



**CALIFORNIA DEPARTMENT
OF EDUCATION**

TONY THURMOND
STATE SUPERINTENDENT OF
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

November 17, 2020

Joan Potter, Superintendent
Laytonville Unified
PO Box 868
Laytonville, CA 95454-0868

Dear Superintendent Potter,

As you are aware, the Local Control and Accountability Plan Federal Addendum (LCAP Federal Addendum) must be completed and submitted to the California Department of Education (CDE) in order to apply for funding from the following Every Student Succeeds Act (ESSA) programs: Title I, Part A; Title I, Part D; Title II, Part A; Title III, Part A; and Title IV, Part A.

I am writing to inform you of the approval of Laytonville Unified's LCAP Federal Addendum by the California State Board of Education (SBE) at its September 2020 meeting. Congratulations! Laytonville Unified has met the requirements for an approved local educational agency (LEA) Plan as defined in California's approved ESSA State Plan.

Consistent with ESSA Section 1112(a)(5), Laytonville Unified must periodically review and revise its LCAP Federal Addendum, as necessary. As such, Laytonville Unified is required to update its description for the Title I, Part A, Educator Equity provision to reflect California's new definitions of "ineffective" and "out-of-field" teachers. The updated definitions are available at

<https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp>. Revisions to Laytonville Unified's LCAP Federal Addendum may be made at the local level, consistent with individual Title program requirements. Revisions to the LCAP Federal Addendum are not submitted to the CDE unless required by an individual Title program office. Revisions required by an individual Title program office should be submitted directly to the Title program office rather than to the CDE's LCAP Federal Addendum submission system.

Additionally, Senate Bill 820 amended California *Education Code* Section 52065(a)(1) to require school districts to post their approved LCAP Federal Addendums prominently on the LEA's homepage, along with the 2020–21 Learning Continuity and Attendance Plan. Please post the approved LCAP Federal Addendum, and any revisions to the LCAP Federal Addendum, on the Laytonville Unified's homepage.

Joan Potter, Superintendent
November 5, 2020
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If you have any questions regarding this letter, the LCAP Federal Addendum, or the LEA Plan, please contact the Local Agency Systems Support Office by email at LCFF@cde.ca.gov.

Sincerely,

Rachael Maves, Deputy Superintendent
Instruction and Measurement Branch

Laytonville Unified School District
December 14, 2020

CORRESPONDANCE

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF NOVEMBER 5, 2020**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a regular meeting via ZOOM on November 5, 2020. Board Clerk Meagen Hedley called the meeting to order at 5:00 P.M.

ROLL CALL:

Trustees Present: Elina Agnoli, Erin Gamble (arrived during roll call), Mat Paradis, and Meagen Hedley

Administrators Present: Joan Potter, Lorre Stange and Tim Henry

Student Representative: Wolfgang Peterson

B. PATRIOTIC OBSERVANCE: Board Clerk Meagen Hedley led the Pledge of Allegiance to the flag.

C. ACCEPTANCE OF AGENDA:

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

D. CORRESPONDENCE: Letter from Michelle Hutchins, County Superintendent of Schools
Re: Accepting the Learning Continuity and Attendance Plan

E. PUBLIC INPUT: None

F. REPORTS AND COMMENTS:

Superintendent's Report:

Mrs. Potter shared that the office staff are working with the Auditors for the 2019/2020 Year End Audit. Due to COVID, this process is all being done remotely through a secure web service. Mrs. Potter also expressed her gratitude for all of the staff who are going above and beyond during these challenging times.

The following reports were given:

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

G. ACTION: CONSENT AGENDA

- **Motion** to accept the Consent Agenda by Mat Paradis, seconded by Erin Gamble, unanimously approved with a 4-0 vote.

H. ACTION:

H.1.Students of the Month

- Ms. Stange presented the Student of the Month for Laytonville Middle School for the month of October. Mr. Henry presented the Student of the Month for Laytonville High School the month of October. They were asked to introduce their families.

- **Motion** to recognize Jacob Alexander as the Laytonville Middle School Student of the Month for October by Elina Agnoli, seconded by Mat Paradis, unanimously approved with a 4-0 vote.
- **Motion** to recognize Kiva Steven as the Laytonville High School Student of the Month for October by Elina Agnoli, seconded by Erin Gamble, unanimously approved with a 4-0 vote.

H.2.Revision of Board Meeting Dates

- Our December meeting was scheduled for December 10, 2020. However, LEAs were required to adopt a 2020/21 LCFF Budget Overview and December 11th was the earliest date an LEA could hold that meeting prior to the December 15 deadline. Mrs. Potter recommended the Board change the regularly scheduled Board meeting from December 10th to December 14th.
- **Motion** to change the December 10th meeting to December 14th at 5:00 PM by Erin Gamble, seconded by Elina Agnoli, unanimously approved with a 4-0 vote.

H.3.Scheduling of Annual Organizational Meeting

- Education Code Section 35143 requires the Board of Trustees to hold an annual organizational meeting; this traditionally occurs in December during the regularly scheduled Board meeting. We will elect a President and Clerk, make committee assignments, adopt a calendar of meeting dates for 2020/2021, and obtain signatures from each Board member.
- **Motion** to schedule the Board's annual organizational meeting for Monday December 14, 2020 by Mat Paradis, seconded by Elina Agnoli, unanimously approved with a 4-0 vote.

I. DISCUSSION / ACTION:

I.1. PUBLIC HEARING: Federal Impact Aid Program, Budget, BP 1261 and AR 1261

- LUSD is one of approximately 630 school districts that receive Federal Impact Aid funding. Federal regulations including Section 8004 of the Elementary and Secondary Education Act and Board Policy 1261 call for an annual Public Hearing to be held in November to allow an opportunity for American Indian parents to discuss the educational programs supported by Impact Aid funds. We have posted a Public Hearing Notice for 10 days.
- Federal Impact Aid funding is provided to districts with tax free entities in their jurisdictions such as Indian reservations and military bases. The purpose of the money is to offset the loss of tax revenue, to support the district's instructional program and to ensure that Indian children receive educational services equal to those received by non-Indian children. The revenue is based on a complex formula and has ranged from \$25,000 to \$45,000 over the past 11 years. BP and AR 1261, known as Indian Policies and Procedures (IPP's), provide Indian parents with the opportunity to participate in the discussions related to their students' instruction, and they provide the Board an opportunity to gather information concerning the American Indian community and its views on education.
- The Public Hearing was opened
- Mary Norris feels left out of the loop with the District and would like to meet with Mrs. Potter to more thoroughly discuss Impact Aid and Indian Policies and Procedures. Mrs. Potter will also schedule a meeting with the rest of the Tribal Office Members to discuss Indian Policies and Procedures.
- Public hearing was closed

I.2. Plans for Reopening Schools

- Mrs. Potter discussed information regarding plans for reopening schools.
 - Mendocino County has now been in the “red” which means schools can begin to reopen with limitations such as sanitation guidelines, stable cohorts, etc.
 - County Public Health is looking at potential school reopening plans and deciding if they meet the required recommendations.
 - The District is currently looking at returning to this limited reopening is at least January 19, 2021. This means LUSD will continue Distance Learning until that time.
- **Motion** to continue distance learning through January 19, 2021 by Mat Paradis, seconded by Wolfgang Peterson, unanimously approved with a 5-0 vote.

I.3. Approval of Contract over \$15,000

- In order to address air filtration in all school buildings/classrooms, Mrs. Potter proposed purchasing air filters with CARES Act funding that must be expended by December 30, 2020. The filters will be installed in all offices and classrooms and are commercial grade; completely filtering the air five times per hour.
- **Motion** to approve the Superintendent entering into Contract over \$15,000, up to \$92,000 by Elina Agnoli, seconded by Erin Gamble, unanimously approved with a 4-0 vote.

J. INFORMATION

J.1. Facilities Report

- Mrs. Potter provided an update on current building projects.
 - Electrical and plumbing are now working in the Culinary Arts classroom. Equipment has started showing up and will be installed soon.
 - A bid walk took place for Classroom 10 rebid today, November 5th. Bids are due Monday November 9th at 3:00. Mrs. Potter would like to schedule a tentative special meeting for November 12, 2020 to award the bid, assuming there are no protests.
- Elina Agnoli Motioned to hold a special meeting to award the bid on Thursday, November 12, 2020, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

K. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: None

L. COMMENTS FROM THE BOARD: Mat is glad we are thinking about returning to school and that we are doing it with proper precautions. Thank you everyone for everything that you do.

M. ADJOURNMENT:

Motion to adjourn the meeting by Erin Gamble, seconded by Elina Agnoli, unanimously approved with a 4-0 vote. The meeting was adjourned at 6:04 PM. The next regular meeting will be held on December 14, 2020.

Respectfully submitted,

Adopted as Final
December 14, 2020

Joan Viada Potter
Secretary to the Board

President of the Board
Calvin Harwood

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE SPECIAL MEETING OF NOVEMBER 12, 2020**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a special meeting via ZOOM on November 12, 2020. Board Clerk Meagen Hedley called the meeting to order at 5:02 PM

ROLL CALL:

Trustees Present: Erin Gamble (Arrived after Roll Call), Meagen Hedley, Elina Agnoli and Mat Paradis

Administrators Present: Joan Potter and Lorre Stange

Student Representative: None

B. PUBLIC INPUT: None

C. DISCUSSION/ACTION:

C.1.Approval/Rejection of Contract for Laytonville Elementary Classroom "D" General Contractor

- The District sent out a request for rebids for a General Contractor for the Laytonville Elementary School Construction of New Classroom Building "D". We received proposals from three contractors:
 - • Cupples and Sons Construction
 - • F.R.C., Inc.
 - • Carr's Construction
- Mrs. Potter reviewed the bids. Carr's Construction Service, Inc. came in with the lowest bid.

<ul style="list-style-type: none">• Cupples and Sons Construction: \$1,759,900.00	<ul style="list-style-type: none">• F.R.C., Inc.: \$1,769,641.00
<ul style="list-style-type: none">• Carr's Construction Service, Inc.: \$1,673,000,000	

- **Motion** to award the bid contract to Carr's Construction Service by Elina Agnoli, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

D. ADJOURNMENT:

Motion to adjourn the meeting by Elina Agnoli, seconded by Erin Gamble, unanimously approved with a 4-0 vote. The meeting was adjourned at 5:10 pm. The next regular meeting will be held on December 14, 2020.

Respectfully submitted,

Adopted as Final
December 14, 2020

Joan Viada Potter
Secretary to the Board

Calvin Harwood
President of the Board

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE SPECIAL MEETING OF NOVEMBER 30, 2020**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a special meeting via ZOOM on November 30, 2020. Board President Calvin Harwood called the meeting to order at 5:02 PM

ROLL CALL:

Trustees Present: Meagen Hedley, Elina Agnoli and Calvin Harwood

Administrators Present: Joan Potter

Student Representative: None

B. PUBLIC INPUT: None

C. DISCUSSION/ACTION:

C.1.Approval of Contract for Project Inspector

- We received one prospect to serve as our DSA Inspector for the Laytonville Elementary School Construction of New Classroom Building "D", and that is Philip Morton.
- **Motion** to award the contract for DSA Inspector Contract to Philip Morton by Meagen Hedley, seconded by Elina Agnoli, unanimously approved with a 3-0 vote.

