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MICHELLE HUTCHINS
Superintendent of Schools

SERVICE

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TEAMWORK

Williams Quarterly Report – 4th Quarter 2019-2020

July 20, 2020

Joanie Potter
P.O. Box 868
Laytonville, CA 95454

Dear Joanie:

I am pleased to provide, for submission to your governing board at a regularly scheduled meeting, the fourth quarterly report for fiscal year 2019-2020, which outlines the results of my visits and reviews at Laytonville Elementary School for the period of April through June of 2020.

Requirements found in California *Education Code* Section 1240(c)(2)(G) pursuant to the Williams Settlement, requires that the County Superintendent of Schools or designee(s), visit all decile 1-3 schools in Mendocino County and review information in the areas noted below, and report the results of the visit(s) and review(s) on a quarterly basis.

The purpose of my visit(s) as specified in California Education Code 1240 was to:

1. Determine if students have "sufficient" standards-aligned instructional materials in four core subject areas (English language arts, mathematics, history/social science and science), including science laboratory equipment in grades 9-12, and, as appropriate, in foreign languages, and health;
2. Determine if there is any facility condition that "poses an emergency or urgent threat to the health or safety of pupils or staff"; and
3. Determine if the school has provided accurate data on the annual school accountability report card (SARC) related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including "good repair."

The law further requires that the county superintendent or designee(s):

1. Annually monitor and review teacher misassignments and teacher vacancies in schools ranked in deciles 1-3 (2012 Base API); and
2. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, emergency or urgent facilities issues and CAHSEE Intensive Instruction & Services under the Uniform Complaint Procedure.

Before proceeding with the report, let me define some basic terms:

- "Sufficient textbooks or instructional materials", means each pupil, including English language learners, has a standards-aligned textbook, or instructional materials, or both, to use in class and to take home.
- A school facility condition that poses an "emergency or urgent threat" is a "condition that poses a threat to the health or safety of pupils or staff while at school."
- "Good Repair" means the school facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument (FIT Form) developed by the Office of Public School Construction. Each school district that receives state funding for facilities maintenance is required to establish a facilities inspection system to ensure that each of its schools is maintained in "good repair."

Please Note- During the facilities site inspection, the school facilities were rated on a set of 15 categories as determined on the FIT form which determined an overall facilities rating for the school (exemplary, good, fair, poor). Schools that receive an overall facilities rating of fair or poor will receive a follow up letter from the County Superintendent and another inspection will be scheduled.

The specific findings are outlined on the attached quarterly report. Please extend to your governing board, administration and site staff my appreciation for their professionalism in addressing the compliance requirements for the Williams Settlement Legislation.

Sincerely,
Michelle Hutchins, County Superintendent of Schools



MH/dm

Attachment: Williams Quarterly Report, 4th Quarter 2019-2020



Accrediting Commission for Schools Western Association of Schools and Colleges

COMMISSION MEMBERS

GREGORY FRANKLIN, Ed.D.
Chairperson
Association of California School
Administrators

DAVID GAUDI, Ed.D.
Vice Chairperson
Hawaii Association of Independent
Schools

MICHAEL ALVAREZ
Western Catholic Educational
Association

SAMANTHA BENISH
California Federation of Teachers

GRANT BENNETT
Association of California School
Administrators

DANNY BLAS
California Teachers Association

STEPHEN CATHERS
East Asia Regional Council of Schools

SHANNE COATS
California Department of Education

RON CARRUTH, Ed.D.
Association of California School
Administrators

NANCY COONIS
Western Catholic Educational
Association

MITCHELL D'OLIER
Public Member, Hawaii

ODIE DOUGLAS, Ed.D.
Association of California School
Administrators

LEE DUNCAN, Ed.D.
Association of Christian Schools
International

JON FERNANDEZ
Pacific Islands

JUAN A. FLECHA
Association of California School
Administrators

KRISTIE FLOHRA
National Lutheran School Accreditation

ANDREA FUKUMOTO
Hawaii State Department of Education

MELISSA HANDY
Hawaii Association of Independent
Schools

CINDY KAZANIS
California Department of Education

RODNEY LUKE
Hawaii State Department of Education

DIANNA MACDONALD
California Congress of Parents and
Teachers, Inc. (PTA)

