Deveney and Meagen Hedley.

Administrators Present: Joan Potter, Lorre Stange, and Tim Henry.

Student Representative: Taylor Felton and Eve Kreiling

**B. PUBLIC INPUT re CLOSED SESSION ITEMS:**

**C. CLOSED SESSION AGENDA:**

<b>CS-1: CONFERENCE WITH LABOR NEGOTIATOR:</b>	<b>CS-1</b>
Name of Agency Negotiator: Superintendent	
Name of Organization Representing Employees: CSEA	
<b>CS-2: CONFERENCE WITH LABOR NEGOTIATOR:</b>	<b>CS-2</b>
Name of Agency Negotiator: Superintendent	
Name of Organization Representing Employees: LVTA	
<b>CS-3: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION</b>	<b>CS-3</b>
<i>Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9</i>	
<b>CS-4: PUBLIC EMPLOYEE APPOINTMENT</b>	<b>CS-4</b>
<i>Title: Bus Driver, LHS Art Teacher, 5<sup>th</sup> Grade Teacher, 7<sup>th</sup> Grade Teacher</i>	
<b>CS-5: CONSIDERATION OF INTER-DISTRICT TRANSFER REQUEST, NUMBER IDT 2019/20-A &amp; B</b>	<b>CS-5</b>

**D. ANNOUNCEMENTS FROM CLOSED SESSION:** On Closed Session Item CS-5, Consideration of Inter-District Transfer Request, Number IDT 2019/20-A & B, the Board unanimously approved the inter-district transfer requests 2019/20-A and 2019/20-B. No other action was taken in closed session.

**E. PATRIOTIC OBSERVANCE:** Board President Calvin Harwood led the Pledge of Allegiance to the flag.

**F. ACCEPTANCE OF AGENDA:**

- **Motion** to approve the Agenda by Meagen Hedley, seconded by Erin Gamble, unanimously approved with a 4-0 vote.

**G. CORRESPONDENCE:**

1. Letter from Becky Jeffries, Assistant Superintendent Re: County Office Review of the 2018/19 First Interim Budget

**H. PUBLIC INPUT:** None

**I. REPORTS AND COMMENTS:**

### Superintendent's Report:

Middle School and High School Graduations went great. Mr. Henry and Ms. Stange did a wonderful job and the community is speaking highly of both events. Mrs. Potter is grateful for all the staff that are continuing to help in any way they can with packing classrooms and cleaning. The District Office is getting a roof starting July 8<sup>th</sup> and they will also be making repairs at the middle school, and on the high school gym roof. A few more classrooms will be getting new carpet this summer, both gym floors will be refinished, and the high school will be repainted. We are close to filling all of our open positions and we have another round of interviews on Thursday June 27<sup>th</sup>. Lastly, the Auditors were here this week and there were no findings at this time.

The following reports were given:

Elementary Principal	High School Principal	Healthy Start
LES/LMS Site Council	LHS Site Council-None	DAC
Student Representative	LVTA-None	CSEA

### **J. ACTION: CONSENT AGENDA**

- **Motion** to accept the Consent Agenda by Shelagh Deveney, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

### **K. ACTION:**

#### K.1. Interview Candidates, Deliberate and Appoint New Board Member

- At the special board meeting on May 28, 2019 the Board voted unanimously to appoint a new member of the Laytonville Unified School District Board of Trustees to fill the open position that was vacated by Shannon Ford effective May 7, 2019. We solicited interested community members and have two interested parties. We have scheduled time to review the paper work and interview the individuals during tonight's open session board meeting. After interview and reviewing materials the board will deliberate in open session and select one of the candidates for the position.
- Erin Gamble recused himself from the interview/voting process.
- **Motion** to appoint Mat Paradis to fill the open seat vacated by Shannon Ford by Meagen Hedley, Seconded by Shelagh Deveney, unanimously approved with a 3-0 vote.

#### K.2. Administration of Oath for New Board Member

- Candidates for the vacant Board position have now been interviewed. Mrs. Potter administered the Oath of Office to Mat Paradis and he was welcomed to the Board.

