



2240 Old River Road
Ukiah, CA 95482-6156

Ph. (707) 467-5001
Fax (707) 462-0379

MICHELLE HUTCHINS
Superintendent of Schools

SERVICE

EXCELLENCE

INNOVATION

TEAMWORK

September 15, 2020

Joanie Potter, Superintendent
Members, Board of Trustees
Laytonville Unified School District
P.O. Box 868
Laytonville, California 95454

Subject: County Office of Education Review of the 2020-21 Adopted Budget

Dear Superintendent and Members of the Board:

The start of the 2020-21 school year has been anything but normal as the COVID-19 pandemic persists. School districts are being forced to alter standard operations in the face of stagnant funding levels and large deferrals, that promise to challenge the budget and deplete reserves.

The annual ritual of the development and board approval of the Local Control Accountability Plan (LCAP) and Annual Update was suspended for the 2020-21 year under Senate Bill 98. In its place, districts are required per Education Code section 43509 to complete the Learning Continuity and Attendance Plan by September 30, 2020; and must adopt the Budget Overview for Parents in tandem with the First Interim budget report, no later than December 15, 2020.

Due to the suspension of the LCAP, and in accordance with the provisions of Education Code Sections 1240 and 42127, the Mendocino County Superintendent of Schools (MCOE) is responsible for the approval and oversight of the district's budget. By statute, the adopted budget review must be completed by September 15 of each year.

Our fiscal oversight responsibilities surrounding the board adopted budget, continue to focus on fiscal soundness and accuracy to ensure expenditures will not exceed available resources; and that projected revenues are realistic and will allow the district to meet its current year financial obligations and multi-year commitments. Education Code Section 33127 further explains that the guide used to monitor the fiscal stability of school districts shall be the adopted SBE Standards and Criteria. School districts shall also use these same standards and criteria in developing their budgets and managing their expenditures.

Following our review and analysis, we believe Laytonville Unified School District's 2020-21 adopted budget is consistent with the state required criteria and therefore has been **approved**.

Business offices prepared and the Board of Trustees approved a 2020-21 school budget developed in conjunction with the Governor's May Revision, which included state funding cuts at an effective rate of about 7.92% with modest deferrals that would "trigger off" if additional federal funding were approved. Ultimately, the state reversed course in favor of preserving school funding, and adopted a budget that did not include funding cuts to schools, but instead relies upon large cash deferrals in the spring in order to balance its budget. Recognizing that schools are facing extraordinary costs associated with providing educational services in a COVID environment, state and federal one-time funding, specifically targeting

costs to mitigate learning loss for students was also included in the state's adopted budget. Thus, following the June budget adoption, many districts followed up with a 45-day budget revision to reflect the reinstated funding to the state apportionment.

As presented, the 2020-21 June-adopted budget projected unrestricted deficit spending of \$(497,577), ending the year with healthy reserves of roughly 27% of total annual expenditures. In the two subsequent years, total unrestricted deficit spending was projected at \$(2,121,231), bringing the total unrestricted deficit spending over the multi-year period to \$(2,618,808). The unrestricted ending fund balance was reduced from \$2,095,799 at July 1, 2020 to \$(523,009) at June 30, 2023. Meaning that the district was not able to meet the state required REU or the board approved stabilization agreement in the 3rd year of the Multi-Year Projection (MYP).

The reinstatement of school funding in the state's adopted budget, or the 45-day revision, added \$338,763, \$429,573, and \$318,083 to the state apportionment each respective year, reducing the multi-year deficit from \$(2,618,231) to \$(1,553,761). The unrestricted negative ending fund balance at June 30, 2023 improved to a surplus of \$542,039 (adjusted for other minor changes in addition to the revenue reinstatement), allowing the district to meet the state required 4% REU in all years of the multi-year projection, but was not sufficient to meet stabilization agreement of an additional 6% in 2022-23.

While these projections improve the district's financial position, we must recognize that these are projections and will change in tandem with the economy. Meaning, if the economy erodes further, putting additional pressure on the state's finances, we expect funding cuts and additional deferrals will be necessary in order for the state to balance its budget. Thus, we continue to encourage districts to actively manage their budgets, updating the budget frequently as conditions and assumptions change, preparing multiple "what if scenarios" for multi-year projections, and monitoring the cash position.

The road ahead remains uncertain. We have yet to realize the full financial impact of the COVID pandemic and the true cost to school district budgets, both near term and over the length of the recovery. We expect that cash deferrals will continue into 2021-22, and that funding reductions could become a reality. We continue to recommend a conservative stance when planning and executing district budgets, remaining mindful that every dollar saved today is equal to three dollars over the multi-year period.

As always, MCOE is here to support your district through the fiscal and educational challenges that lie ahead as you work toward continuing to provide varied and robust programs to meet the educational needs of your students. We would like to thank your business office for their dedication to maintaining sound fiscal practices, and to your Business Manager for the detailed budget reports that assisted us in performing our budget review.