DEREK MINAKAMI
Hawaii Government Employees'
Association

JOE MITCHNER
Public Member, California

LINDA NORMAN, Ed.D.
Western Catholic Educational
Association

DOREEN OLESON, Ed.D.
California Association of Independent
Schools

MATTHEW RUSSO, Ed.D.
Postsecondary Education

JONATHAN SCHILD, Ed.D.
Western Catholic Educational
Association

DAVID SCIARRETTA, Ed.D.
Charter Schools

MARSHA SERAFIN, Ed.D.
California Association of Private School

July 8, 2020

Tim Henry, Principal
Laytonville High School
P. O. Box 868
Laytonville, California 95454

Dear Tim Henry:

The Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC) announces the action taken at the Summer 2020 Commission Meeting. The ACS WASC Commissioners have determined Laytonville High School (9-12) meets the ACS WASC criteria for accreditation. This accreditation status is based on all of the information provided by the school, including the school's report, and the satisfactory completion of the accreditation visit.

It is the decision of the Commission to grant six-year accreditation status with a Two-day Mid-cycle Visit, through June 30, 2026.

Laytonville High School is required to prepare an in-depth Progress Report for the Mid-cycle Visit. The report and visit should demonstrate that the school has: 1) addressed the critical areas for follow-up through the schoolwide action plan; 2) made appropriate progress on the implementation of the schoolwide action plan; and 3) improved student achievement relative to the schoolwide learner outcomes and the academic standards.

Accreditation status is conditioned upon Laytonville High School's continued adherence with the ACS WASC policies, procedures, and criteria for accreditation. This includes a requirement that an accredited school annually contribute members to participate on visiting committees. Failure to maintain compliance with said policies, procedures, and standards is grounds for modification and/or withdrawal of the accreditation.

The Commission looks forward to Laytonville High School's anticipated success and continuing improvement in keeping with ACS WASC's pursuit of excellence in elementary, secondary, and adult education.

Sincerely,

Gregory A. Franklin
Commission Chairperson

cc: Visiting Committee Chairperson
Superintendent

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF JUNE 25, 2020**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a regular meeting in the Elementary School Library via ZOOM on June 25, 2020. Board President Calvin Harwood called the meeting to order at 5:30 p.m.

ROLL CALL:

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

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

Student Representative: None

B. PUBLIC INPUT re CLOSED SESSION ITEMS: None

C. CLOSED SESSION AGENDA:

CS-1	CONSIDERATION OF STUDENT EXPULSION <i>(Request for Readmission)</i>	CS-1
CS-2:	PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT <i>(Title: LHS Principal and LEMS Principal Contracts)</i>	CS-2
CS-3:	PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT <i>(Title: Superintendent)</i>	CS-3
CS-4:	CONFERENCE WITH LABOR NEGOTIATOR: Name of Agency Negotiator: Superintendent Name of Organization Representing Employees: CSEA	CS-4
CS-5:	CONFERENCE WITH LABOR NEGOTIATOR: Name of Agency Negotiator: Superintendent Name of Organization Representing Employees: LVTA	CS-5
CS-6:	PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE	CS-6

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that on Closed Session Item CS-1, Consideration of Student Expulsion (*Request for Readmission*), the Board unanimously voted to reject the request for readmission for student LUSD 19-20-A. The Board also voted unanimously on Closed Session Item CS-3, Public Employee Appointment/Employment (*LHS Principal and LEMS Principal*) to extend the contracts for the Elementary School Principal and the High School Principal to four years. No other action was taken in Closed Session.

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

F. ACCEPTANCE OF AGENDA:

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

G. CORRESPONDENCE: None

H. PUBLIC INPUT: None

I. REPORTS AND COMMENTS:

Superintendent's Report:

Mrs. Potter began by commending the Principals on their planning and execution of High School and Eighth Grade Graduation. We have received a lot of positive feedback from it from both parents and students. Next, Mrs. Potter shared that the High school is being painted and then next the plan is to move onto the Old High School. Also, the back wing of the Old High School has officially been demolished and some items that were in good condition will be saved and taken to the High School for use. Mrs. Potter would like to thank Liz Roripaugh and the custodial staff for all of the hard work they put in to get the buildings ready for demolition. Utilities are being reconnected to the Continuation Classroom and plans will need to be made for a fence to separate the Continuation from the remaining Old High School building. Lastly, Mrs. Potter talked about how the expectations for maintenance and custodial staff is higher due to COVID-19 and what will be required once students return.