#### K.3. Resolutions No. 560 & 561 for Honoring Retirees

- Two dedicated and loyal employees have retired from the district at the end of this school year. Between the two of them, they have provided 61 years of education to our students. We will miss them.
- **Motion** to adopt Resolutions No. 560 & 561 for Honoring Retirees by Shelagh Deveney, Seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

#### K.4. Students of the Month

- Mr. Henry presented Eve Kreiling as the Laytonville High School Students of the Month for May and Ms. Stange presented Joaquin Avila as the Laytonville Middle School Student of the Month for May
- Brennan Dryden will be presented at the meeting on June 27<sup>th</sup>
- **Motion** to recognize Eve Kreiling as the Students of the Month for Laytonville High School and Joaquin Avila as the Student of the Month for Laytonville Middle School by Erin Gamble, seconded by Shelagh Deveney, unanimously approved with a 5-0 vote.

#### K.5. Approval of the Board Action Calendar for 2019/20

- The 2019/20 Board Action Calendar was attached for the Board to review and approve. This calendar evolves throughout the year. Its purpose is to keep us on track with Board business and to provide an overview of future meetings.
- **Motion** to approve the 2019/20 Board Action Calendar by Meagen Hedley, seconded by Shelagh Deveney, unanimously approved with a 5-0 vote.

### **L. DISCUSSION / ACTION:**

#### L.1. Public Hearing: Draft LCAP 2017-2020

- One of the requirements of the Local Control Accountability Plan is for the governing board to conduct a public hearing prior to the adoption of the plan. The purpose of the meeting is to provide time for the district to share information regarding the spending plan for the upcoming year and to give the public an opportunity to give the district recommendations and comments regarding the draft plan. The public will also have the opportunity to submit written comments regarding the LCAP. A letter may be submitted to the District and the Superintendent will respond in writing to all written comments received by June 26, 2019. To date, the district has not received any written comments though a lot of verbal recommendations have been made to the district and have been incorporated in to the draft plan.
- The public hearing was opened.
- Mrs. Potter gave an overview of the 2017-2020 LCAP
- No input from the public.
- The public hearing was closed.

#### L.2. Public Hearing: Proposed Budget for 2018/19

- Implementation of the Local Control Funding Formula (LCFF) and the Local Control Accountability Plan (LCAP) regulations require separate public hearings for the LCAP and budget. The regulations require that the public hearing for the budget be held at the same meeting as the public hearing for the LCAP. This requires a change to the process of holding the budget public hearing and adoption at the same meeting as we have done in the past. The new regulations require an earlier preparation of the budget. The 2019/2020 proposed budget may be modified at the Board's discretion and/or to include changes made to the draft LCAP. Such modification and other corrections to the budget would be reflected in the June 27, 2019 budget review and adoption. I will refer to specific budget information during the public hearing.
- The public hearing was opened.
- Mrs. Potter presented an overview of the budget.

- No input from the public.
- The public hearing was closed.

### L.3. Revised AR 6145 for Extra & Co-Curricular Activities, First Reading

- Laytonville High School Site Council is proposing a change to the restriction period of 45 days for 9-12 grade students. This change will match the restriction period of 30 days for those in 6-8th grade.
- Adding “school days” after each group of days to make it more clear
- Adjusting the wording to make it more clear that the 15 days of restriction and 10 days of reintegration are included in the 30 days of total suspension.

### • **Returned to K4 for Joaquin Avila, student of the month**

### L.4. Single School Plan for Student Achievement (SPSA) Review and Revision

- Each site has a Single School Plan for Student Achievement which is revised annually by the Site Council and approved by the Board. The SSPSA’s for next year have been revised by staff and the Site Councils. Mr. Henry and Ms. Stange reviewed their Single School Plan for Student Achievement for the Board.
- **Motion** to approve the LHS and LEMS Single School Plan for Student Achievement by Shelagh Deveney, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

### L.5. LCAP Federal Addendum

- The LCAP Federal Addendum is a new tool from the state designed to ensure that LEAs are meeting the provisions of the ESSA (Every Student Succeeds Act).
- Schools are required to submit the Addendum in order to apply for and receive federal funds. The plan outlines the strategies and alignment of how federal funds will supplement LCFF funds.
- No action required

### L.6. Resolution No. 562 to Amend Bylaws of Northern CA Schools Insurance Group (NCSIG)

- In an effort for all board members to designate an alternate, changes to NCSIG bylaws are needed to accommodate members in some districts to be able to designate a qualified alternate, which requires allowing the same person to be an alternate for more than one board member. The proposed changes require alternates to be a qualified individual within the same county.
- Attached you will find the proposed changes that were passed by the NCSIG board at their May 22nd 2019 board meeting. Any changes to the Bylaws require approval by two-thirds of our entire membership.
- **Motion** to adopt Resolution No. 562 to approve the changes to the NCSIG Bylaws by Erin Gamble, seconded by Shelagh Deveney, unanimously approved with a 5-0 vote.