Please feel free to contact us if you have any questions or concerns. I can be reached at (707) 467-5043; or Becky Jeffries, Assistant Superintendent Business and Administrative Services is at (707) 467-5030.

Sincerely,



Meg Kalikole

Director of External Fiscal Services

cc: Shannon Ford, Business Manager, LUSD
Michelle Hutchins, County Superintendent of Schools, MCOE
Becky Jeffries, Assistant Superintendent, Business and Administrative Services, MCOE

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE SPECIAL MEETING OF SEPTEMBER 24, 2020**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a special meeting in the Board Room via ZOOM on September 24, 2020. Board President Calvin Harwood called the meeting to order at 5:00 PM

ROLL CALL:

Trustees Present: Calvin Harwood, Erin Gamble, Mat Paradis, Meagen Hedley, and Elina Agnoli

Administrators Present: Joan Potter, Lorre Stange & Tim Henry

Student Representative: Wolfgang Peterson

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

C. ACCEPTANCE OF AGENDA:

- **Motion** to approve the Agenda by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 5-0 vote.

D. CORRESPONDENCE: Letter for CA Dept. of General Services Re: Funding Allocation

E. PUBLIC INPUT: None

F. ACTION: CONSENT AGENDA

- **Motion** to accept the Consent Agenda by Elina Agnoli, seconded by Erin Gamble, unanimously approved with a 5-0 vote.

G.1. Revision of Board Meeting Dates

- Our October regular meeting was scheduled for October 1, 2020. As we scheduled an additional meeting for September due to the LCAP approval timeline, Mrs. Potter was going to recommend we eliminate the regularly scheduled October meeting. However, the Board will now need to interview and appoint two new members that were not filled by election so Mrs. Potter recommended this take place on October 15, 2020 after the vacancies have been posted.
- **Motion** to change our regularly scheduled meeting from October 1st to October 15th at 5:00 PM by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

G.2. Approval of Learning Continuity and Attendance Plan (LCAP)

- We reached out to all parents, District Advisory Committee, School Site Councils and staff to receive input for the Learning Continuity and Attendance Plan. A public hearing was held on September 10, 2020 to review the LCAP. Since the Public Hearing Mrs. Potter had not received any additional feedback for the plan.

- **Motion** to approve the Learning Continuity and Attendance Plan by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

G.3. Transportation Safety Plan

- We are required to review our Transportation Safety Plan every 3 years. There have been only minor changes since the last revision in October 2018.
- **Motion** to approve the Transportation Safety Plan for 2020-2023 by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

H. INFORMATION ITEMS:

H.1. Facilities Update

- Mrs. Potter gave a report on the LES Modernization Project, the Old High School Project and the Culinary Arts Building.
 - 5 potential bidders for LES Modernization Project
 - Getting a quote for fencing at old high school
 - Culinary Arts Classroom: Pad for propane tank, hood/stove installation, flooring, and utilities.
 - Well for Ag pump went out. Waiting for Steve Hansen to come install
 - Almost finished painting the high school

I. ADJOURNMENT:

Motion to adjourn the meeting by Elina Agnoli, seconded by Wolfgang Peterson, unanimously approved with a 5-0 vote. The meeting was adjourned at 5:21 pm. The next regular meeting will be held on October 15, 2020.

Respectfully submitted,

Adopted as Final
October 15, 2020

Joan Viada Potter
Secretary to the Board

Calvin Harwood
President of the Board

LAYTONVILLE UNIFIED SCHOOL DISTRICT
PERSONNEL ASSIGNMENT ORDER #3 2020/21

October 15, 2020

<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
<u>Certificated Appointment</u>			
Lemmer, Amber	.4 FTE Independent Study	Temp	\$18,611.65
<u>Certificated Resignation</u>			
<u>Certificated Layoff</u>			
<u>Certificated Leave of Absence</u>			
<u>Certificated Transfer</u>			
<u>Classified Appointment</u>			
<u>Classified/Confidential Appointment</u>			
<u>Classified/Confidential Resignation</u>			
<u>Classified/Confidential Reduction</u>			
<u>Classified Transfer</u>			
<u>Classified Resignation/Retirement</u>			
<u>Classified Termination</u>			
<u>Classified Layoff</u>			
<u>Coaching Positions</u>			

LAYTONVILLE UNIFIED SCHOOL DISTRICT
REVOLVING CASH FUND #3 2020/21

October 15, 2020

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
-------------	----------------	--------------	------------------	---------------