C.2.Approval of Contract for Material Testing and Inspection Consultant

- The District sent out a request for proposals for a Testing and Inspection Consultant for the Classroom "D" project. We received one proposal from SHN Consulting Inc.
- **Motion** to accept the proposal for Testing and Consulting Contract to SHN Consulting Inc. by Meagen Hedley, seconded by Elina Agnoli, unanimously approved by a 3-0 vote.

C.3.Approval of Contract for Geotechnical and Special Inspection Services

- The District sent out a request for proposals for a Geotechnical and Special Inspection Services for the Classroom "D" project. We received one proposal from LACO Engineers.
- **Motion** to accept the proposal for Geotechnical Services to LACO by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 3-0 vote.

D. ADJOURNMENT:

Motion to adjourn the meeting by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 3-0 vote. The meeting was adjourned at 5:10 pm. The next regular meeting will be held on December 14, 2020.

Respectfully submitted,

Adopted as Final
December 14, 2020

Joan Viada Potter
Secretary to the Board

Calvin Harwood
President of the Board

LAYTONVILLE UNIFIED SCHOOL DISTRICT
PERSONNEL ASSIGNMENT ORDER #5 2020/21

December 14, 2020

Employment Position

Status Salary

Effective

Certificated Appointment

Certificated Resignation

Certificated Layoff

Certificated Leave of Absence:

Certificated Transfer

Classified Appointment

Classified/Confidential Appointment

Classified/Confidential Resignation

Classified Transfer

Classified Resignation

Classified Layoff

Coaching Positions

LAYTONVILLE UNIFIED SCHOOL DISTRICT
REVOLVING CASH FUND #5 2020/21

December 14, 2020

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
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NONE				
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LAYTONVILLE UNIFIED SCHOOL DISTRICT
WARRANT LIST
December 14, 2020

Checks Dated 10/30/2020 through 12/07/2020					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
700247	11/05/2020	ALAMEIDA ARCHITECTURE	21-6200		4,182.28
700248	11/05/2020	ARKIN, IZMAEL	01-5800		1,512.50
700249	11/05/2020	BUSINESS CARD, BANK OF AMERICA	01-4300	12.89	
			01-5901	23.51	36.40
700250	11/05/2020	CDE	13-4700		205.20
700251	11/05/2020	CLOVER STORNETTA FARMS INC.	13-4700		253.45
700252	11/05/2020	EHLERT'S PETROLEUM MAINTENANCE	01-5800		108.75
700253	11/05/2020	FERRELLGAS	01-5520		48.74
700254	11/05/2020	KELLEY AUTOMOTIVE	01-5600		1,062.50
700255	11/05/2020	SOLID WASTE OF WILLITS	01-5540		952.78
700256	11/05/2020	TCI	01-4100		306.57
700637	11/13/2020	CLOVER STORNETTA FARMS INC.	13-4700		223.00
700638	11/13/2020	FISHMAN SUPPLY COMPANY	01-4300	3,966.06	
			01-4400	2,760.00	6,726.06
700639	11/13/2020	FRONTIER	01-5903		3,000.54
700640	11/13/2020	GEIGER'S LONG VALLEY MARKET	01-4300		69.02
700641	11/13/2020	KELLY MOORE PAINT CO INC	14-4300		1,728.61
700642	11/13/2020	LAYTONVILLE WATER DISTRICT	01-5530		1,236.94
700643	11/13/2020	MENDOCINO COLLEGE	01-5800		1,008.00
700644	11/13/2020	MENDOCINO COMMUNITY NETWORK	01-5901		25.00
700645	11/13/2020	PACIFIC GAS & ELECTRIC	01-5510		20,951.55
700646	11/13/2020	SYSCO FD SCVS OF SAN FRANCISCO	13-4700		1,642.76
700647	11/13/2020	UKIAH PAPER SUPPLY	13-4300		1,883.35
700648	11/13/2020	XEROX CORPORATION	01-5600		587.31
701031	11/19/2020	DUNHAM, SUZANNE	01-4300		45.34
701032	11/19/2020	BUSINESS CARD, BANK OF AMERICA	01-4300	5,652.26	
			01-5800	332.96	
			01-5901	23.67	6,008.89
701033	11/19/2020	CLOVER STORNETTA FARMS INC.	13-4700		223.00
701034	11/19/2020	FRONTIER	13-5903		53.11
701035	11/19/2020	GEIGER'S LONG VALLEY MARKET	01-4300		219.74
701036	11/19/2020	LAWSON MECHANICAL CONTRACTORS	01-5600		842.50
701037	11/19/2020	LAYTONVILLE DISPOSAL CO	01-5530		900.00
701038	11/19/2020	LAYTONVILLE WATER DISTRICT	01-5530		673.65
701039	11/19/2020	LONG VALLEY LUMBER	01-4300		371.10
701040	11/19/2020	MENDOCINO CTY YOUTH PROJECT	01-5800		2,744.70
701041	11/19/2020	MIKE'S AUTOMOTIVE	01-5600		82.78
701042	11/19/2020	VERIZON WIRELESS	01-5901		152.04
701671	12/03/2020	HARRELSON, PATRICIA E	01-4300		100.30
701672	12/03/2020	JOENS-POULTON, MARY B	01-5800		120.00
701673	12/03/2020	ADVANCED SECURITY SYSTEMS	01-5600		361.50

701674	12/03/2020	AMAZON	01-4100	38.80	
			01-4300	3,452.20	3,491.00
701675	12/03/2020	ARROW BENEFITS GROUP	68-5600	159.50	
			69-5600	79.00	238.50
701676	12/03/2020	BUSINESS CARD, BANK OF AMERICA	01-4300	416.13	
			01-6200	18,863.55	19,279.68
701677	12/03/2020	CARR'S CONSTRUCTION SERVICE	21-6200		47,500.00
701678	12/03/2020	CDW GOVERNMENT INC.	01-4300		107.80
701679	12/03/2020	EHLERT'S PETROLEUM MAINTENANCE	01-5800		108.75
701680	12/03/2020	FERRELLGAS	01-5520		1,733.56
701681	12/03/2020	FRONTIER	01-5903		102.54
701682	12/03/2020	GEIGER'S LONG VALLEY MARKET	01-4300		204.95
701683	12/03/2020	NCS PEARSON INC.	01-5800		170.00
701684	12/03/2020	SONOMA CTY. OFFICE OF ED.	01-5800		10,500.00
701685	12/03/2020	STAPLES CREDIT PLAN	01-4300		404.41
701686	12/03/2020	SYSKO FD SCVS OF SAN FRANCISCO	13-4700		883.75

701687	12/03/2020	WEX BANK	01-4361		352.37
701688	12/03/2020	XEROX CORPORATION	01-5600		32.46
Total Number of Checks			52		<u>145,759.73</u>

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	40	86,742.72
13	CAFETERIA SPECIAL REVENUE FL	8	5,367.62
14	DEFERRED MAINTENANCE	1	1,728.61
21	BUILDING FUND	2	51,682.28
68	SELF-INSURANCE (dental)	1	159.50
69	SELF-INSURANCE (vision)	1	79.00
Total Number of Checks		52	145,759.73
Less Unpaid Tax Liability			.00
Net (Check Amount)			<u>145,759.73</u>

LAYTONVILLE UNIFIED SCHOOL DISTRICT
MONTHLY BUDGET REPORT

December 14, 2020

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Fund 01 - GENERAL						
9000		2,378,436.70	2,491,818.98	110,968.99	2,602,787.97	2,491,818.98
Total for Starting Balance accounts		2,378,436.70	2,491,818.98	110,968.99	2,602,787.97	2,491,818.98
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)	5,128,994.92	6,093,291.15	1,444,309.57		4,648,981.58
Total for Revenue accounts		5,128,994.92	6,093,291.15	1,444,309.57		4,648,981.58
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
1000	Certificated Salaries	1,980,934.47	1,941,822.87	1,143,113.35	692,961.54	105,747.98
2000	Classified Salaries	1,031,624.39	994,049.95	484,388.12	331,560.75	178,101.08
3000	Employee Benefits	1,506,885.09	1,456,604.80	742,597.30	457,197.78	256,809.72
4000	Books and Supplies	597,752.99	760,615.39	23,846.73	230,536.44	506,232.22
5000	Services	722,282.24	738,211.86	111,189.49	250,513.74	376,508.63
6000	Capital Outlay	16,000.00	19,000.00		21,787.10	2,787.10
7000	Other Outgo	4,995.62	34,310.62			34,310.62
Total for Expense accounts		5,860,474.80	5,944,615.49	2,505,134.99	1,984,557.35	1,454,923.15
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		1,646,956.82	2,640,494.64	400,266.01	2,905,401.00	2,505,134.99
Total for Ending Balance accounts		1,646,956.82	2,640,494.64	400,266.01	2,905,401.00	2,505,134.99
Total for Fund 01						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	2,491,818.98	6,093,291.15		5,944,615.49	2,640,494.64	
Actual	2,491,818.98	1,444,309.57	2,505,134.99	1,984,557.35	553,563.79	
Fund 12 - CHILDDEV						
9000		39,638.37	34,344.73	23,887.76	58,232.49	34,344.73
Total for Starting Balance accounts		39,638.37	34,344.73	23,887.76	58,232.49	34,344.73
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)	132,750.00	152,099.64	56,271.28		95,828.36
Total for Revenue accounts		132,750.00	152,099.64	56,271.28		95,828.36
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries	70,928.51	66,472.64	28,862.67	27,109.97	10,500.00

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 12 - CHILDEV (continued)						
3000	Employee Benefits	34,744.46	34,394.33	18,283.59	13,238.86	2,871.88
4000	Books and Supplies	7,130.67	7,480.67		2,249.31	5,231.36
5000	Services	12,500.00	12,484.00		484.00	12,000.00
7000	Other Outgo	4,500.00	4,500.00			4,500.00
Total for Expense accounts		129,803.64	125,331.64	47,146.26	43,082.14	35,103.24
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		42,584.73	61,112.73	3,035.00	50,181.26	47,146.26
Total for Ending Balance accounts		42,584.73	61,112.73	3,035.00	50,181.26	47,146.26
Total for Fund 12						
	Starting Balance		+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance
Budgeted	34,344.73		152,099.64		125,331.64	61,112.73
Actual	34,344.73		56,271.28	47,146.26	43,082.14	387.61
Fund 13 - CAFETRIA						
9000		250.00	250.00		250.00	250.00
Total for Starting Balance accounts		250.00	250.00	.00	250.00	250.00
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)	178,495.62	160,810.62		9,655.87	151,154.75
Total for Revenue accounts		178,495.62	160,810.62		9,655.87	151,154.75
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries	58,854.47	56,533.46	37,792.79	18,740.67	.00
3000	Employee Benefits	35,641.15	33,377.16	22,457.61	10,919.55	.00
4000	Books and Supplies	79,000.00	66,000.00	5,687.85	12,044.76	48,267.39
5000	Services	5,000.00	5,150.00	526.00	1,577.00	3,047.00
Total for Expense accounts		178,495.62	161,060.62	66,464.25	43,281.98	51,314.39
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		250.00		16,891.15	83,355.40	66,464.25
Total for Ending Balance accounts		250.00	.00	16,891.15	83,355.40	66,464.25