### L.7. Title VI Indian Ed. Formula Grant Application

- Mr. Henry presented information regarding the Title VI Indian Education Formula Grant Application.
- **Motion** to approve the Title VI Indian Ed. Formula Grant Application by Meagen Hedley, seconded by Erin Gamble, unanimously approved with a 5-0 vote.

L.8. Approval of Contract for Asphalt at former Classrooms 8 & 9

- The District sent out a request for bids for paving the area where classrooms 8 & 9 currently sit. We received one proposal from T & T Paving, INC. dba Valley Paving. Attached are the bid results.
- **Motion** to reject the proposal received by Valley Paving for asphalt by Shelagh Deveney, seconded by Erin Gamble, unanimously approved with a 5-0 vote

L.9. Contract Award for Asphalt per CUPCCAA Regulations

- As the project bid fell within the CUPCCAA regulations threshold of less than \$60,000, the District may directly award the contract to T & T Paving, INC. dba Valley Paving.
- **Motion** to award the contract for asphalt per CUPCCAA regulations to Valley Paving by Shelagh Deveney, Seconded by Erin Gamble, unanimously approved with a 5-0 vote.

**M. INFORMATION ITEMS:**

M.1. Report on the California Teacher Induction Program

- This year we had:
  - Casey Watkins, a pre-intern, coached by Stacey Patton
  - Amber Jensen and Ben Harwood completed year one of the program with Suzie Dunham as their mentor.
  - Rebekah Horvath also completed year one with Konnie Hawkins as her mentor.
- The mentor teachers are all to be commended and thanked for their commitment to helping the new teachers hone their skills. Congratulations to the beginning teacher participants for completing a year of the California Teacher Induction Program.

M.2. Facilities Report

- Don Alameida provided an overview of current building projects

**N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: None**

**O. COMMENTS FROM THE BOARD:** Taylor said it has been fun coming to the Board meetings. Eve is thankful to have the opportunity to come to the meetings and represent her school community. Mat is thankful for this opportunity to serve on the Board. Shelagh thanked Taylor and welcomed Eve. Meagen is amazed by the scholarships that are given out to our kids during Scholarship Night. Calvin thanked Bruce and Suellen for all the years you gave to the District. Joanie thanked Taylor for all that she did as student body president.

**P. ADJOURNMENT:**

**Motion** to adjourn the meeting by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 5-0 vote. The meeting was adjourned at 7:49 pm. The next regular meeting will be held on June 27, 2019.

Respectfully submitted,

Adopted as Final  
June 27, 2019

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Joan Viada Potter  
Secretary to the Board

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Calvin Harwood  
President of the Board



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**PERSONNEL ASSIGNMENT ORDER #12 2018/19**

June 27, 2019

<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
<u>Certificated Appointment</u>			
<u>Certificated Resignation</u>			
<u>Certificated Layoff</u>			
<u>Certificated Leave of Absence</u>			
<u>Certificated Transfer</u>			
<u>Classified Appointment</u>			
Ellingson, Heather    ASES Coordinator	Prob.	\$17.72/hr	8/20/19
<u>Classified/Confidential Appointment</u>			
<u>Classified/Confidential Resignation</u>			
<u>Classified/Confidential Reduction</u>			
<u>Classified Transfer</u>			
<u>Classified Resignation/Retirement</u>			
<u>Classified Termination</u>			
<u>Classified Layoff</u>			
<u>Coaching Positions</u>			





**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**REVOLVING CASH FUND #12 2018/19**

June 27, 2019

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
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NONE