NONE

LAYTONVILLE UNIFIED SCHOOL DISTRICT
WARRANT LIST
October 15, 2020

Checks Dated 09/05/2020 through 10/07/2020					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
796741	09/10/2020	BUDREAU, WENDY A	13-4700		265.97
796742	09/10/2020	COLE, LARRY G	01-4300		114.78
796743	09/10/2020	HANSEN, LINDSAY A	01-4300		1,991.00
796744	09/10/2020	STANGE, LORRE	01-4300		53.97
796745	09/10/2020	ACADEMIC INNOVATIONS	01-5800		1,816.43
796746	09/10/2020	ADVANCED SECURITY SYSTEMS	01-5600		361.50
796747	09/10/2020	ARKIN, IZMAEL	01-5800		770.00
796748	09/10/2020	CDE	01-9500		42,531.00
796749	09/10/2020	CLOVER STORNETTA FARMS INC.	13-4700		223.00
796750	09/10/2020	FRONTIER	01-5903		234.50
796751	09/10/2020	GEIGER'S LONG VALLEY MARKET	01-4300	11.92	
			13-4700	30.19	42.11
796752	09/10/2020	LAYTONVILLE WATER DISTRICT	01-5530		350.89
796753	09/10/2020	LONG VALLEY AUTO SUPPLY	01-4364	5.71	
			01-4365	7.86	13.57
796754	09/10/2020	PACIFIC GAS & ELECTRIC	01-5510		5,078.51
796755	09/10/2020	SOLID WASTE OF WILLITS	01-5540		952.78
797082	09/17/2020	CLOVER STORNETTA FARMS INC.	13-4700		135.00
797083	09/17/2020	KELLY MOORE PAINT CO INC	01-4300		831.89
797084	09/17/2020	LONG VALLEY LUMBER	01-4300	567.04	
			01-4365	25.72	592.76
797085	09/17/2020	PACIFIC GAS & ELECTRIC	01-5510		189.16
797086	09/17/2020	SCHOOL AND COLLEGE LEGAL SERVICES	01-5200		90.00
797087	09/17/2020	SCHOOL SPECIALTY	01-4300		105.78
797088	09/17/2020	THE UKIAH DAILY JOURNAL	21-6200		624.12
797089	09/17/2020	XEROX CORPORATION	01-5600		659.69
797517	09/24/2020	DOWNES, JANICE K	01-4300		186.94
797518	09/24/2020	ARROW BENEFITS GROUP	68-5600	149.75	
			69-5600	74.50	224.25
797519	09/24/2020	BUSINESS CARD, BANK OF AMERICA	01-4100	36.98	
			01-4300	17,595.51	
			01-5800	230.99	
			01-5901	8.42	17,873.90
797520	09/24/2020	CDW GOVERNMENT INC.	01-5800		1,215.00
797521	09/24/2020	CLOVER STORNETTA FARMS INC.	13-4700		223.00
797522	09/24/2020	EHLERT'S PETROLEUM MAINTENANCE	01-5800		161.25
797523	09/24/2020	FERRELLGAS	01-5520		140.00
797524	09/24/2020	FOLLETT SCHOOL SOLUTIONS	01-4100		321.88
797525	09/24/2020	FORT BRAGG ELECTRIC INC.	01-5800		4,102.00
797526	09/24/2020	FRONTIER	01-5903	2,839.66	
			13-5903	52.91	2,892.57
797527	09/24/2020	GEIGER'S LONG VALLEY MARKET	01-4300		12.93
797528	09/24/2020	LAYTONVILLE WATER DISTRICT	01-5530		880.42
797529	09/24/2020	MCGRAW-HILL	01-4100		262.81

797530	09/24/2020	PLATT	14-4400		1,280.40
797531	09/24/2020	SAVE MART SUPERMARKET	01-4300		182.47
797532	09/24/2020	SCHOOL SPECIALTY	01-4300		426.76
797533	09/24/2020	SYSO FD SCVS OF SAN FRANCISCO	13-4700		1,470.58
797534	09/24/2020	UKIAH PAPER SUPPLY	13-4300		1,160.47
797535	09/24/2020	VERIZON WIRELESS	01-5901		152.06
798085	10/01/2020	HANSEN, LINDSAY A	01-4300		55.23
798086	10/01/2020	JOENS-POULTON, MARY B	01-4300		171.98
798087	10/01/2020	BUDREAU, WENDY A	13-4700		58.53
798088	10/01/2020	ADVANCED SECURITY SYSTEMS	01-5600		153.00
798089	10/01/2020	AMAZON	01-4100	630.46	
			01-4300	7,604.75	8,235.21
798090	10/01/2020	CAL FIRE ATTN: A/R-CASHIER	01-5600		898.32
798091	10/01/2020	CLOVER STORNETTA FARMS INC.	13-4700		389.05
798092	10/01/2020	GEIGER'S LONG VALLEY MARKET	01-4300		36.10
798093	10/01/2020	MOODY, MIKE	01-5600		275.15
798094	10/01/2020	STAPLES CREDIT PLAN	01-4300		284.32
798095	10/01/2020	THE OBSERVER	01-5811		80.00
798096	10/01/2020	WEX BANK	01-4361		211.83
Total Number of Checks			54		102,046.80

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	43	95,909.35
13	CAFETERIA SPECIAL REVENUE FL	10	4,008.68
14	DEFERRED MAINTENANCE	1	1,280.40
21	BUILDING FUND	1	624.12
68	SELF-INSURANCE (dental)	1	149.75
69	SELF-INSURANCE (vision)	1	74.50
Total Number of Checks		54	102,046.80
Less Unpaid Tax Liability			.00
Net (Check Amount)			102,046.80