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Total for Fund 13						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	250.00	160,810.62		161,060.62		.00
Actual	250.00	9,655.87	66,464.25	43,281.98		99,840.36-
Fund 14 - DEF MANT						
9000			65.34	7,772.75	7,838.09	65.34
Total for Starting Balance accounts		.00	65.34	7,772.75	7,838.09	65.34
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)	19,603.00	19,603.00	2.71-		19,605.71
Total for Revenue accounts		19,603.00	19,603.00	2.71-		19,605.71
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
4000	Books and Supplies		5,565.34	18,891.39	5,354.63	18,680.68-
5000	Services	19,603.00	1,103.00			1,103.00
6000	Capital Outlay		13,000.00		12,989.00	11.00
Total for Expense accounts		19,603.00	19,668.34	18,891.39	18,343.63	17,566.68-
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000				16,063.61	34,955.00	18,891.39
Total for Ending Balance accounts		.00	.00	16,063.61	34,955.00	18,891.39
Total for Fund 14						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	65.34	19,603.00		19,668.34		.00
Actual	65.34	2.71-	18,891.39	18,343.63		37,172.39-
Fund 21 - BLDG BND						
9000		1,058,006.17	1,061,334.44	129,430.40	1,190,764.84	1,061,334.44
Total for Starting Balance accounts		1,058,006.17	1,061,334.44	129,430.40	1,190,764.84	1,061,334.44
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)			2,509.96		2,509.96-
Total for Revenue accounts		.00	.00	2,509.96		2,509.96-
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance

Balances through June						Fiscal Year 2020/21
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 21 - BLDG BND (continued)						
5000	Services	3,000.00	3,000.00	3,000.00		.00
6000	Capital Outlay	1,055,006.17	1,058,334.44	1,004,337.72	56,506.40	2,509.68-
Total for Expense accounts		1,058,006.17	1,061,334.44	1,007,337.72	56,506.40	2,509.68-
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000				56,507.28	1,063,845.00	1,007,337.72
Total for Ending Balance accounts		.00	.00	56,507.28	1,063,845.00	1,007,337.72
Total for Fund 21						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	1,061,334.44	.00		1,061,334.44	.00	
Actual	1,061,334.44	2,509.96	1,007,337.72	56,506.40	.28	
Fund 35 - CNTY FAC						
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)				1,801,334.10	1,801,334.10-
Total for Fund 35 and Revenue accounts		.00	.00		1,801,334.10	1,801,334.10-
Fund 40 - SPRES CP						
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		96,413.60	134,318.53	102,198.93	236,517.46	134,318.53
Total for Starting Balance accounts		96,413.60	134,318.53	102,198.93	236,517.46	134,318.53
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	17,500.00	17,500.00		5,430.37	12,069.63
Total for Revenue accounts		17,500.00	17,500.00		5,430.37	12,069.63
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
4000	Books and Supplies				234.09	234.09-
5000	Services			5,100.00		5,100.00-
6000	Capital Outlay			13,650.00	23,109.73	36,759.73-
Total for Expense accounts		.00	.00	18,750.00	23,343.82	42,093.82-
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance

Balances through June						Fiscal Year 2020/21
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Fund 40 - SPRES CP (continued)						
9000		113,913.60	151,818.53	23,490.00	42,240.00	18,750.00
	Total for Ending Balance accounts	113,913.60	151,818.53	23,490.00	42,240.00	18,750.00
Total for Fund 40						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	134,318.53	17,500.00		.00	151,818.53	
Actual	134,318.53	5,430.37	18,750.00	23,343.82	97,655.08	
Fund 56 - DEBTSVCE						
9000		.25		46.01	46.01	.00
	Total for Starting Balance accounts	.25	.00	46.01	46.01	.00
9000		.25				.00
	Total for Ending Balance accounts	.25	.00	.00	.00	.00
Total for Fund 56						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	.00				.00	
Actual	.00				.00	
Fund 67 - SELF INS						
9000		44,191.54	44,513.24		44,513.24	44,513.24
	Total for Starting Balance accounts	44,191.54	44,513.24	.00	44,513.24	44,513.24
Total for Fund 67						
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)				175.02	175.02
	Total for Revenue accounts	.00	.00		175.02	175.02
Total for Fund 67						
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		44,191.54	44,513.24			.00
	Total for Ending Balance accounts	44,191.54	44,513.24	.00	.00	.00
Total for Fund 67						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	44,513.24	.00			44,513.24	
Actual	44,513.24	175.02			44,688.26	
Fund 68 - SFINS 81						
9000		80,812.73	99,611.66		99,611.66	99,611.66

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Fund 68 - SFINS 81						
Total for Starting Balance accounts		80,812.73	99,611.66	.00	99,611.66	99,611.66
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	27,940.00	27,940.00		649.26	27,290.74
Total for Revenue accounts		27,940.00	27,940.00		649.26	27,290.74
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services	32,240.00	32,240.00	1,418.75	8,022.40	22,798.85
Total for Expense accounts		32,240.00	32,240.00	1,418.75	8,022.40	22,798.85
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		76,512.73	95,311.66	781.25	2,200.00	1,418.75
Total for Ending Balance accounts		76,512.73	95,311.66	781.25	2,200.00	1,418.75
Total for Fund 68						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	99,611.66	27,940.00		32,240.00	95,311.66	
Actual	99,611.66	649.26	1,418.75	8,022.40	90,819.77	
Fund 69 - SFINS 82						
9000		129,446.94	134,377.44		134,377.44	134,377.44
Total for Starting Balance accounts		129,446.94	134,377.44	.00	134,377.44	134,377.44
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	7,300.00	7,300.00		356.00	6,944.00
Total for Revenue accounts		7,300.00	7,300.00		356.00	6,944.00
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services	10,800.00	10,800.00	1,360.01	639.99	8,800.00
Total for Expense accounts		10,800.00	10,800.00	1,360.01	639.99	8,800.00
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		125,946.94	130,877.44	639.99	2,000.00	1,360.01
Total for Ending Balance accounts		125,946.94	130,877.44	639.99	2,000.00	1,360.01

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Total for Fund 69						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	134,377.44	7,300.00		10,800.00		130,877.44
Actual	134,377.44	356.00	1,360.01	639.99		132,733.44
Fund 76 - WARR PAS						
9000			406.78		406.78	406.78
	Total for Starting Balance accounts	.00	406.78	.00	406.78	406.78
Revenue Limit (Summary)						
8000					47.62	47.62-
	Total for Revenue accounts	.00	.00		47.62	47.62-
Ending Balance						
9000			406.78			.00
	Total for Ending Balance accounts	.00	406.78	.00	.00	.00
Total for Fund 76						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	406.78	.00				406.78
Actual	406.78	47.62				454.40
Total for Org 046 - Laytonville Unified School District						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	4,001,041.14	6,478,544.41		7,355,050.53		3,124,535.02
Actual	4,001,041.14	3,320,736.34	3,666,503.37	2,177,777.71		1,477,496.40

LAYTONVILLE UNIFIED SCHOOL DISTRICT
BUDGET TRANSFERS
December 14, 2020

Journal Entry # BT21-00008		Status Posted	Type BudXFer	Fiscal Year 2021	Transaction Date 11/10/2020
Created SFORD, 11/10/2020		Posted SFORD, 11/16/2020	Department BUSINESS		
Requisition #		Purchase Order #		Batch #	
Comment rsc 6230 remove budget					
Account #		Comments	Line Seq	Debits	Credits
01-6230-0-9791- - - -		rsc 6230 remove budget	1		5,160.11
01-6230-0-9790- - - -		rsc 6230 remove budget	2	5,160.11	
JE # BT21-00008 Totals				5,160.11	5,160.11

Journal Entry # BT21-00009		Status Posted	Type BudXFer	Fiscal Year 2021	Transaction Date 11/18/2020
Created SFORD, 11/18/2020		Posted SFORD, 11/18/2020		Department BUSINESS	
Requisition #		Purchase Order #		Batch #	
Comment rsc 7388					
Account #	Comments		Line Seq	Debits	Credits
01-7388-0-4300-001-0000-8110-0000	rsc 7388		1	2,183.99	
01-7388-0-4300-001-0000-8110-0666	rsc 7388		2		2,140.13
01-7388-0-4300-003-0000-3140-0000	rsc 7388		3		43.66
JE # BT21-00009 Totals				2,183.99	2,183.99

Journal Entry # BT21-00010		Status Posted		Type BudXFer	Fiscal Year 2021	Transaction Date 11/19/2020	
Created SFORD, 11/19/2020		Posted SFORD, 11/19/2020		Department BUSINESS		Batch #	
Requisition #		Purchase Order #					
Comment rsc 3010 update							
Account #		Comments		Line Seq	Debits		Credits
01-3010-0-9791- - -		rsc 3010 update		1			33,243.58
01-3010-0-9790- - -		rsc 3010 update		2	33,243.58		
JE # BT21-00010 Totals					33,243.58		33,243.58

Journal Entry # BT21-00011		Status Posted	Type BudXFer	Fiscal Year 2021	Transaction Date 11/19/2020
Created	SFORD, 11/19/2020	Posted	SFORD, 11/19/2020	Department	BUSINESS
Requisition #		Purchase Order #		Batch #	
Comment	fund 56 remove budget				
Account #	Comments		Line Seq	Debits	Credits
56-0000-0-9791- - - -	fund 56 remove budget		1		.25
56-0000-0-9790- - - -	fund 56 remove budget		2	.25	
JE # BT21-00011 Totals				.25	.25

Journal Entry # BT21-00012		Status Posted	Type BudXFer	Fiscal Year 2021	Transaction Date 11/30/2020
Created	SFORD, 11/30/2020	Posted	SFORD, 11/30/2020	Department	BUSINESS
Requisition #		Purchase Order #		Batch #	
Comment	rsc 0635				
Account #	Comments	Line Seq	Debits	Credits	
01-0635-0-9791- - - -	rsc 0635	1		26,725.93	
01-0635-0-9790- - - -	rsc 0635	2	26,725.93		
JE # BT21-00012 Totals			26,725.93	26,725.93	

Journal Entry # BT21-00013		Status Posted	Type BudXFer	Fiscal Year 2021	Transaction Date 11/30/2020
Created	SFORD, 11/30/2020	Posted	SFORD, 11/30/2020	Department	BUSINESS
Requisition #		Purchase Order #		Batch #	
Comment	rsc 5640				
Account #	Comments		Line Seq	Debits	Credits
01-5640-0-9791- - - -	rsc 5640		1		2,539.80
01-5640-0-9790- - - -	rsc 5640		2	2,539.80	
JE # BT21-00013 Totals				2,539.80	2,539.80