**LAYTONVILLE UNIFIED SCHOOL DISTRICT****WARRANT LIST**

June 27, 2019

**Checks Dated 06/13/2019 through 06/24/2019**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
764099	06/13/2019	DUNHAM, SUZANNE	01-4300		65.97
764100	06/13/2019	HAWKINS, KONSTANCE K	01-4300		158.85
764101	06/13/2019	HOGAN, DENNIS	01-4300		26.11
764102	06/13/2019	POTTER, BRUCE	01-4300		245.60
764103	06/13/2019	WOODHOUSE, NOEL R	01-4300		428.13
764104	06/13/2019	ARKIN, IZMAEL	01-5800		3,000.00
764105	06/13/2019	CAUGHRON III, IRA	01-5800		348.00
764106	06/13/2019	CENTRAL VALLEY ENVIRONMENTAL	21-6200		53,610.00
764107	06/13/2019	CLOVER STORNETTA FARMS INC.	13-4700		301.50
764108	06/13/2019	COMFORTAIR HEATING/COOLING	01-4400		20,032.00
764109	06/13/2019	FERRELLGAS	01-5520		77.72
764110	06/13/2019	GEIGER'S LONG VALLEY MARKET	01-4300		107.62
764111	06/13/2019	LONG VALLEY AUTO SUPPLY	01-4362		14.35
764112	06/13/2019	LONG VALLEY LUMBER	01-4300		215.33
764113	06/13/2019	MENDOCINO COLLEGE	01-5800		400.00
764114	06/13/2019	MENDOCINO COUNTY OFFICE OF ED	01-5200		25.00
764115	06/13/2019	MENDOCINO CTY YOUTH PROJECT	01-5800		3,218.80
764116	06/13/2019	PACIFIC GAS & ELECTRIC	01-5510		6,209.73
764117	06/13/2019	PRESENCE LEARNING INC.	01-5800		5,706.25
764118	06/13/2019	REDWOOD EMPIRE OFFICIALS	01-5800		758.00
764119	06/13/2019	RITCHIES FOOD SERVICE	13-4300	143.43	
			13-4700	28.75	172.18
764120	06/13/2019	SOLID WASTE OF WILLITS	01-5540		75.00
764121	06/13/2019	SYSCO FD SCVS OF SAN FRANCISCO	13-4700		1,707.00
764122	06/13/2019	THE OBSERVER	01-5800		28.00
764123	06/13/2019	WEATHERTOP NURSERY	01-4300		74.84
764124	06/13/2019	WILLITS POWER & HARDWARE	01-4300		65.00
764837	06/20/2019	BAIZE, EMILY L	01-5800		48.00
764838	06/20/2019	BEBER-VANZO, CHEMAINE	01-4300		21.07
764839	06/20/2019	HANSEN, LINDSAY A	01-4300		151.30
764840	06/20/2019	MCHENRY, AMARYLLIS	01-4300		99.64
764841	06/20/2019	SMITH-GIBSON, CHERIE A	01-4300		525.00
764842	06/20/2019	ZUMWALT, WENDY A	01-4300		292.12
764843	06/20/2019	BUSINESS CARD, BANK OF AMERICA	01-4300	751.86	
			01-4400	1,603.67	
			01-5200	403.20	
			01-5800	4,897.77	7,656.50
764844	06/20/2019	CDW GOVERNMENT INC.	01-4400		704.33
764845	06/20/2019	CSBA-DSC (0200) C/O WEST AMERICA BANK	01-5300		3,768.00
764846	06/20/2019	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5814		64.00
764847	06/20/2019	EDGENUITY INC	01-4100		11,100.00
764848	06/20/2019	FRONTIER	01-5903		1,980.91

**Checks Dated 06/13/2019 through 06/24/2019**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
764849	06/20/2019	JOB CARE	01-5800		98.00
764850	06/20/2019	LAYTONVILLE ELEMENTARY SCHOOL	01-5800		300.00
764851	06/20/2019	LAYTONVILLE UNIFIED REVOLVING	01-5904		111.30
764852	06/20/2019	LAYTONVILLE WATER DISTRICT	01-5530		1,701.38
764853	06/20/2019	MAC NAB'S	01-4300		1,581.52
764854	06/20/2019	SOUND & SIGNAL INC.	01-5800		3,975.00
764855	06/20/2019	SYSCO FD SCVS OF SAN FRANCISCO	13-4700		1,320.52
764856	06/20/2019	VERIZON WIRELESS	01-5800		114.03
764857	06/20/2019	WEATHERTOP NURSERY	01-4300		11.19
764858	06/20/2019	XEROX CORPORATION	01-5600		445.43
Total Number of Checks			48		<u>133,140.22</u>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	43	76,029.02
13	CAFETERIA SPECIAL REVENUE FL	4	3,501.20
21	BUILDING FUND	1	53,610.00
Total Number of Checks		48	133,140.22
Less Unpaid Tax Liability			.00
Net (Check Amount)			<u>133,140.22</u>

**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**MONTHLY BUDGET REPORT**

June 27, 2019



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**BUDGET TRANSFERS**  
June 27, 2019





## **BOARD ACTION ITEM K1**

Board Meeting Date: June 27, 2019

Subject: Approval of the 2019/20 LCAP

From: Joan Potter, Superintendent

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Explanation:

The 2019/20 LCAP was presented at a Public Hearing on June 20, 2019. The plan has been finalized and is being presented tonight for board adoption and approval.