LAYTONVILLE UNIFIED SCHOOL DISTRICT
MONTHLY BUDGET REPORT

October 15, 2020

Balances through June				Fiscal Year 2020/21		
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Fund 01 - GENERAL						
9000		2,378,436.70	2,184,330.03			.00
	Total for Starting Balance accounts	2,378,436.70	2,184,330.03	.00	.00	.00
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)	5,128,994.92	6,082,619.01	656,346.10		5,426,272.91
	Total for Revenue accounts	5,128,994.92	6,082,619.01	656,346.10		5,426,272.91
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
1000	Certificated Salaries	1,980,934.47	2,003,609.83	1,457,667.34	376,357.05	169,585.44
2000	Classified Salaries	1,031,624.39	1,032,441.24	620,060.03	187,572.64	224,808.57
3000	Employee Benefits	1,506,885.09	1,526,049.44	951,619.65	245,841.46	328,588.33
4000	Books and Supplies	597,752.99	613,595.51	22,759.83	198,533.13	392,302.55
5000	Services	722,282.24	831,389.64	74,855.45	180,469.46	576,064.73
6000	Capital Outlay	16,000.00	16,000.00			16,000.00
7000	Other Outgo	4,995.62	4,995.62			4,995.62
	Total for Expense accounts	5,860,474.80	6,028,081.28	3,126,962.30	1,188,773.74	1,712,345.24
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		1,646,956.82	2,238,867.76	277,306.95	3,404,269.25	3,126,962.30
	Total for Ending Balance accounts	1,646,956.82	2,238,867.76	277,306.95	3,404,269.25	3,126,962.30
Total for Fund 01						
	Starting Balance		+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance
Budgeted	2,184,330.03		6,082,619.01		6,028,081.28	2,238,867.76
Actual	.00		656,346.10	3,126,962.30	1,188,773.74	3,659,389.94-
Fund 12 - CHILDDEV						
9000		39,638.37	39,638.37			.00
	Total for Starting Balance accounts	39,638.37	39,638.37	.00	.00	.00
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)	132,750.00	135,750.00	2,000.00		133,750.00
	Total for Revenue accounts	132,750.00	135,750.00	2,000.00		133,750.00
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries	70,928.51	66,472.64	37,038.72	18,933.92	10,500.00

Balances through June						Fiscal Year 2020/21
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 12 - CHILDDEV (continued)						
3000	Employee Benefits	34,744.46	34,394.33	23,485.17	8,037.28	2,871.88
4000	Books and Supplies	7,130.67	7,480.67	2,350.00		5,130.67
5000	Services	12,500.00	12,500.00		484.00	12,016.00
7000	Other Outgo	4,500.00	4,500.00			4,500.00
Total for Expense accounts		129,803.64	125,347.64	62,873.89	27,455.20	35,018.55
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		42,584.73	50,040.73	485.00	63,358.89	62,873.89
Total for Ending Balance accounts		42,584.73	50,040.73	485.00	63,358.89	62,873.89
Total for Fund 12						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	39,638.37	135,750.00		125,347.64	50,040.73	
Actual	.00	2,000.00	62,873.89	27,455.20	88,329.09-	
Fund 13 - CAFETRIA						
9000		250.00	250.00			.00
Total for Starting Balance accounts		250.00	250.00	.00	.00	.00
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)	178,495.62	178,495.62			178,495.62
Total for Revenue accounts		178,495.62	178,495.62	.00		178,495.62
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries	58,854.47	58,854.47	48,332.01	10,902.80	380.34-
3000	Employee Benefits	35,641.15	35,641.15	28,792.23	6,302.43	488.49
4000	Books and Supplies	79,000.00	79,000.00	9,593.09	7,231.41	62,175.50
5000	Services	5,000.00	5,000.00	641.27	1,461.73	2,897.00
Total for Expense accounts		178,495.62	178,495.62	87,358.60	25,958.37	65,178.65
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		250.00	250.00	8,370.64	95,729.24	87,358.60
Total for Ending Balance accounts		250.00	250.00	8,370.64	95,729.24	87,358.60

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	178,495.62		178,495.62		250.00
Actual	.00	.00	87,358.60	25,958.37		113,316.97-
Fund 14 - DEF MANT						
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	19,603.00	19,603.00			19,603.00
	Total for Revenue accounts	19,603.00	19,603.00		.00	19,603.00
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
4000	Books and Supplies		5,500.00		1,313.05	4,186.95
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	19,603.00	.00	14,302.05	5,300.95
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000				14,335.00	14,335.00	.00
	Total for Ending Balance accounts	.00	.00	14,335.00	14,335.00	.00
Total for Fund 14						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted		19,603.00		19,603.00		.00
Actual		.00	.00	14,302.05		14,302.05-
Fund 21 - BLDG BND						
9000		1,058,006.17	1,058,006.17			.00
	Total for Starting Balance accounts	1,058,006.17	1,058,006.17	.00	.00	.00
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services	3,000.00	3,000.00			3,000.00
6000	Capital Outlay	1,055,006.17	1,055,006.17	44,800.00	4,824.12	1,005,382.05
	Total for Expense accounts	1,058,006.17	1,058,006.17	44,800.00	4,824.12	1,008,382.05
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000				4,825.00	49,625.00	44,800.00
	Total for Ending Balance accounts	.00	.00	4,825.00	49,625.00	44,800.00