Journal Entry # BT21-00014		Status Posted	Type BudXFer	Fiscal Year 2021	Transaction Date 11/30/2020
Created Requisition #	SFORD, 11/30/2020	Posted Purchase Order #	SFORD, 11/30/2020	Department	BUSINESS
Comment		Batch #			
rsc 6230					
Account #	Comments	Line Seq	Debits	Credits	
01-6230-0-9791- - -	rsc 6230 rev. BT21-00008	1	5,160.11		
01-6230-0-9790- - -	rsc 6230	2		5,160.11	
JE # BT21-00014 Totals			5,160.11	5,160.11	

Journal Entry # BT21-00015		Status Posted	Type BudXFer	Fiscal Year 2021	Transaction Date 12/01/2020
Created Requisition #	SFORD, 12/1/2020	Posted Purchase Order #	SFORD, 12/1/2020	Department	BUSINESS
Comment		Batch #			
rsc 6500 update contribution					
Account #	Comments	Line Seq	Debits	Credits	
01-6500-0-8980-000-5001-0000-0000	rsc 6500 update contribution	1		50,000.00	
01-0000-0-8980-000-0000-0000-0000	rsc 6500 update contribution	2	50,000.00		
01-0000-0-9790- - -	rsc 6500 update contribution	3		50,000.00	
01-6500-0-9790- - -	rsc 6500 update contribution	4	50,000.00		
JE # BT21-00015 Totals			100,000.00	100,000.00	

Journal Entry # BT21-00016		Status Posted	Type BudXFer	Fiscal Year 2021	Transaction Date 12/01/2020
Created Requisition #	SFORD, 12/1/2020	Posted Purchase Order #	SFORD, 12/1/2020	Department	BUSINESS
Comment		Batch #			
update for fund 76 1st interim					
Account #	Comments	Line Seq	Debits	Credits	
01-0006-0-9791- - -	update for fund 76 1st interim	1		32.49	
76-0000-0-9791- - -	update for fund 76 1st interim	2	406.78		
01-0006-0-9790- - -	update for fund 76 1st interim	3	32.49		
76-0000-0-9790- - -	update for fund 76 1st interim	4		406.78	
JE # BT21-00016 Totals			439.27	439.27	
Laytonville Unified School District Totals			175,453.04	175,453.04	

BOARD ACTION ITEM K1

Board Meeting Date: December 14, 2020
Subject: Students of the Month
From: Joan Potter, Superintendent

Explanation:

Mr. Henry and Ms. Stange will present their Students of the Month for November and have them introduce their families.

Recommendation:

Recognize the Students of the Month and their families

Attachments:

None

BOARD ACTION ITEM K2

Board Meeting Date: December 14, 2020

Subject: Annual Organizational Meeting – Election of Officers

From: Joan Potter, Superintendent

Explanation:

Education Code Section 35143 provides for an annual organizational meeting at which the Officers of the Board are elected. The Board President will conduct the annual organizational meeting which includes the following tasks:

- Nominate and elect candidates for the offices of President and Clerk.
- Nominate and elect two trustees to serve as Board representatives to the District Advisory Committee (DAC).
- Nominate and elect one trustee to serve as Board representative to the Family Resource Center (Healthy Start) Board.
- The Superintendent serves as Secretary to the Board as provided by contract (no action needed).

Recommendation:

Nominate and elect a President and Clerk of the Board.

Nominate and elect two DAC representatives.

Nominate and elect one Family Resource Center (Healthy Start) representative.

Attachments:

None

BOARD ACTION ITEM K3

Board Meeting Date: December 14, 2020

Subject: Resolution No. 599 Designation of Signatures of Members of the Governing Board

From: Joan Potter, Superintendent

Explanation:

The Board must annually file with the County Superintendent of Schools the verified signatures of each person, including members of the Governing Board, authorized to sign orders in its name. Resolution No. 599 certifies these signatures.

Recommendation:

Adopt Resolution No. 599 for Designation of Signatures of Members of the Governing Board

Attachments:

Resolution No. 599

Statement of Facts—Roster of Public Agencies Filing
Signatures of Governing Board Members Document

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LAYTONVILLE UNIFIED SCHOOL DISTRICT**

RESOLUTION NO. 599

On motion of Member _____, seconded by Member _____, the following resolution is adopted:

WHEREAS The Governing Board of the LAYTONVILLE UNIFIED SCHOOL DISTRICT recognizes its obligation to maintain statutory regulations regarding Governing Boards (Education Code Section 42633).

THEREFORE BE IT RESOLVED the following people are designated by their affixed signatures on the attached verification form as the members of the Governing Board of the LAYTONVILLE UNIFIED SCHOOL DISTRICT.

Calvin Harwood
Erin Gamble
Elina Agnoli

Meagen Hedley
Mathieu Paradis

I, _____, clerk of the Governing Board of the Laytonville Unified School District of Mendocino County, California, do hereby certify that the foregoing is a full true and correct copy of a resolution adopted by the said Board at a regular meeting on December 14, 2020. A copy of Resolution No. 599 is on file in the office of the Board.

Date

Clerk



State of California
Secretary of State

**STATEMENT OF FACTS
ROSTER OF PUBLIC AGENCIES FILING**
(Government Code section 53051)

Instructions:

1. Complete and mail to: Secretary of State,
P.O. Box 942877, Sacramento, CA 94277-0001 (916) 653-3984
2. A street address must be given as the official mailing address or as
the address of the presiding officer.
3. Complete addresses as required.
4. If you need additional space, attach information on an 8½" X 11" page, one sided and legible.

New Filing ☐ Update ☒

(Office Use Only)

Legal name of Public Agency: _____

Nature of Update: _____

County: _____

Official Mailing Address: _____

Name and Address of each member of the governing board:

Chairman, President or other Presiding Officer (Indicate Title): _____

Name: _____ Address: _____

Secretary or Clerk (Indicate Title): _____

Name: _____ Address: _____

Members:

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

RETURN ACKNOWLEDGMENT TO: (Type or Print)

NAME [_____]

ADDRESS [_____]

CITY/STATE/ZIP [_____]

_____ Date

_____ Signature

_____ Typed Name and Title

SEC/STATE NP/SF 405 (REV. 05/09)

**SIGNATURES OF MEMBERS
OF THE
GOVERNING BOARD
OF THE
LAYTONVILLE UNIFIED SCHOOL DISTRICT**

These signatures are required to be on file in the office of the County Superintendent of Schools.
Education Code Section 42633.

Mathieu Paradis _____

Meagen Hedley _____

Erin Gamble _____

Calvin Harwood _____

Elina Agnoli _____

Signatures of any other person authorized to sign warrants in the name of this board:

Joan Potter, Superintendent
Print Name

Signature

Shannon Ford, Business Manager
Print Name

Signature

Verification:

The above signatures were executed in my presence this 14th day of December, 2020.

Signature

District Administrative Assistant
Title

BOARD ACTION ITEM K4

Board Meeting Date: December 14, 2020

Subject: Adoption of Regular Board Meeting Dates for 2021

From: Joan Potter, Superintendent

Explanation:

The Board needs to review and adopt a calendar of regular meeting dates for 2021. A proposed calendar based on past practice is attached for your consideration. The meeting dates calendar can be revised, but it needs to be adopted this evening. We sometimes revise the calendar after the year gets underway for special circumstances.

An updated 2020/21 Board Action Calendar (BAC) is also attached for your information. This is a calendar of Board activities that we follow throughout the year and it is revised periodically to reflect new requirements, topics and schedule changes; the BAC was adopted in June and no action is needed tonight

Recommendation:

Adopt the proposed Calendar of Regular Board Meeting Dates for 2021

Attachments:

Proposed 2021 Calendar of Regular Meeting Dates
2020/21 Board Action Calendar

REGULAR BOARD MEETING DATES: 2021

January 14, 2021	Second Thursday	Holidays
February 4, 2021	First Thursday	
March 4, 2021	First Thursday	
April 1, 2021	First Thursday	Spring Break
May 6, 2021	First Thursday	
June 17, 2021	Third Thursday	
June 24, 2021	Fourth Thursday	Budget Adoption
July 2021	No meeting	
August 12, 2021	Second Thursday	Vacations
September 9, 2021	Second Thursday	
October 7, 2021	First Thursday	Pending Homecoming
November 4, 2021	First Thursday	
December 13, 2021	Second Monday	First Interim Budget (between 11 th and 14th)

Adopted:

LAYTONVILLE UNIFIED SCHOOL DISTRICT Board Action Calendar for 2020/21

August 2020	Summer School Report (information)
August 2020	Summer Maintenance Projects Report (information)
August 2020	Approve the Filing of a Declaration of Need for Fully Qualified Educators (if needed)
August 2020	Local Biennial Review of Conflict of Interest Code, BP 2300 (Last reviewed August 2018)
August 2020	4 th Qtr. Williams Uniform Complaint Report (consent)
August 2020	Report on Staff Dev. Program for 2020/21
Aug/Sept. 2020	Upcoming Williams Site Visit in September (information)
September 2020	Opening Enrollments (information)
September 2020	PUBLIC HEARING: Notification of Compliance with EC 60119 (Instructional Materials) for 2020/21
September 2020	RESOLUTION: Compliance with EC 60119 following Public Hearing
September 2020	Sports Program Update (information)
September 2020	RESOLUTION: GANN Limit
September 2020	Approval of Unaudited Actuals for 2019/20
October 2020	Transportation Safety Plan (every three years--last revised 2017)
October 2020	1 st Qtr. Williams Uniform Complaint Report (consent)
November 2020	Approve Date for Annual Organizational Meeting
November 2020	PUBLIC HEARING: Impact Aid-Tribal Notice, Budget, BP 1261
December 2020	Annual Organizational Meeting: Election of Officers
December 2020	Data Dashboard
December 2020	Adopt Board Annual Calendar of Meeting Dates
December 2020	RESOLUTION: Designation of Signatures of BOE

December 2020	Adopt First Interim Budget Report
December 2020	Annual Williams Site Visit Report by Co. Supt. (correspondence)
December 2020	Approve & Certify Annual Audit Report for 2019/20
December 2020	Trustee terms expire: Mat, Erin, & Meagan expire in 2020 (Calvin, and Elina expire 2022)
January 2021	2 nd Qtr. Williams Uniform Complaint Report (consent)
January 2021	County Superintendent's Williams 2 nd Quarterly Report (consent)
January 2021	PUBLIC HEARING: Comprehensive School Safety Plans
January 2021	RESOLUTION: Participation in Staywell Health Plan JPA
Feb/March 2021	Consolidated Application Approval, Part 2 (consent)
February 2021	P-1 (first apportionment period) ADA Report (information)
February 2021	Review & Authorize SARC Distribution
February 2021	Title 1 Parent Involvement Policies
March 2021	Adopt Second Interim Budget Report
March 2021	Employee Appreciation Award – Notification & Forms (information)
April 2021	School Level Parent Involvement Plan, Student/Parent Compact
April 2021	Approve 2020 Summer School Program
April 2021	Annual Review: BP 6145 – Extra & Cocurric. Activities
April 2021	Annual Review: BP & E 5132 – Dress Codes
April 2021	3 rd Qtr. Williams Uniform Complaint Report (consent)
April 2021	RESOLUTION: Education Protection Account
April 2021	Select Employee Appreciation Award Recipient (closed session)
April 2021	RESOLUTIONS: Day of the Teacher & Classified Employees Week
May 2021	Title VII Indian Ed. Formula Grant Application