Recommendation:

Approve and adopt the 2019/20 LCAP

Attachments:

2018/19 LCAP available for review



## BOARD ACTION ITEM K2

Board Meeting Date: June 27, 2019  
Subject: Adoption of the 2019/20 Budget  
From: Joan Potter, Superintendent

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### Explanation:

We reviewed the proposed 2019/20 budget at a Public Hearing during the June 27, 2019 meeting and it is ready for adoption.

The budget is based on the latest version of the LCFF calculator with lower enrollment/ADA projections

### Budget Highlights

- Overall revenue is down.
- Federal revenue is down \$46,885 (Reduced Impact Aid; less carryover)
- State revenue is down \$113,033 Mandated Costs; CTE, CEPDBG, LPSBG
- Local revenue is down \$10,537 (Special Education)
- Expenses are down \$461,437 (One time expenditures for transfer for Culinary Arts building; Local projects not budgeted; textbooks reduced; Grants ending)
- Increase in rates for Worker's Compensation
- 3.6% increase in health benefits costs
- Increase in both PERS and STRS
- The major component of the budget is employee costs
- Encroachment by Special Education continues to increase

We are projected to have a 10% reserve (4% Economic Uncertainty and 6% Stabilization) for 2019/20 through 2021/22.

### Recommendation:

Adopt the proposed 2019/20 Budget as presented

### Attachments:

Proposed 2019/20 Budget  
2019/20 Budget Adoption Reserves

Laytonville Unified School District  
June 27, 2019

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### **BOARD ACTION ITEM K3**

Board Meeting Date: June 27, 2019

Subject: Resolution No. 564 for Appropriating the Ending Balance to a Reserve

From: Joan Potter, Superintendent

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Explanation:

Article XIIB of the California Constitution requires we appropriate our ending balance to our reserve account at the end of each school year. This resolution provides for the appropriation.

Recommendation:

Adopt Resolution No. 564 for Appropriating the Ending Balance to a Reserve

Attachments:

Resolution No. 564 for Appropriating the Ending Balance to a Reserve

**LAYTONVILLE UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 564**

**APPROPRIATING THE ENDING 2018/19 BALANCE TO A RESERVE**

WHEREAS, all public agencies including school districts must appropriate revenues pursuant to Article XIII B of the California Constitution; and,

WHEREAS, Section 2 of Article XIII B requires that any revenues not appropriated in compliance with the Article be returned through a revision in tax rates or fee schedules; and,

WHEREAS, Section 5 of Article XIII B allows an entity of government, including a school district, to establish a reserve and that contributions made to such a reserve are considered to be the year in which the contribution is made and that expenditures of withdrawals from such a reserve are not subject to the limitations of Article XIII B; and,

WHEREAS, the District wishes to ensure that all revenues received during the 2018/19 fiscal year have been appropriated and, furthermore, that such revenues not be subject to limitation in any future fiscal year;

NOW, THEREFORE, BE IT RESOLVED that, at the close of the 2018/19 fiscal year any monies from revenues and beginning balances not expended during the fiscal year are hereby appropriated to a Reserve Account within the General Fund, as authorized by Section 5 of Article XIII B of the California Constitution.

PASSED AND ADOPTED, on this 27<sup>th</sup> day of June, 2019, by the Governing Board of the Laytonville Unified School District by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Joan Potter, Superintendent

\_\_\_\_\_  
Meagen Hedley, Trustee

## BOARD ACTION ITEM K4

Board Meeting Date: June 27, 2019

Subject: Resolution No. 565 for Authorizing Budgetary Transfers

From: Joan Potter, Superintendent

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### Explanation:

Education Code 42601 requires a resolution authorizing the County Superintendent of Schools to make transfers between expenditure classifications, and to balance expenditure classifications as deemed necessary to permit payment of obligations of the District. Resolution No. 565 provides for this authorization.

### Recommendation:

Adopt Resolution No. 565 for Authorizing Budgetary Transfers.