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Total for Fund 21						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	1,058,006.17			1,058,006.17		.00
Actual	.00		44,800.00	4,824.12		49,624.12-
Fund 35 - CNTY FAC						
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)				1,801,010.00	1,801,010.00-
Total for Fund 35 and Revenue accounts		.00	.00		1,801,010.00	1,801,010.00-
Fund 40 - SPRES CP						
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		96,413.60	96,413.60			.00
Total for Starting Balance accounts		96,413.60	96,413.60	.00	.00	.00
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	17,500.00	17,500.00		3,400.00	14,100.00
Total for Revenue accounts		17,500.00	17,500.00		3,400.00	14,100.00
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
4000	Books and Supplies				234.09	234.09-
6000	Capital Outlay				23,109.73	23,109.73-
Total for Expense accounts		.00	.00	.00	23,343.82	23,343.82-
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		113,913.60	113,913.60	23,490.00	23,490.00	.00
Total for Ending Balance accounts		113,913.60	113,913.60	23,490.00	23,490.00	.00
Total for Fund 40						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	96,413.60	17,500.00		.00		113,913.60
Actual	.00	3,400.00	.00	23,343.82		19,943.82-
Fund 56 - DEBTSVCE						
9000		.25	.25			.00
Total for Starting Balance accounts		.25	.25	.00	.00	.00

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Fund 56 - DEBTSVCE (continued)						
9000		.25	.25			.00
	Total for Ending Balance accounts	.25	.25	.00	.00	.00
Total for Fund 56						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	.25					.25
Actual	.00					.00
Fund 67 - SELF INS						
9000		44,191.54	44,191.54			.00
	Total for Starting Balance accounts	44,191.54	44,191.54	.00	.00	.00
9000		44,191.54	44,191.54			.00
	Total for Ending Balance accounts	44,191.54	44,191.54	.00	.00	.00
Total for Fund 67						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	44,191.54					44,191.54
Actual	.00					.00
Fund 68 - SFINS 81						
9000		80,812.73	80,812.73			.00
	Total for Starting Balance accounts	80,812.73	80,812.73	.00	.00	.00
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	27,940.00	27,940.00		300.00	27,640.00
	Total for Revenue accounts	27,940.00	27,940.00		300.00	27,640.00
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services	32,240.00	32,240.00	1,737.75	4,669.43	25,832.82
	Total for Expense accounts	32,240.00	32,240.00	1,737.75	4,669.43	25,832.82
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		76,512.73	76,512.73	462.25	2,200.00	1,737.75
	Total for Ending Balance accounts	76,512.73	76,512.73	462.25	2,200.00	1,737.75

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Total for Fund 68						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	80,812.73	27,940.00		32,240.00		76,512.73
Actual	.00	300.00	1,737.75	4,669.43		6,107.18-
Fund 69 - SFINS 82						
9000		129,446.94	129,446.94			.00
	Total for Starting Balance accounts	129,446.94	129,446.94	.00	.00	.00
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	7,300.00	7,300.00		38.70	7,261.30
	Total for Revenue accounts	7,300.00	7,300.00		38.70	7,261.30
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services	10,800.00	10,800.00	1,518.01	481.99	8,800.00
	Total for Expense accounts	10,800.00	10,800.00	1,518.01	481.99	8,800.00
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		125,946.94	125,946.94	481.99	2,000.00	1,518.01
	Total for Ending Balance accounts	125,946.94	125,946.94	481.99	2,000.00	1,518.01
Total for Fund 69						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	129,446.94	7,300.00		10,800.00		125,946.94
Actual	.00	38.70	1,518.01	481.99		1,961.30-
Total for Org 048 - Laytonville Unified School District						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	3,633,089.63	6,469,207.63		7,452,573.71		2,649,723.55
Actual	0.00	2,463,094.80	3,325,250.55	1,289,808.72		2,151,964.47-