May 2021	Academic Performance Index (API) Report (information)
May 2021	Approve Next Year Instructional Minutes
May 2021	Single School Plan for Student Achievement (SPSA) Review and Revision
May 2021	Present Employee Appreciation Award
May 2021	Annual Review of Williams Audit Exceptions: Inst. Mat'ls & Prog. Funds; Facilities; Tchr. Assgnmt's
June 2021	Designation of CIF Representative to the League (consent)
June 2021	PUBLIC HEARING: LCAP
June 2021	PUBLIC HEARING: Proposed Budget for 2021/2022
June 2021	Adopt LCAP
June 2021	Adopt Proposed 2021/2022 Budget
June 2021	RESOLUTION: Appropriate the Ending Balance to a Reserve Account
June 2021	RESOLUTION: Authorize County Superintendent to Transfer Expenditures Between Funds
June 2021	Approve Submission of Consolidated Application for Funding Categorical Aid Programs Part 1 (consent)
June 2021	Annual Superintendent's Evaluation (closed session)
June 2021	Admin Contract Extensions (closed session, open session for Superintendent Contract Ratification)
June 2021	Report on Peer Assistance & Review Program (PAR) and CA Teacher Induction Program (CTIP) (information)
June 2021	Approve Board Action Calendar for 2021/2022

Future Agenda Items

June 2021	Triennial Plan for Expelled Youth
November 2021	Biennial Nutritional & Physical Activity Quality Indicators Review (BP 5030) (last reviewed November 2019)

March 2022	School Year Calendar(s) Adoption (every 2 years, due March 2022)
August 2022	Local Biennial Review of Conflict of Interest Code, BP 2300 (Last reviewed August 2020)
April 2023	Review Auditor's Contract (3 year contract expires June 2023)
October 2023	Transportation Safety Plan (every three years--last revised 2020)
May 2025	Deferred Maintenance Schedule – Revision to OPSC every five yrs. Or as needed

BOARD DISCUSSION/ACTION ITEM L1

Board Meeting Date: December 14, 2020

Subject: First Interim Budget Report

From: Joan Potter, Superintendent

Explanation:

It's time for the First Interim Budget Report. The budget reporting process is ongoing throughout the year and includes:

- June Projected Budget for the next fiscal year
- September Update & disclosure of significant changes – based on the State's adopted budget (within 45 days of State adoption)
- October Presentation of the Unaudited Actuals for the previous year
- December First Interim Budget – as of October 31: it compares the budget approved in June with the latest figures
- March Second Interim Budget – as of January 31; includes funds received and expended since the First Interim Budget

Overview of Current Budget Situation:

While the drastic cuts proposed at Budget adoption have not come to pass, we are in unprecedented fiscal times. The Governor is still seeking support from the federal government for COVID-19 relief, revenue reductions have been shifted to cross-year cash deferrals beginning in February and are projected to continue through June. Due to deferrals monitoring cash flow is crucial.

County offices continue to reinforce the need for reserves in excess of the minimum reserve for economic uncertainty. The Government Finance Officers Association (GFOA) recommends reserves, at minimum, equal to two months of average general fund operating expenditures, or about 17%.

Prudent reserves afford districts and their governing board time to thoughtfully identify and implement budget adjustments over time. Inadequate reserves force districts to react quickly, often causing significant disruption to student programs and employees.

First Interim Budget Highlights include:

- Revenues are up \$601,496 ; **LCFF** decreased -\$2,448; **Federal Revenue** increased \$285,808 (Primarily CARES, slight increase in MAA); **State Revenue** increased \$315,378 (CTEIG award & deferrals, Covid funds; **Local Revenue** increased \$2,679 (ROP)
- Expenditure increases of \$53,544; **Salary/benefits** decreased -\$125,000 (retirements, furloughs, vacancies), **Books/supplies increased** \$162,962 (Covid, curriculum, ROP), **Services/Op exp.** Increased \$14,548 (hot spots), **Capital Outlay** increased \$3,000 (CTEIG reno). We have a 4% economic uncertainty reserve with a 6% stabilization and 7% recommended by GFOA.

Recommendation:

Adopt the 2020-21 First Interim Budget Report

Attachments

First Interim Budget Report SACS
Summary Forms
LCFF Entitlement Details

BOARD DISCUSSION/ACTION ITEM L2

Board Meeting Date: December 14, 2020

Subject: Adoption of LCFF Budget Overview for Parents

From: Joan Potter, Superintendent

Explanation:

As required by Education Code Section 52064.1, each district is to develop the Local Control Funding Formula Budget Overview for Parents in conjunction with the first interim budget report. The Business Manager will review the Budget Overview for Parents with the Board.

Recommendation:

Adopt the LCFF Budget Overview for Parents

Attachments:

LCFF Budget Overview for Parents

LCFF Budget Overview for Parents

Local Educational Agency (LEA) Name: Laytonville Unified School District

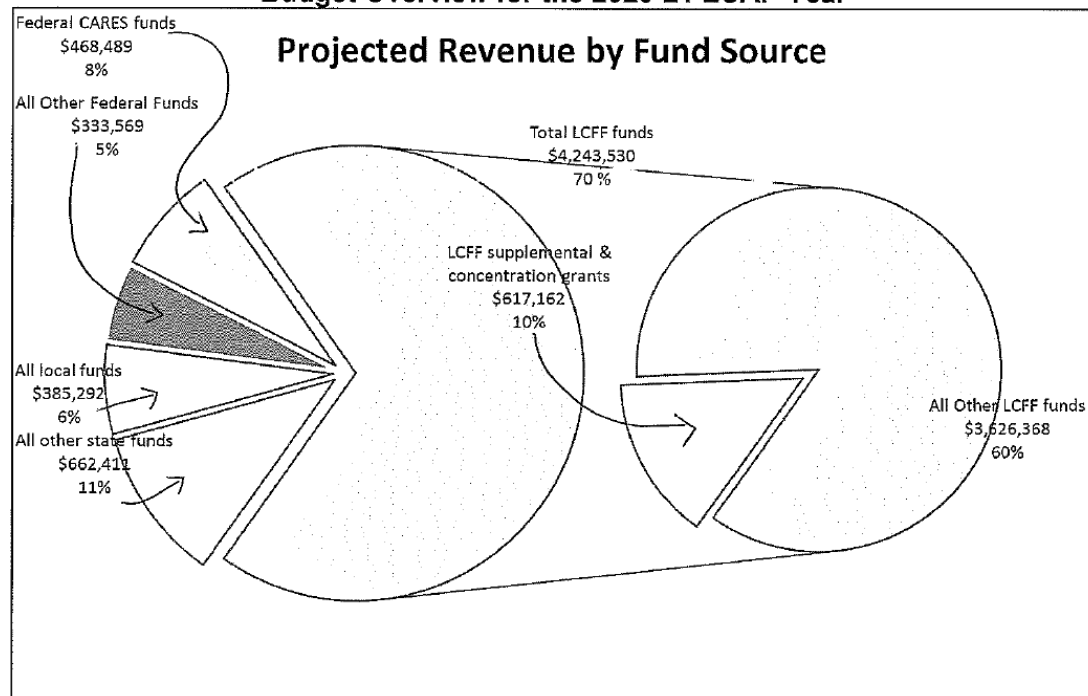
CDS Code: 2373916

School Year: 2020-2021

LEA contact information: Joan Potter, Superintendent

School districts receive funding from different sources: state funds under the Local Control Funding Formula (LCFF), other state funds, local funds, and federal funds. LCFF funds include a base level of funding for all LEAs and extra funding - called "supplemental and concentration" grants - to LEAs based on the enrollment of high needs students (foster youth, English learners, and low-income students).

Budget Overview for the 2020-21 LCAP Year

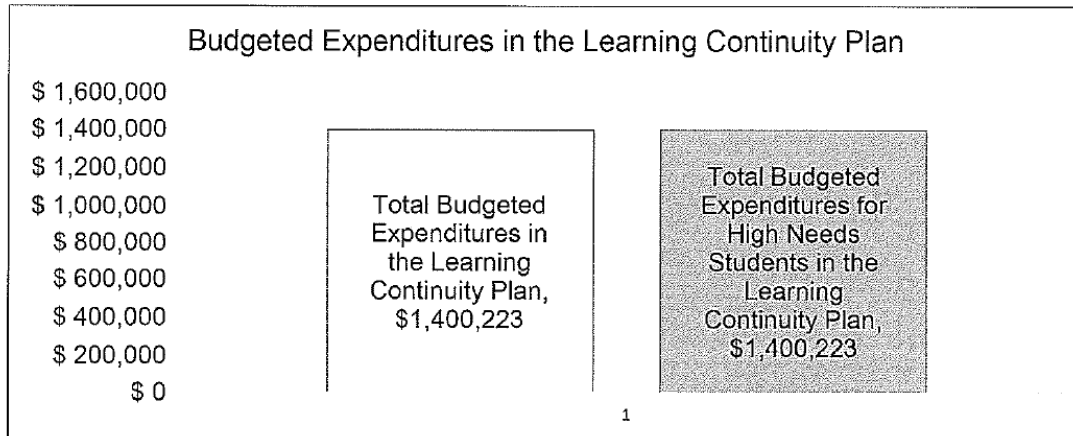


This chart shows the total general purpose revenue Laytonville Unified School District expects to receive in the coming year from all sources.

The total revenue projected for Laytonville Unified School District is \$6,093,291, of which \$4,243,530 is Local Control Funding Formula (LCFF), \$662,411 is other state funds, \$385,292 is local funds, and \$802,058 is federal funds. Of the \$802,058 in federal funds, \$468,489 are federal CARES Act funds. Of the \$4,243,530 in LCFF Funds, \$617,162 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).

LCFF Budget Overview for Parents

For the 2020-21 school year school districts must work with parents, educators, students, and the community to develop a Learning Continuity and Attendance Plan (Learning Continuity Plan). The Learning Continuity Plan replaces the Local Control and Accountability Plan (LCAP) for the 2020–21 school year and provides school districts with the opportunity to describe how they are planning to provide a high-quality education, social-emotional supports, and nutrition to their students during the COVID-19 pandemic.



This chart provides a quick summary of how much Laytonville Unified School District plans to spend for planned actions and services in the Learning Continuity Plan for 2020-2021 and how much of the total is tied to increasing or improving services for high needs students.