### Attachments:

Resolution No. 565 for Authorizing Budgetary Transfers

Laytonville Unified School District  
June 27, 2019

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**LAYTONVILLE UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 565**

**RESOLUTION AUTHORIZING BUDGETARY TRANSFERS**

The Governing Board of the Laytonville Unified School District, pursuant to Education Code 42601 - Transfer Between Funds to Permit Payment of Obligations at Close of Year - hereby authorizes the County Superintendent of Schools to make such transfers between any expenditure classification or classifications or balance any expenditure classifications of the budget of the district for the fiscal year 2018/19 deemed necessary to permit the payment of obligations of the district incurred during such year.

PASSED AND ADOPTED, on this 27<sup>th</sup> day of June, 2019, by the Governing Board of the Laytonville Unified School District by the following vote:

AYES:	_____
NOES:	_____
ABSTAIN:	_____
ABSENT:	_____

\_\_\_\_\_  
Joan Potter, Superintendent

\_\_\_\_\_  
Meagen Hedley, Trustee



## **BOARD ACTION ITEM K5**

Board Meeting Date: June 27, 2019

Subject: Resolution No. 566 for Permitting Fund Transfers by County Office

From: Joan Potter, Superintendent

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### Explanation:

In order for the County Superintendent of School to transfer funds to pay end of year obligations the Laytonville Unified School District Board of Trustees must approve a resolution permitting them to do so.

### Recommendation:

Approve Resolution No. 566 for Permitting Fund Transfers by County Office

### Attachments:

Resolution No. 566



**BEFORE THE BOARD OF TRUSTEES OF THE**

**Laytonville Unified School District  
MENDOCINO COUNTY, CALIFORNIA**

**RESOLUTION NO. 566  
PERMITTING COUNTY OFFICE TO  
TRANSFER BETWEEN FUNDS**

WHEREAS, the Governing Board of the Laytonville Unified School District, pursuant to Education Code 42601 - Transfer Between Funds to Permit Payment of Obligations at Close of Year - hereby authorizes the County Superintendent of Schools to make such transfers between any expenditure classification or classifications or balances any expenditure classifications of the budget of the District for the fiscal year 2018-19 deemed necessary to permit the payment of obligations of the District incurred during such year.

The foregoing Resolution was passed and adopted by the Board of Trustees of the Laytonville Unified School District on the 27<sup>th</sup> day of June 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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President of the Governing Board

State of California EDUCATION CODE Section 42601.

At the close of any school year a school district may, with the approval of the governing board, identify and request the county superintendent of schools to make the transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification or classifications, or balance any expenditure classifications of the budget of the district for that school year as necessary to permit the payment of obligations of the district incurred during that school year. For each elementary, high school, and unified school district that, during the preceding school year, had an average daily attendance less than the level, as appropriate, specified in subdivision (a) of Section 41301, the county superintendent of schools, with the consent of the governing board of the school district, may identify and make the transfers, and shall so notify the districts. (Amended by Stats. 1988, Ch. 1462, Sec. 2.)

## **BOARD ACTION ITEM K6**

Board Meeting Date: June 27, 2019

Subject: Resolution No. 567 for Fund Transfers for Upcoming Fiscal Year

From: Joan Potter, Superintendent

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### Explanation:

In order for the Superintendent and Business Manager to make fund transfers during the 2019/20 school year the Board must pass a resolution authorizing them to do so.

### Recommendation:

Approve Resolution No. 567 for Fund Transfers for Upcoming Fiscal Year

### Attachments:

Resolution No. 567

**BEFORE THE BOARD OF TRUSTEES OF THE**

**Laytonville Unified School District  
MENDOCINO COUNTY, CALIFORNIA**

**RESOLUTION NO. 567**

**FUND TRANSFERS for UPCOMING FISCAL YEAR**

The Board of Trustees of the Laytonville Unified School District hereby authorizes the Superintendent and Business Manager to:

1. Make transfers between expenditure classification and/or transfers between funds deemed necessary to permit the payment of obligations of the District incurred during the 2019/20 fiscal year.
2. Appropriate unbudgeted income, if necessary, in accordance with Education Code 42602.
3. Make necessary inter-budget transfers and revisions.

The foregoing Resolution was passed and adopted by the Board of Trustees of the Laytonville Unified School District on the 27<sup>th</sup> day of June 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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President of the Governing Board

## **BOARD ACTION ITEM K7**

Board Meeting Date: June 27, 2019

Subject: Resolution No. 568 for Interfund Temporary Cash Transfers for Upcoming Fiscal Year

From: Joan Potter, Superintendent

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### Explanation:

This resolution authorizes the Superintendent and Business Manager to temporarily transfer funds to another fund or account of the District to pay obligations.