LAYTONVILLE UNIFIED SCHOOL DISTRICT
BUDGET TRANSFERS

Journal Entry # BT21-00003		Status Posted	Type BudXFer	Fiscal Year 2021	Transaction Date 09/29/2020
Created	SFORD, 9/29/2020	Posted	SFORD, 9/29/2020	Department	BUSINESS
Requisition #		Purchase Order #		Batch #	
Comment	Update rsc 3310				
Account #	Comments	Line Seq	Debits	Credits	
01-3310-0-3202-002-5730-1130-0000	Update rsc 3310	1		.04	
01-3310-0-3202-002-5760-1110-0000	Update rsc 3310	2		.02	
01-3310-0-3202-003-5760-1130-0000	Update rsc 3310	3	.01		
01-3310-0-3302-002-5730-1130-0000	Update rsc 3310	4		.05	
01-3310-0-3302-003-5760-1130-0000	Update rsc 3310	5		.02	
01-3310-0-3312-002-5730-1130-0000	Update rsc 3310	6		.02	
01-3310-0-3312-002-5760-1110-0000	Update rsc 3310	7		.01	
01-3310-0-3312-003-5760-1130-0000	Update rsc 3310	8	.05		
01-3310-0-3502-002-5730-1130-0000	Update rsc 3310	9	.04		
01-3310-0-3502-002-5760-1110-0000	Update rsc 3310	10		.01	
01-3310-0-3502-003-5760-1130-0000	update rsc 3310	11		.05	
01-3310-0-3602-002-5730-1130-0000	Update rsc 3310	12	.12		
JE # BT21-00003 Totals			.22	.22	

Journal Entry # BT21-00004		Status Posted	Type BudXFer	Fiscal Year 2021	Transaction Date 09/30/2020
Created	SFORD, 9/30/2020	Posted	SFORD, 9/30/2020	Department	BUSINESS
Requisition #		Purchase Order #		Batch #	
Comment	rsc 8150 update by site				
Account #	Comments	Line Seq	Debits	Credits	
01-8150-0-4300-002-0000-8110-0000	rsc 8150 update by site	1		3,000.00	
01-8150-0-4300-003-0000-8110-0000	rsc 8150 update by site	2		3,000.00	
01-8150-0-4300-007-0000-8110-0000	rsc 8150 update by site	3		1,000.00	
01-8150-0-4300-001-0000-8110-0000	rsc 8150 update by site	4	7,000.00		
01-8150-0-5600-001-0000-8110-0000	rsc 8150 update by site	5	2,000.00		
01-8150-0-5600-001-0000-8300-0000	rsc 8150 update by site	6	5,000.00		
01-8150-0-5600-002-0000-8300-0000	rsc 8150 update by site	7		2,000.00	
01-8150-0-5600-003-0000-8110-0000	rsc 8150 update by site	8		2,000.00	
01-8150-0-5600-003-0000-8300-0000	rsc 8150 update by site	9		2,000.00	
01-8150-0-5600-007-0000-8300-0000	rsc 8150 update by site	10		1,000.00	
Account #	Comments	Line Seq	Debits	Credits	
JE # BT21-00004 Totals			14,000.00	14,000.00	
Laytonville Unified School District Totals			14,000.22	14,000.22	

BOARD ACTION ITEM K1

Board Meeting Date: October 15, 2020

Subject: Board Member Appointment in Lieu of Election

From: Joan Potter, Superintendent

Explanation:

One candidate filed for a Board seat prior to the Election deadline. Since there were no other candidates, there is to be an appointment in lieu of election and the candidate is eligible for a four year term.

Recommendation:

Appoint Meagen Hedley in lieu of election

Attachments:

Certificate of Appointment

BOARD ACTION ITEM K2

Board Meeting Date: October 15, 2020

Subject: Review Applications, Deliberate and Appoint New Board Member

From: Joan Potter, Superintendent

Explanation:

The Laytonville Unified School District Board of Trustees has three terms expiring this year. One seat was filled by appointment in lieu of election. The two other seats have been advertised for two weeks and the Board has been given the applications of interested community members. We have scheduled time to review the paper work and interview the individuals during tonight's open session board meeting. After the interviews, the board will deliberate in open session and make their decision.

Recommendation:

After interviewing all candidates, appoint two candidates to fill the open seats on the LUSD Board of Trustees

Attachments:

Board Member Applications

Board Member Questionnaire/Ranking Sheet

LAYTONVILLE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
Prospective Board Member Questionnaire

Name _____ Date _____

1. Briefly state the experience and/or training you have had which you feel is particularly relevant to a membership on the Laytonville Unified School District Board of Education.

_____ Comments: _____

2. Describe your reason(s) for being interested in a Board of Education membership at this time.

_____ Comments: _____

3. Briefly indicate your view of the role and function of a Board of Education.

_____ Comments: _____

4. Give your definition of “educational leadership” as it might pertain to the Laytonville Unified School District.

_____ Comments: _____

_____ Acceptable _____ Unacceptable

Ratings: (5) Outstanding, (4) above average, (3) average, (2) below average, (1) poor

BOARD ACTION ITEM K3

Board Meeting Date: October 15, 2020

Subject: Administration of Oath of Office for New Board Members

From: Joan Potter, Superintendent

Explanation:

Candidates for the open Board positions have now been interviewed. Mrs. Potter will now administer the Oath of Office to the selected candidates and they will be welcomed to the Board.

Recommendation:

Welcome out new Board Member(s)

BOARD ACTION ITEM K4

Board Meeting Date: October 15, 2020

Subject: Student of the Month

From: Joan Potter, Superintendent

Explanation:

Mr. Henry and Ms. Stange will present the Students of the Month for Laytonville High School and Laytonville Middle School and have them introduce their families.