The following reports were given:

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

J. ACTION: CONSENT AGENDA

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

K. DISCUSSION / ACTION:

K.1. Approval of Board Action Calendar for 2020/2021

- The 2020/21 Board Action Calendar is attached for your review and approval. This calendar evolves throughout the year. Its purpose is to keep us on track with Board business and to provide an overview of future meetings.
- **Motion** to approve the Board Action Calendar for 2020/21 by Erin Gamble, Seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

K.2. COVID-19 Operational Report 2020

- Executive Order N-56-20 requires that all LEAs complete a written report to explain the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency, the major impacts of such closures on students and families, and a description of how the LEA is meeting the needs of its unduplicated students.
- Our report is attached.
- **Motion** to approve the COVID-19 Operational Report 2020 by Mat Paradis, seconded by Erin Gamble, unanimously approved with a 4-0 vote.

K.3. Resolution No. 583 for Classified Layoffs

- Due to Covid-19 and our potential plan for reopening schools in August, certain classified positions will not be necessary.

- **Motion** to adopt Resolution No. 583 for Classified Layoffs by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

L. DISCUSSION/ACTION ITEMS:

L.1. Public Hearing: Proposed Budget 2020/2021

- Due to Covid-19 and the impact it has had on schools the LCAP has been suspended until December 2020. As a result, the Budget is being presented as a Public Hearing without the LCAP.
- The budget is based on the latest version of the LCFF calculator with lower enrollment/ADA projections
- Budget Highlights:
 - Overall revenue is down over \$400,000 based on a negative 7.92% COLA to the LCFF base grant
 - Federal revenue is up \$68,721 due to one-time CARES Act money helping to off-set estimated MAA reductions, Impact Aid funding and a projected 10% decrease in federal allocations as well as less carryover (-\$77,000)
 - State revenue is down \$236,000
 - One-time Special Ed money
 - Preschool and COVID-19 funding
 - Spending \$122,500 CTEIG grant funding by 2020 year end and the assumption that no CTEIG funds will be given in 2020-2021 school year
 - Local revenue is down \$65,000 (Reduction in Special Ed funding and less local revenue due to distance learning.
 - Net effect is a \$731,000 decrease in fund balance
 - A major component of the budget continues to be employee costs
 - 2% increase in health benefits costs
 - Slight decrease in both PERS and STRS costs
 - Encroachment by Special Education continues to increase
 - The COVID-19 event has caused severe cuts to the budget of which the total affect is still to be determined.
- The Public Hearing was open
- No input from the Public
- The Public Hearing was closed

L.2. Adoption of the 2020/2021 Budget

- The proposed 2020/21 budget is ready for adoption.
- The budget is based on the latest version of the LCFF calculator with lower enrollment/ADA projections
- **Motion** to adopt the proposed 2020/21 Budget as presented by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

L.3. Title VI Indian Ed. Formula Grant Application

- Mr. Henry presented information regarding the Title VI Indian Education Formula Grant application.
- **Motion** to approve the Title VI Indian Education Formula Grant Application by Mat Paradis, seconded by Erin Gamble, unanimously approved with a 4-0 vote.

L.4. 2020 CSBA Delegate Assembly Run-off Elections, Region 1B

- The California School Board Association has requested that all local school board's vote, as a whole, for the election of a representative to CSBA Delegate Assembly from Region 1B.
- **Motion** to complete the 2020 Delegate Assembly Ballot voting for Tyler Nelson by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

L.5. Resolution No. 584 for Appropriating the Ending Balance to a Reserve

- Article XIII B of the California Constitution requires we appropriate our ending balance to our reserve account at the end of each school year. This resolution provides for the appropriation.
- **Motion** to adopt Resolution No. 584 for Appropriating the Ending Balance to a Reserve by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