### Recommendation:

Approve Resolution No. 568 for Interfund Temporary Cash Transfers for Upcoming Fiscal Year

### Attachments:

Resolution No. 568

LAYTONVILLE UNIFIED SCHOOL DISTRICT  
AUTHORIZATION FOR 2019/20 INTERFUND TEMPORARY CASH TRANSFERS  
RESOLUTION # 568

WHEREAS, the LAYTONVILLE UNIFIED SCHOOL DISTRICT General Fund may experience temporary cash flow needs;

WHEREAS, LAYTONVILLE UNIFIED SCHOOL DISTRICT has other funds available to provide temporary transfers to the General Fund;

WHEREAS, Education Code Section 42603 states “the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations.

The transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account. Amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year.

Borrowing shall occur only when the fund or account receiving the money will earn sufficient income, during the current fiscal year, to repay the amount transferred. No more than 75 percent of the maximum of monies held in any fund or account during the current fiscal year may be transferred.”

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the LAYTONVILLE UNIFIED SCHOOL DISTRICT authorizes the Superintendent or Business Manager to authorize such transfers as may be needed to facilitate cash flow.

PASSED AND ADOPTED THIS 27<sup>th</sup> day of June 2019, by the Board of Trustees of the ABC UNIFIED SCHOOL DISTRICT by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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President of the Governing Board



## **BOARD ACTION ITEM K8**

Board Meeting Date: June 27, 2019

Subject: Resolution No. 569 for Establishing a Board Reserve for Economic Uncertainty Higher than the State Requirement

From: Joan Potter, Superintendent

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### Explanation:

Districts are required to adopt a resolution for establishing a reserve that is higher than the 4% economic uncertainty state requirement amount. CDE urges school districts to commit to maintaining “a prudent level of financial reserves to protect against the need to reduce services because of temporary revenue short falls or unpredicted expenditures”.

### Recommendation:

Adopt Resolution No. 569 for Establishing a Board Reserve for Economic Uncertainty Higher than the State Requirement.

### Attachments:

Resolution No. 569 for Establishing a Board Reserve for Economic Uncertainty Higher than the State Requirement.



**RESOLUTION 569  
ESTABLISHING A BOARD RESERVE FOR  
ECONOMIC UNCERTAINTY HIGHER THAN  
THE STATE REQUIREMENT**

WHEREAS, school district governing boards are responsible for maintaining the fiscal solvency of the schools they govern;

WHEREAS, the governing board of the Laytonville Unified School District wished to establish a Board Reserve for Economic Uncertainty in the fund balance of the general fund that is larger than the state requires;

WHEREAS, the California Department of Education, in its website, urges school districts to commit to maintaining a prudent level of financial resources to protect against the need to reduce services because of temporary revenue short falls or unpredicted expenditures;

WHEREAS, the California Department of Education and the Government Finance Officers Association recommend that school districts maintain committed, assigned, and unassigned reserves of at least two months of operating expenditures or approximately a 17 percent reserve to mitigate revenue short falls and unanticipated expenditures;

WHEREAS, maintaining positive cash flow will diminish the need for borrowing and its associated costs;

WHEREAS, California's tax system relies heavily on income taxes paid by individuals and businesses, which are volatile revenue sources;

WHEREAS, certain district expenditures such as health care benefits or pension costs can be difficult to predict precisely;

WHEREAS, healthy reserves can address these cost increases rather than immediately reducing spending and other parts of the budget;

WHEREAS, the district can experience unexpected costs for special education students with highly specialized needs, emergency facility repairs, natural disasters that reduce school attendance and associated school funding for lawsuits that result in costly settlements or judgments against the district;

WHEREAS, the district is in need of replacing textbooks and related curriculum, computers, school buses and equipment and facility components that have reached the end of their useful lives such as flooring, or heating and cooling systems;

WHEREAS, the district needs to finance the construction of school buildings and other capital projects and cannot rely completely on bond measures or state funding;

WHEREAS, in the event that the school district needs to borrow money, healthy reserves will provide the district with a higher rating from the credit rating agencies and lower interest rates;

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. It is hereby determined that the governing board establishes a Board Reserve for Economic Uncertainty equal to 25% of General Fund expenditures and other financing uses.
2. The governing board of the school district, reserves the right to modify this board reserve in the future as the need arises.