Recommendation:

Recognize the Students of the Month and their families

Attachments:

None

BOARD DISCUSSION/ACTION ITEM L1

Board Meeting Date: October 15, 2020

Subject: Approval of a Contract greater than \$15,000

From: Joan Potter, Superintendent

Explanation:

According to Board Policy 3312, Contracts exceeding \$15,000 need to have prior approval from the Governing Board.

- Install Mini-Split System for Classroom #15 -\$18,636.00

Recommendation:

Approve the Superintendent to enter into contract with Lawson Mechanical Contractors to install a mini-split system in classroom #15, not to exceed \$19,000

Attachments:

Quote from Lawson Mechanical Contractors



Client Centered, Project Focused, Quality Oriented – Since 1947
6090 S. Watt Ave, Sacramento, CA 95829 | Tel: 916.368.0500 | Fax: 916.362.4905 | www.lawsonmechanical.com

October 1, 2020

Joan Potter
Laytonville Unified School District
P.O. Box 8868
Laytonville, CA 95454

In Reference To: Install Multi Cassette Mini-Split System for Classroom #15
Job Site Location: **Laytonville Elementary School** – 150 Ramsey Road, Laytonville, CA 95454

Dear Joan:

Lawson Mechanical Service Division is pleased to have the opportunity to serve you; we look forward to collaborating with you to make this a successful, well-coordinated project.

ASSUMPTIONS & CLARIFICATIONS:

- Work to be performed during normal operating hours (Monday – Friday 7:30 AM – 4:30 PM)
- The existing electrical connection that will be used for new outdoor unit is in good, useable condition
- The existing Bard units will not be removed or disposed of
- All labor is bid at prevailing wage labor rates

SCOPE OF WORK: Install Multi-Zone Mini-Split System for Classroom #15

- Coordinate access and schedule
- Cap off, disconnect power, and abandon two (2) existing Bard Units in Place
- Furnish and install one (1) 3.5 ton heat pump condensing unit with condenser pad and one (1) fused service disconnect
- Re-use and reroute existing power from the one (1) previously running Bard unit to new Heat Pump Condensing Unit location outside of Classroom #15
- Furnish and install two (2) 24,000 BTU - indoor fan coil units to serve the main center area of Room #15
- Furnish and install one (1) 9,000 BTU - indoor fan coil unit to serve the office area of Room #15
- Install and connect lineset with insulation/covers and communication wiring from heat pump condensing unit to the three (3) indoor units
- Secure components; perform start up, test and verify operations
- Clean up site and remove any debris from work area generated by Lawson Mechanical
- Please note: new system will not provide outside air distribution and ventilation

QUOTATION:

The total price for this agreement including all labor, material and tax will be **\$18,636.00** (*Eighteen Thousand Six Hundred Thirty Six Dollars and No Cents*). This quote is valid for 60 (**Sixty**) days from the date of proposal.

EXCLUSIONS:

- Overtime labor
- Electrical upgrades
- Duct smoke detectors
- HERS testing if required; Title 24 requirements
- Air Balance/3rd Party Air Balance
- All 3rd party testing
- Mechanical engineering, load calculations
- Structural engineering, modifications, or framing
- Asbestos or lead testing or removal
- Painting and patching
- Any and all items not specified

Please let us know if you would like to proceed by approving this proposal and forwarding a copy to Lawson Mechanical at Service@LawsonMechanical.com.

Sincerely,

Justin Foster
Service Technician
M: 707-293-6271
Fax: 916-362-4905

Acceptance:

Title: _____
Approved By: _____
Date: _____
Purchase Order: _____

Proposal: #Q20-383

BOARD DISCUSSION/ACTION ITEM L2

Board Meeting Date: October 15, 2020

Subject: Acceptance of a Gift

From: Joan Potter, Superintendent

Explanation:

Our Board Policy 3290 allows the Board to accept gifts of property. It specifically states the following:

GIFTS, GRANTS AND BEQUESTS

Business and Noninstructional Operations

BP 3290(a)

The Board of Trustees may accept any gift, grant, or bequest of money, property, or service to the district from any individual, organization, foundation, or public or private agency that desires to support the district's educational program. While greatly appreciating suitable donations, the Board shall reject any gift which may directly or indirectly impair its authority to make decisions in the best interest of district students or its ability or commitment to provide equitable educational opportunities.

Before accepting any gift, grant, or bequest, the Board shall carefully consider any conditions or restrictions imposed by the donor to ensure their consistency with the district's vision, philosophy, and operations. If the Board believes the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

In addition, the Board shall ensure that acceptance of the gift, grant, or bequest does not:

1. Involve creation of a program which the Board would be unable to sustain when the donation is exhausted
2. Entail undesirable or excessive costs
3. Promote the use of violence, drugs, tobacco, or alcohol
4. Advertise or endorse the use of non-nutritious food or beverages during the school day
5. Encourage or enable the violation of any law or district policy
6. Imply endorsement of any business or product or unduly commercialize or politicize the school environment

Continued.....