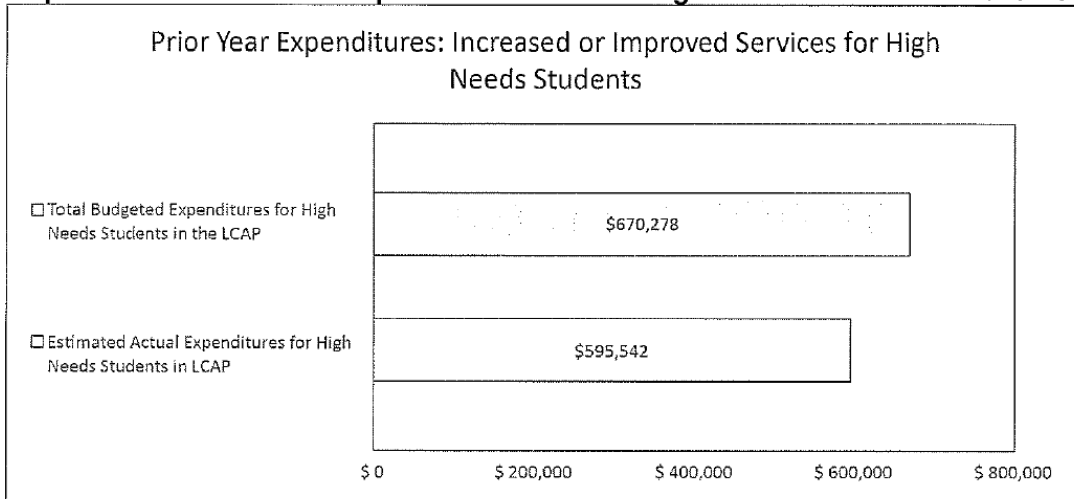
Laytonville Unified School District plans to spend \$594,461 for the 2020-21 school year. Of that amount, \$1,400,223 is tied to actions/services in the Learning Continuity Plan and \$4,544,392 is not included in the Learning Continuity Plan. The budgeted expenditures that are not included in the Learning Continuity Plan will be used for the following:

Increased or Improved Services for High Needs Students in the Learning Continuity Plan for the 2020-2021 School Year

In 2020-21, Laytonville Unified School District is projecting it will receive \$617,162 based on the enrollment of foster youth, English learner, and low-income students. Laytonville Unified School District must describe how it intends to increase or improve services for high needs students in the Learning Continuity Plan. Laytonville Unified School District plans to spend \$1,400,223 towards meeting this requirement, as described in the Learning Continuity Plan.

LCFF Budget Overview for Parents

Update on Increased or Improved Services for High Needs Students in 2019-20



This chart compares what Laytonville Unified School District budgeted in the 2019-20 LCAP for actions and services that contributed to increasing or improving services for high needs students with what Laytonville Unified School District actually spent on actions and services that contributed to increasing or improving services for high needs students in the 2019-20 school year.

In 2019-20, Laytonville Unified School District's LCAP budgeted \$670,278 for planned actions to increase or improve services for high needs students. Laytonville Unified School District actually spent \$595,542 for actions to increase or improve services for high needs students in 2019-20.

BOARD DISCUSSION/ACTION ITEM L3

Board Meeting Date: December 14, 2020

Subject: PUBLIC HEARING: Federal Impact Aid Program, Budget,
BP 1261 and AR 1261

From: Joan Potter, Superintendent

Explanation:

We held a Public Hearing during our November 5th, 2020 meeting. Due to unforeseen communication glitches we are conducting another hearing in order to ensure opportunities for public comment

LUSD is one of approximately 1200 school districts that receive Federal Impact Aid funding. Federal regulations including Section 8004 of the Elementary and Secondary Education Act and Board Policy 1261 call for an annual Public Hearing to be held in November to allow an opportunity for American Indian parents to discuss the educational programs supported by Impact Aid funds. We have posted a Public Hearing Notice for 10 days, including at the Tribal Center.

Federal Impact Aid funding is provided to districts with tax free entities in their jurisdictions such as Indian reservations and military bases. The purpose of the money is to offset the loss of tax revenue, to support the district's instructional program and to ensure that Indian children receive educational services equal to those received by non-Indian children. The revenue is based on a complex formula and has ranged from \$25,000 to \$45,000 over the past 12 years. BP and AR 1261, known as Indian Policies and Procedures (IPP's), provide Indian parents with the opportunity to participate in the discussions related to their students' instruction, and they provide the Board an opportunity to gather information concerning the American Indian community and its views on education.

Recommendation:

Conduct the Public Hearing

Attachments:

BP 1261
AR 1261

Impact Aid Programs**Annual Impact Aid Public Hearing and Advisory Committee Formation**

In compliance with the requirements contained in Title I of Public Law PL-874 and Amendments contained in Public Law 95-561 as set forth in 34 CFR, Section 223.109, an annual meeting shall be held to discuss the use of impact aid funds prior to the submission of the district's application for Federal Impact Aid (PL-874) funds. The uses of these funds by the district shall be discussed at a regular meeting of the Governing Board. When program and funding changes are to be made, tribal officials and parents or guardians will be encouraged to make recommendations and to present their views regarding the uses of the funds. Notice of the meeting shall be sent to the Tribal Council and all PL-874 parents or guardians 10 days prior to the date upon which the meeting is to be held.

When specific recommendations are made as to modifications, deletions or additions to program or services offered to students with these funds, they shall be given serious consideration by the Board. All recommendations will be studied as to their impact upon personnel and other programs or services, and if appropriate, the Board shall appoint an advisory committee to study the issues involved and make a report to the Board. The advisory committee shall be composed of a representative cross-section of the community, including Tribal Council members and PL-874 parents/guardians.

The advisory committee's report shall be provided to the Tribal Council and the PL-874 parents or guardians. Any community members may attend the advisory committee sessions and shall have the right to comment during the meetings upon the recommendations, their effect upon personnel, programs, or services and upon the report of the advisory committee. The recommendations shall be forwarded to the Board which will deliberate and act upon them. The Board's decision regarding to the recommendations shall be final.

Adopted: 9/9/04

Reviewed: 11/6/08, 11/5/09, 11/4/10, 11/3/11, 11/8/12, 11/7/13, 11/6/14, 11/5/15, 11/3/16, 11/2/17, 11/1/18

It is the intent of the Laytonville Unified School District that all Indian children of school age have equal access to all programs, services and activities offered within the school district. To this end, the Laytonville Unified School District will consult with local tribal officials and parents of Indian children in the planning and development of Indian Policies and Procedures (IPPs), general education programs, and activities. These policies and procedures will be reviewed annually and revisions will be made within 90 days of the determination that requirements are not being adequately met.

Section 1. Section 1. Attestations

The Laytonville Unified School District attests that it has established Indian Policies and Procedures (IPPs) as required in section 7004 of the Impact Aid law for any children claimed who reside on eligible Indian lands. The IPPs have been adequately disseminated to the tribes and parents of children residing on eligible Indian lands. A copy of the current policies and procedures was attached to the FY 2018 Impact Aid application.

The Laytonville Unified School District attests that it has provided a copy of written responses to comments, concerns and recommendations received from tribal leaders and parents of Indian children through the Indian policies and procedures consultation process and disseminated these responses to tribal leaders and parents of Indian children prior to the submission of their FY 2018 Impact Aid application.

Section 2. Section 2. Indian Policies and Procedures

The following Indian policies and procedures become effective upon school board approval.

Section 3. Policy 1: The LEA will disseminate relevant applications, evaluations, program plans and information related to the LEA's education program and activities with sufficient advance notice to allow tribes and parents of Indian children the opportunity to review and make recommendations.

[34CFR222.94(a)(1)]

Procedure 1:

The Laytonville Unified School District will disseminate information and seek timely input regarding the following programs on its educational program (including, but not limited to): Title I, Part A, Title II, Part A, Title VI, Part A, subpart 1, Title VII-Impact Aid programs.

The completed applications, evaluations, and program planning will be made available to parents of Indian children, Tribal officials, and the District Advisory Committee and a summary will be prepared and disseminated to the tribe via email and a summary will be sent home to parents of Indian children with the students ten days in advance of public hearings held in November and June to afford all interested parties the opportunity to review the documents with sufficient time to provide thoughtful input at the public meetings. These hearings will be publically advertised by posting in public places, including the Tribal

Office, and on the District Webpage to allow all interested parties to attend. In addition, representatives from the District will schedule meetings with the Cahto Tribe to seek input in October and May of each school year. Announcements will be mailed home to the parents of Indian children.

Parents of Indian children, tribal officials, the District Advisory Committee and any other interested persons can review assessment data to help develop or modify educational programs and services allowing for the participation of Indian students on an equal basis in the district.

Minutes from the District Advisory Committee meetings will be posted on the District's website for all patrons and Tribal officials to review. This will allow for ongoing dissemination of information.

Section 4. Policy (2): The Laytonville Unified School District will provide an opportunity for the Cahto Tribe and parents of Indian children to provide their views on the District's educational program and activities, including recommendations on the needs of their children and on how the District may help those children realize the benefits of the educational programs and activities.
[34CFR222 .94(a)(2)]

- (i) Notify tribes and the parents of Indian children of the opportunity to submit comments and recommendations, considering the tribe's preference for method of communication, and
- (ii) Modify the method of and time for soliciting Indian views, if necessary, to ensure the maximum participation of tribes and parents of Indian children.

Section 5. Procedure 2:

In order to allow Indian parents and tribal officials to make commentary concerning (1) the needs of their children and the ways in which they can assist them in realizing the benefits of the education programs; (2) the overall operation of the District's education program; and (3) the degree of parental participation allowed in the same, the Board will provide questionnaires to the tribal office and tribal officials will request parent input and recommendations in the fall and will thereafter hold an annual Board meeting where such commentary may be reviewed by Indian parents, Tribal officials, and the Board. If participation in the survey results in a low return rate or the established meeting yield low participation by the parents of Indian children and tribal officials, the Laytonville Unified School District will re-evaluate its plan and consult with parents of Indian children and tribal officials on ways to improve and enhance participation in the consultation process. The Laytonville Unified School District may re-locate meetings or times to encourage participation.

The District Advisory Committee of the Laytonville Unified School District will meet monthly for the purpose of addressing comments and concerns of parents of Indian children regarding the District's educational programs and activities. The meeting agendas are posted

and all meetings are open to the public allowing for tribal officials as well as parents of Indian children the opportunity to submit comments and recommendations for consideration.

A school board representative is a member of the District Advisory Committee. This representation allows for the discussion of the needs of the students and ideas to be brought forward to both the Indian Education Committee as well as the School Board.

At each of the monthly school board meetings, a section of time is set aside for communications from the public. This is a time to offer comments and suggestions regarding programming for Indian students. In addition, two public hearings are scheduled in November and June which are specifically devoted to addressing questions regarding federal programs. Based upon suggestions, preferred methods of communication as well as ways to maximize participation from tribal officials as well as parents of Indian children will be seriously considered.