Dated: June 27, 2019

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Board President

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Member

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Member

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Member

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Member

## **BOARD DISCUSSION/ACTION ITEM L1**

Board Meeting Date: June 27, 2019

Subject: AR 6145 for Extra & Co-Curricular Activities,  
Second Reading/Approval

From: Joan Potter, Superintendent

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### Explanation:

Last week the Board was presented with the District's current AR 6145 for extra and co-curricular activities with proposed changes. Mrs. Potter revised the policy with the recommended changes.

### Recommendation:

Adopt AR 6145 for Extra and Co-Curricular Activities

### Attachments:

AR 6145

**Instruction**  
**Extra-Curricular and Co-curricular Activities**

**AR 6145**

Participation in extra or co-curricular activities as defined in Board Policy 6145 requires satisfactory academic progress and good citizenship.

Academic Progress

Satisfactory academic progress means:

- 1) Maintaining progress toward meeting all high school graduation requirements
- 2) Earning a minimum 2.0 GPA on a 4.0 scale and passing all classes during the previous grading period
- 3) Receiving a satisfactory eligibility report prior to an event or competition

High school graduation requirements refers to the credits required for graduation, examinations and attendance. A grading period is one quarter and the previous grading period refers to the quarter prior to the activity. If a student was absent during the previous quarter due to serious illness or injury, or approved travel or work, the quarter immediately prior to that one shall serve as the eligibility period.

Students may request and may be granted an academic probationary waiver once during middle school and once during high school.

Good Citizenship

Good citizenship means demonstrating a positive attitude, having respect for oneself, for others and for the community. The school will restrict or revoke a student's extracurricular eligibility if the student violates expected standards of behavior. In addition, students who violate Education Code 48900 (c) which deals with controlled substances such as alcohol and other drugs, or who violate other provisions of Education Code Section 48900 and receive a school suspension of five days, or who habitually disrupt school activities, will be restricted from extracurricular privileges as follows:

- Grades 6—8 — 6 – 12: Restriction for a period of *30 school days (5+15+10) which includes: five school days of suspension, plus 15 school days of restriction from all activities and then a 10 school day reintegration period during which time the student may return to the team or activity for practice, but not for competition; students who return to their activity are subject to the coach's discretion for their assignment.*
- ~~Grades 9 – 12: Restriction for a period of 30 school days, including the five days of suspension, followed by 30 days 15 days of restriction from all activities and then a 10-day reintegration period during which time the student may return to the team or activity for practice, but not for competition; students who return to their activity are subject to the coach's discretion for their assignment.~~

- Students will not participate in an extra or co-curricular event if:
  - 1) absent the day of an event (or the preceding day if the event is on a non-school day) unless the excused absence was for a doctor's appointment or funeral or the absence had received prior approval from the principal
  - 2) suspended from school during the day of the event
  - 3) assigned detentions or in-house suspensions are not completed prior to the event
  - 4) eligibility reports from teachers are marked unsatisfactory prior to the event

#### Other Training Rules and Behavioral Expectations

The principals, in collaboration with coaches, advisors and the Athletic and Activity Directors will develop procedures which provide consistent training and behavioral expectations for all activity participants. The procedures will address the issues of respect, teamwork, practices, rehearsals, attendance, behavior, progress reports, detentions and suspensions.

Adopted January 11, 1990

Revised 5/15/03, 6/16/11, 6/21/12, 6/27/19

Reviewed: 6/6/13, 6/5/14, 4/9/15, 4/7/16, 4/6/17, 5/3/19

Laytonville Unified  
Laytonville, CA





## **BOARD INFORMATION ITEM M1**

Board Meeting Date: June 27, 2019  
Subject: ASES Report  
From: Joan Potter, Superintendent

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### Explanation:

Laytonville Unified School District is part of a county-wide consortium providing After School Programs to elementary school students. We have been offering the program for the past six years. Ms. Stange will provide you with a brief overview of the program components.



## INFORMATION ITEM M2

Board Meeting Date: June 27, 2019  
Subject: ISOP Report  
From: Joan Potter, Superintendent

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### Explanation:

For the 2018-2019 school year most students K-12 were served by our part-time ISOP Teacher at the Elementary School. Three (3) students were on full time ISOP for parts of the year.

At the high school 9 full time students were served in ISOP. In addition to the full time students many students took one or two classes through the program. Natalia Moody will be coordinating the ISOP and Continuation School curriculum this summer. The curriculum is also aligned to coursework offered at the high school. For the 2019/20 school year the program will remain the same.