A community member, in her will, left property to the school district. The property is located off of Ten Mile Creek Road across the foot bridge. The donor requested that the property be used for student environmental education purposes. The property is not easily accessible for school students and may pose a liability to the district. The executor of the trust has sent us a letter regarding possible sales of the property by the district.

Recommendation:

Review and discuss the language in the trust regarding the donation and the letter sent accompanying it. If you find it acceptable, direct me to move forward with accepting the donation.

Attachments:

**Trust
Letter**

BOARD DISCUSSION/ACTION ITEM L3

Board Meeting Date: October 15, 2020

Subject: Resolution No. 596 for Participation in Staywell

From: Joan Potter, Superintendent

Explanation:

Our district, like most others in the County belongs to a health plan consortium known as the Staywell Health Plan JPA (Joint Powers Agreement). Staywell sets the policies and plan benefits and negotiates with Blue Shield for the member districts. Each agency shall annually adopt a resolution and submit to the Administrative Agency by March 1 to continue participation in the Staywell group and agree to uphold the bylaws and policies. (Amended 1/26/17)

Recommendation:

Adopt Resolution No. 596 for Participation in Staywell Health Plan JPA

Attachments:

Resolution No. 596 for Participation in Staywell Health Plan JPA



Laytonville Unified School District

Joan Viada Potter, Superintendent

P.O. Box 868

Laytonville, CA 95454

(707) 984-6414 (707) 984-8223 fax

RESOLUTION # 596

STAYWELL HEALTH PLAN JPA

Fiscal Year 2021-2022

IN ORDER TO insure the continued operations of the Staywell Health Plan and to support the participating management unique in this plan;

BE IT RESOLVED that the Board of Trustees commits itself to support the Staywell JPA by:

1. Requiring attendance of three representatives to the Staywell Board
2. Enforcing all policies of the JPA in accordance with its by-laws
3. Maintaining the standard Staywell coverage and deductibles in accordance with the current provider contract for all eligible employees
4. Supporting a district wellness committee to address employee wellness

I certify that the foregoing is a full day and true copy of the resolution adopting at a regular meeting of the Laytonville Unified School District on October 15, 2020.

AYES:

NOES:

ABSTAIN:

ABSENT:

October 15, 2020

Calvin Harwood, Board President

BOARD DISCUSSION/ACTION ITEM L4

Board Meeting Date: October 15, 2020

Subject: Approval of Contract for General Contractor & Resolution No. 597

From: Joan Potter, Superintendent

Explanation:

The District sent out a request for bids for a General Contractor for the Laytonville Elementary School Construction of New Classroom Building "D". We received proposals from four contractors:

- Cupples and Sons Construction
- F.R.C., Inc.
- GMH Building
- G.C.C.I.

We are required to accept the lowest bid based on base bid + Alt 1. Don Alameida will provide an overview of the process.

Recommendation:

Award the contract for Laytonville Elementary School Construction of New Classroom Building "D" to Cupples and Sons Construction and adopt Resolution No. 597 for awarding the contract

Attachments:

Bid Results for Laytonville Elementary School Construction of New Classroom Building "D"
Contract for Laytonville Elementary School Construction of New Classroom Building "D"
Resolution No. 597

RESOLUTION NO. 597
A RESOLUTION AWARDING A CONSTRUCTION CONTRACT FOR THE
LAYTONVILLE ELEMENTARY SCHOOL CONSTRUCTION OF NEW CLASSROOM
BUILDING "D" TO CUPPLES & SONS CONSTRUCTION AND AUTHORIZING THE
SUPERINTENDENT, TO EXECUTE THE CONTRACT

WHEREAS, on Friday October 9, 2020 the bids were opened for the construction of Laytonville Elementary School Construction of New Classroom Building "D"; and

WHEREAS, four bids were received and the results are as follows:

<u>Bidder</u>	<u>Base Bid</u>	<u>Alternate 1</u>
Cupples & Sons Construction	\$1,684,700.00	\$72,960.00
F.R.C., Inc.	\$1,757,000.00	\$83,224.00
G.M.H.	\$2,068,970.00	\$96,124.00
G.C.C.I.	\$2,087,000.00	\$100,000

WHEREAS, these bids were reviewed by the Superintendent, Joan Potter for a determination of the lowest responsible and responsive bidder; and

WHEREAS, it was determined that Cupples and Sons Construction was the low bidder with the low bid of \$1,684,700.00 and Alternate 1 of \$72,960.00; and

WHEREAS, this project is funded by Bonds and State Allocated Funds; and

WHEREAS, the funding for the execution of the contract shall come from Building Fund account No. 21 and County School Facilities Fund account No. 35.

NOW THEREFORE, Be It Resolved that the Laytonville Unified School Board of Trustees hereby:

1. Authorizes award of the contract for the Laytonville Elementary School Construction of New Classroom Building "D" described herein to the lowest responsible and responsive contractor from the bids received as determined by the Superintendent, Joan Potter, and
2. Authorizes the Superintendent to execute the contract

APPROVED AND ADOPTED this 15th day of October 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Joan Potter, Superintendent

Calvin Harwood, President