Information will be included in student handbooks/enrollment packets regarding opportunities to provide input to the District.

The District and District Advisory Committee representatives will schedule meetings with the Cahto Tribe to discuss ongoing programming goals.

The District will consult with the Cahto Tribe to ascertain the tribe's preferred method of communication. The District will, to the extent possible, accommodate the tribe's preferred method of communication.

Section 6. POLICY (3): The Laytonville Unified School District will annually assess the extent to which Indian children participate on an equal basis with non-Indian children in the District's education program and activities.

[34CFR222.94(a)(3)]

- (i) Share relevant information related to Indian children's participation in the LEA's education program and activities with tribes and parents of Indian children; and
- (ii) Allow tribes and parents of Indian children the opportunity and time to review and comment on whether Indian children participate on an equal basis with non-Indian children.

Procedure 3:

The Laytonville Unified School District will take the following measures to annually assess the extent to which Indian children participate on an equal basis with non-Indian children in the District's education program and activities.

- A. The Laytonville Unified School District will monitor Indian student participation in all academic and co-curricular activities.

B. School district officials will review school data to assess the extent of Indian children's participation in the District's educational programs on an equal basis.

C. The Laytonville Unified School District will share its assessment of district funding, Indian student participation, related academic achievements and other related data will be shared with the parents of Indian children and tribal officials during District Advisory Committee meetings and meetings in October and May of each year with the Tribal Council

D. Parents of Indian children, tribal officials and other interested parties may express their views on participation through direct communication with the school district, at any school board meeting or to the District Advisory Committee.

E. Copies of annual reports will be provided to tribal officials.

The Laytonville Unified School District shall annually analyze participation rates of Indian children compared to other children in all aspects of the educational program and school sponsored activities.

The Laytonville Unified School District's Superintendent and school staff, in conjunction with the District Advisory Committee, will review annual survey data and comments gathered from families and students.

The results of the data and its comments will be shared with all interested parties in the district. In addition comments and/or suggestions brought forth from these conversations will become part of the Committee's approved minutes.

This data will be utilized to develop appropriate supports for various programs.

During the public hearings in November and June, the school district will gather information relating to Indian children's participation in the LEA's education programs and activities. This information will also be made available to the parents of Indian children, tribal officials and the District Advisory Committee via minutes from the meetings

If it is determined that there are gaps in Indian participation in the educational program or activities, the Laytonville Unified School Board in consultation with the District Advisory Committee and tribal officials, will modify its education program in such a way as to improve Indian participation.

Section 7. POLICY (4): The Laytonville Unified School District will modify the IPPs if necessary, based upon the results of any assessment or input described in this document. [34CRF222.94(a)(4)]

Procedure 4:

The Laytonville Unified School Board will establish an ad hoc committee of Indian parents and Tribal officials ("the Indian/Parent Committee") to annually review the components the Indian Policies and Procedures to ensure that they meet federal regulatory and statutory requirements.

The District Advisory Committee shall serve as a task force to review the meaningfulness of Indian input, to review the extent of opportunity for Indian input and to review the District's response to Indian commentary. The Committee will review the effectiveness of the District's methods of gathering the input of Indian parents and Tribal members; calculate the number of Indian suggestions which were actually implemented; permit Indian parents and Tribal officials to suggest more effective ways of communicating their views. If necessary, the District Advisory Committee shall make recommendations to the Board to modify its policies and procedures.

The Laytonville Unified School District will hold a Board meeting to modify policies and procedures if the Indian/Parent committee indicates such modification is necessary.

The Laytonville Unified School District School Board will determine which changes are implemented. All changes to the Indian Policies and Procedures become effective upon approval by the school board.

The Laytonville Unified School District will notify parents of Indian children, tribal officials and the general public of any changes to the Indian Policies and Procedures by posting at tribal offices and on the district Website.

Section 8. POLICY (5) : The Laytonville Unified School District will respond at least annually in writing to comments and recommendations made by tribes or parents of Indian children, and disseminate the responses to the tribe and parents of Indian children prior to the submission of the IPPs by the LEA. [34CRF222.94(a)(5)]

Procedure 5:

The Laytonville Unified School District will at least annually respond in writing to comments and recommendations made by the District Advisory Committee, tribal officials, or parents of Indian children, and disseminate the responses by email to the tribe, a summary will be sent home with students to the parents of Indian children with instructions on how to obtain a full copy, and by posting at tribal offices and on the District Website prior to the submission of the IPPs by the District to the Impact Aid Program.

Section 9. POLICY (6): The Laytonville Unified School District will provide a copy of the IPPs annually to the affected tribe or tribes. [34CR F222.94 (a)(6)]

The Laytonville Unified School District will annually provide a copy of the current Indian Policies and Procedures to the Cahto tribe by email, posting at tribal offices, and on the District Website.

Section 10.

Only a tribal chairman or an authorized designee for a tribe that has children attending an LEA's schools may file a written complaint with the Assistant Secretary for Elementary and Secondary Education regarding an action pursuant to, or relevant to, Indian Policies and Procedures.

- Level 1:** Level 1 is informal and may be written or verbally expressed to the Superintendent's designee. The objective is a quick and informal resolution of the concern.
- Level 2:** If the grievance is not resolved at Level 1, the grievant may submit the complaint in writing to the Superintendent of Schools. The grievance shall state the specific nature of the grievance, the specific resolution requested and must be signed by the grievant(s).
- The Superintendent shall investigate and attempt to resolve the grievance. A written report regarding the decision of the Superintendent shall be sent to concerned parties within 30 days after receipt of the written grievance.
- If the Superintendent does not satisfactorily resolve the grievance, either party may advance the grievance to level 3.
- Level 3:** A written appeal may be presented to the Superintendent for placement on the Board's agenda. The Board of Trustees shall attempt to resolve the grievance. A written report regarding the decision of the district shall be sent to all concerned parties within 30 school days. Discussions or committee meetings on the issue may extend the resolution process for another 30 day period.
- If the Board does not satisfactorily resolve the grievance, either party may advance the grievance to Level 4.
- Level 4:** The grievant may refer the complaint to the Secretary of the Department of Education. Complaint procedures are found in the Impact Aid Program.

10. State law prohibits the Board from delegating its legal responsibility. The Trustees retain final authority for the established policies, procedures and school programs affected by this act.

Board Approval Date Revised December 7, 2017

Date: August 9, 2018

Reviewed: 8/9/18, 11/1/18

BOARD DISCUSSION/ACTION ITEM L4

Board Meeting Date: December 14, 2020

Subject: Adoption of COVID-19 Prevention Plan

From: Joan Potter, Superintendent

Explanation:

School Districts are required to adopt COVID-19 Prevention Plans to supplement existing Injury Illness Prevention Plans per Cal-OSHA guidelines. I have created our COVID-19 Prevention Plan to include all of the most recent Cal-OSHA requirements. The Prevention Plan has been distributed to all staff.

Recommendation:

Adopt the COVID-19 Prevention Plan

Attachments:

COVID-19 Prevention Plan



Laytonville Unified School District
COVID -19 Prevention Plan (IIPP) Supplement
Communication, Notice, and Workplace Safety Measures
Updated December 2020

Cal/OSHA passed several rules and procedures that public employers must follow *at all times*, regardless of the existence of reported COVID-19 cases or workplace outbreaks. Public employers are required to adopt a written “COVID-19 Prevention Plan.” These rules do not apply to employees working remotely from home.

It is the policy of the Laytonville Unified School District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

In addition to guidelines outlined in the following document, Laytonville Unified School District will follow all local Public Health guidance regarding the reopening of schools. The following links outline requirements, recommendations and guidance to be followed as of November, 2020.

<https://www.mendocinocounty.org/home/showpublisheddocument?id=39039>

<https://www.mendocinocounty.org/home/showpublisheddocument?id=39041>

The following guidelines are provided to inform employees of policies and procedures that are in place for infection prevention measures:

Basic Guidelines

- LUSD Actively encourages sick employees to stay home. If the employee is able to work remotely, his/her sick leave or other applicable leaves will not be affected.
- Any LUSD employees with acute respiratory illness symptoms will be sent home immediately.
- All classrooms and shared spaces will be provided with tissues, no-touch disposal trash cans, and hand sanitizer for use by employees.
- All LUSD staff, students and parents must practice social distancing. Facilities will be arranged to allow for physical distancing and proper signage will be in place to encourage and optimize the practice.
- LUSD will allow for flexibility in its worksites as needed for CDC/Local Public Health guidelines. Examples include telecommuting, and flexible work hours to increase physical distance among employees.
- LUSD will make efforts to minimize exposure between employees, and between employees and

the public. Examples include assigning specific restrooms to staff and minimizing numbers of employees in shared spaces.

- All meetings will be held remotely. Small groups may meet outside if practicing physical distancing and wearing masks. This is subject to change per CDC/ Public Health guidelines.
- All rooms, grounds and buildings will be cleaned and disinfected following recommended CDC guidelines.
- LUSD Employees are to notify site or district administration immediately by phone or email about (i) development of COVID-19-related symptoms, (ii) exposure to someone who tested positive or developed symptoms, or (iii) complaints with workplace hazards exposing them to higher risk of COVID-19.

Screening procedures for employees entering the workplace.

- All staff are required to do home health screenings before coming on campus each day. Staff are provided with a home health screening tool.
- When entering shared spaces employees will be asked by office staff if they conducted a home health screening prior to coming to work. If the staff member has not done so they will be asked to do so at that point.
- Staff should self-monitor their health throughout the day for signs of illness; send home staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
- Staff are directed to immediately report information regarding person exhibiting symptoms or saying they have been exposed to COVID positive person, to the school site office or District Office at 707 984-6414.
- The District Office will Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- LUSD administration will work closely with person's testing positive or who had close contact with a person testing positive, in order to conduct contact tracing in conjunction with Local Public Health. All individuals who were identified in the contact tracing will be notified and advised to follow public health quarantine procedures.
- **Process for notifying employees who come into "close contact" and/or were exposed to COVID-19 cases.**^[2]

LUSD employees will be notified by site administration or their representatives by phone/email/text if they have come in close contact and/or were exposed to COVID-19 cases.

- **Process for providing employees with testing for COVID-19 at no cost and during work hours.**

LUSD employees will be notified of testing sites available via email and/or through the District Website. For tests that are not free or not covered through insurance, the District will reimburse the employee for the cost of the test if the employee is REQUIRED to take the test. Employees will be provided with release time if necessary to get testing.

Process for periodic inspections of unhealthy conditions or hazards in the workplace.

LUSD Administration will periodically inspect all district facilities to insure healthy conditions exist in the workplace. Examples of areas needing assessment may include assessing whether congested worksites allow effective social distancing, air filtration systems in indoor work facilities are effective, or employees consistently follow face covering policies.

Process for training employees on the various rules in a public employer's Prevention Plan.

The LUSD COVID Prevention Plan will be distributed to all staff via return receipt email. A signature form will be provided to each employee as a way for ensuring that all staff have received the plan. Additionally employee training will be conducted as follows:

Employee Training

Laytonville Unified School District provides regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, web based-online, audiovisual and picture-centered handouts and other resources:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical distancing guidelines
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.

Online trainings are required of all employees. The District will ensure that all staff have access to the training and complete it in a timely manner. In addition to the online training the following content addresses the required topics:

What is Covid-19?

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is Coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV". There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

What are the Symptoms of COVID-19?

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID- 19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat

- New loss of taste or smell
- Other symptoms not identified

Procedures to Help Prevent the Spread of COVID-19

Protect Yourself

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

How does it spread?

- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person between people who are in close contact with one another (within about 6 feet), through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
- Germs can spread from other people or surfaces when:
 - Touching eyes, nose, and mouth with unwashed hands
 - Preparing or eating food and drinks with unwashed hands
 - Touching a contaminated surface or objects
 - Blowing nose, coughing, or sneezing into hands and then touching other people's hands or common objects.
 - Touching an item or surface in a public area that may be frequently touched by other people, such as door handles, tables, etc.

Preventing the Spread

• **Hand Hygiene**

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is the best way to get rid of germs in most situations, and it's one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing 60-95% alcohol).

• **Hand washing with Soap and Water:**

- Wet hands first with water (avoid using hot water).
- Apply soap to hands.
- Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with paper towel.
- Use paper towel to turn off water faucet.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations are strategically placed to ensure easy access.

- Using Alcohol-based Hand Rub (follow manufacturer's directions):
 - Dispense the recommended volume of product;
 - Apply product to the palm of one hand; and
 - Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required), this should take around 20 seconds.
 - Handwashing facilities will be maintained to provide adequate supply of hand washing soap and paper towels. If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry. **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Inside your home:** Avoid close contact with people who are sick. If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home and in the work place:** Put 6 feet of distance between yourself and people who don't live in your household.
 - Remember that some people without symptoms may be able to spread virus.
 - Stay at least 6 feet (about 2 arms' length) from other people.
 - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Face Coverings

Face coverings are required for all parents, staff and students when on campus. Masks help prevent you from getting or spreading the virus. You could spread COVID-19 to others even if you do not feel sick. Everyone must wear a mask in public settings (including on campus) and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain. Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

Continue to keep about 6 feet between yourself and others. The mask is not a substitute for social distancing.

Cover coughs and sneezes

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect** frequently touched surfaces **daily**. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.

Be alert for symptoms.

Watch for fever, cough, shortness of breath, or other symptoms **of COVID-19**. **This is** especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.

- **Take your temperature** if symptoms develop. Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- **Follow CDC guidance if symptoms develop.**
- **All LUSD employees are required to socially distance at all times, with limited exceptions.**
- **All employees are required to (i) wear face coverings for any indoor work, with limited exceptions (which may include working in classrooms by yourself), and (ii) wear face coverings in outdoor workplaces where social distancing (i.e. standing at least 6 feet from another person) is not possible.**
- **LUSD will modify the workplace to mitigate safety risks by installing cleanable partitions in offices and wherever else necessary for reducing risk of spread; will implement cleaning and disinfecting steps for the workplace, and evaluate the need for personal protective equipment.**

All custodial staff will be provided training for cleaning and disinfecting procedures specific to COVID. High touch areas will be cleaned and disinfected twice daily.

All staff will be provided with the necessary PPE to fulfill their duties including masks, gloves, protective high wear (when needed) and any other PPE as dictated by CDC oh CDPH.

LUSD is required to follow strict procedures for removing and/or excluding employees from the workplace due to COVID-19, including:

- All employees from the worksite, who had "close contact" and/or exposure to a person who tested positive for COVID-19, will be excluded for at least 14 days after the last known COVID-19 exposure.
- Employees will continue to receive pay and benefits following federal, state, and bargaining unit guidelines, for excluded employees during the period of their absence, unless the employee is unable to work for reasons unrelated to their COVID-19 exposure.
- Employees who are excluded from work will be provided with information about available COVID-19-related benefits, including COVID-related leaves of absence provided under federal law, state law, or public employer policies.
- **The following protocols will be enforced and are subject to change per CDC/Public Health guidelines: If the local Public Health Department imposes stricter guidelines those will be followed.**

- Employees who test positive for COVID-19 and display symptoms cannot return until (i) at least 24 hours pass since fever of 100.4 degrees Fahrenheit (or higher) has resolved without use of medication, (ii) other COVID-19 symptoms have improved, and (iii) at least 10 days have passed since COVID-19 symptoms first manifested.
- Employees who test positive for COVID-19 but never showed symptoms cannot return until at least 10 days have passed since their positive test specimen was collected.
- Employees who self-quarantined due to COVID-19 public health order cannot return until order lifts or at least 14 days have passed since order to quarantine was effective.

Cal/OSHA's regulations notably provide that public employers may not require a negative COVID-19 test before an employee may be permitted to return to work.^[3]

Heightened Standards for “Outbreaks” and “Major Outbreaks”

Cal/OSHA also passed rules and procedures that public employers must follow in the case of an “outbreak” or “major outbreak”, in addition to the general rules described above. An “outbreak” exists if a public employer has three or more COVID-19 cases in a worksite within a 14-day period. Public employers must follow these additional procedures during “outbreaks” until there are no new COVID-19 cases in the workplace for a 14-day period.^[4] Among others, these procedures include:

- Access to no-cost testing for COVID-19 to employees at “exposed workplaces” on a weekly basis until the “outbreak” ends. The district is currently (as of December 3, 2020) working with Public Health on how we will get access to testing.
- “Exposed workplaces” include any work location used or accessed by an individual who tests positive for COVID-19, including bathrooms; walkways; hallways; aisles; break or eating areas; and waiting areas.
- The District will conduct an investigation into whether workplace conditions have increased and/or affected the level of risk of exposure and infection in the workplace, including whether employees are discouraged from remaining at home, whether the COVID-19 Prevention Plan is consistently enforced, etc.
- The District will notify the local public health agency within 48 hours of an “outbreak” occurring, including providing the total number of COVID-19 cases and certain information about each case (name, occupation, contact information, workplace location(s), business address of worksite, hospitalization/fatality status, and NAICS code of workplace).

Stricter procedures apply in the case of a “major outbreak”, which arises if 20 or more COVID-19 cases occur in a worksite within a 30-day period. These additional procedures apply until there are no new cases in the workplace for a 14-day period. In addition to the generally-applicable rules outlined above, public employers must:

- Provide access to no-cost testing for COVID-19 to employees at “exposed workplaces” on a bi-weekly basis until the “major outbreak” ends.
- Investigate and correct COVID-19 workplace hazards, including increasing building facility filtration and/or halting on-site operations until hazards have been addressed.
- Notify local public health agency within 48 hours of a “major outbreak” occurring of the same type of information described above for “outbreak”.

BOARD DISCUSSION/ACTION ITEM L5

Board Meeting Date: December 14, 2020

Subject: Conflict of Interest Specific to Food Service, First Reading

From: Joan Potter, Superintendent

Explanation:

The District Food Service was required to do a Local Agency Procurement Review conducted by the California Department of Education. During this review it was found that our Conflict of Interest document was missing required language. Attached is the revised Conflict of Interest for your review.

Recommendation:

Review the revised Conflict of Interest

Attachments:

Conflict of Interest Specific to Food Service

Laytonville Unified School District
December 14, 2020

LAYTONVILLE UNIFIED SCHOOL DISTRICT FOOD SERVICE DEPARTMENT

CODE OF CONDUCT SPECIFIC TO FOOD SERVICE

Laytonville Unified School District (LUSD) will conduct all procurement transactions in compliance with the regulations and state laws included in Title 2, Code of Federal Regulations (2 CFR), sections 200.318(c)(1)(2), and 400.2(b)(1), and California Government Code (GC), sections 1090 and 87100 et seq.

Employees, officers, and agents of Laytonville Unified School District who participate in the selection, award, or administration of a contract must read, sign, and agree to abide by the LUSD Code of Conduct annually, by September 1 of each year.

LUSD Conflict of Interest Policy: No employee, officer, or agent of LUSD may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

LUSD Gratuities, Favors, and Gifts Policy: The officers, employees, and agents of LUSD may never solicit gratuities, favors, gifts or anything of monetary value from contractors or parties to subcontracts. However, officers, employees, and agents of LUSD may accept unsolicited gratuities, favors, and gifts when the value is nominal, which LUSD has established as \$25 or less per gift, not to exceed \$200 per vendor per school year.

The terms gratuities, favors, and gifts include discounts, entertainment, hospitality, loans, forbearance, services, training, transportation, lodging, and meals, whether provided in-kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.

No gift or prize over the documented value of over \$25 can be accepted. If a gift or prize is received that is over the \$25 limit, the gift must be returned to the vendor with an explanation provided as follows: Thank you for your gift; however, the LUSD staff is not allowed to accept gratuities, favors, or gifts that exceed \$25 per gift or \$200 cumulatively per school year.

All gifts are to be documented and reported on the LUSD Gift Form, maintained by the LUSD Food Service Department's Administrative Assistant. These forms are to be kept for a minimum of the current year plus three additional years.

LUSD Disciplinary Action Policy: Penalties for violations of the LUSD Code of Conduct may include any or all of the following:

- Reprimand or other disciplinary action (e.g., suspension without pay) by LUSD board
- Dismissal by school board
- Additional legal action necessary

LUSD Volunteer Policy: If an employee, officer, or agent of LUSD is found to be in a paid or volunteer capacity in any organization that does business with or receives funds from the LUSD, the employee, officer, or agent is subject to suspension or possible termination.

LUSD Organizational Conflict of Interest Policy: Agencies with a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, must maintain written standards of conduct covering organizational conflicts of interest.

California GC, Section 87100 et seq.: Requirements that each designated employee, other than those specified in California GC, Section 87200, file statements at times and under circumstances described in this section, disclosing reportable investments, business positions, interests in real property and income. The information disclosed with respect to reportable investments, interests in real property, and income shall be the same as the information required by sections 87206 and 87207. The first statement filed under a Conflict of Interest Code by a designated employee shall disclose any reportable investments, business positions, interests in real property, and income. An initial statement shall be filed by each designated employee within 30 days after the effective date of the Conflict of Interest Code, disclosing investments, business positions, and interests in real property held on the effective date of the Conflict of Interest Code and income received during the 12 months before the effective date of the Conflict of Interest Code.

- If applicable, Laytonville Unified School District Employees who make or influence governmental decisions are to submit a Statement of Economic Interest, Form 700, annually.

By signing below annually, I acknowledge that I fully understand and agree to abide by the policies of the LUSD Code of Conduct.

_____	_____
Officer, Agent, or Employee Name	Title

Date

This institution is an equal opportunity provider.

BOARD INFORMATION ITEM M1

Board Meeting Date: December 14, 2020

Subject: Facilities Report

From: Joan Potter, Superintendent

Explanation:

Donald Alameida will give an update on current construction projects.