L.6. Resolution No. 585 for Authorizing Budgetary Transfers

- Education Code 42601 requires a resolution authorizing the County Superintendent of Schools to make transfers between expenditure classifications, and to balance expenditure classifications as deemed necessary to permit payment of obligations of the District. Resolution No. 585 provides for this authorization.
- **Motion** to adopt Resolution No. 585 for Authorizing Budgetary Transfers by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

L.7. Resolution No. 586 for Permitting Fund Transfers by County Office

- In order for the County Superintendent of School to transfer funds to pay end of year obligations the Laytonville Unified School District Board of Trustees must approve a resolution permitting them to do so.
- **Motion** to adopt Resolution No. 586 for Permitting Fund Transfers by County Office by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

L.8. Resolution No. 587 for Fund Transfers for Upcoming Fiscal Year

- In order for the Superintendent and Business Manager to make fund transfers during the 2020/21 school year the Board must pass a resolution authorizing them to do so.
- **Motion** to adopt Resolution No. 587 for Fund Transfers for Upcoming Fiscal Year by Mat Paradis, seconded by Erin Gamble, unanimously approved with a 4-0 vote.

L.9. Resolution No. 588 for Interfund Temporary Cash Transfers for Upcoming Fiscal Year

- This resolution authorizes the Superintendent and Business Manager to temporarily transfer funds to another fund or account of the District to pay obligations.
- **Motion** to adopt Resolution No. 588 for Interfund Temporary Cash Transfers for Upcoming Fiscal Year by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

L.10 Resolution No. 589 for Establishing a Board Reserve for Economic Uncertainty Higher than the State Requirement

- Districts are required to adopt a resolution for establishing a reserve that is higher than the 4% economic uncertainty state requirement amount. CDE urges school districts to

commit to maintaining “a prudent level of financial reserves to protect against the need to reduce services because of temporary revenue short falls or unpredicted expenditures”.

- **Motion** to adopt Resolution No. 589 for Establishing a Board Reserve for Economic Uncertainty Higher than the State Requirement by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

L.11. Resolution No. 590 for Specification of Election Order

- Education Code Section 5304 requires that Governing Boards order elections and identify the process for resolving the votes. Ed Code 5322 Specifies that Governing Boards deliver a resolution known as the “Specification of Elections Order” to the County Superintendent and Ed Code 5340 requires that school board elections be consolidated with other elections in the County. The election timeline is list below:
 - **Candidate Filing Dates:** July 13, 2020 – August 7, 2020
 - **Sample ballots mailed out:** September 24, 2020
 - **Election:** November 3, 2020
 - **Expiration of term:** December 13, 2024
- **Motion** to adopt Resolution No. 590 for the Specification of Election Order by Meagen Hedley, seconded by Erin Gamble, unanimously approved with a 4-0 vote.

L.12. PUBLIC HEARING: Ratification of Contract with CSEA Chapter 80

- CSEA Chapter 80 and the District have signed a tentative agreement regarding the 2018-2021 CSEA Contract. Changes to the contract are attached.
- **Motion** to ratify and approve salary schedule for CSEA Chapter 80 by Mat Paradis, seconded by Erin Gamble, unanimously approved with a 4-0 vote.

L.13. PUBLIC HEARING: Ratification of Contract with Long Valley Teacher’s Association

- LVTA and the District have completed negotiations for the 2020-2023 LVTA contract. Attached are the changes made to the contract.
- **Motion** to ratify the 2020-2023 LVTA Contract by Erin Gamble, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

L.14. Adoption of Grade 6th-8th Math Curriculum, 9th-12th Grade Math Curriculum and 9th-12th Grade Emergency Response Curriculum

- Laytonville Elementary School is requesting the adoption of CPM Core Connections for Pre-Algebra and Algebra. This curriculum is designed by teachers to prepare all students for success in college as well as helping them learn problem solving
- Laytonville High School is requesting the adoption of EMR Complete for students enrolled in Public Safety and Community Classroom Fire to ready them for becoming “First Responders” and the adoption of the 2017 Chemistry Text.
- **Motion** to adopt CPM Core Connections for 6th – 8th Grade by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote.
- **Motion** to adopt CPM Core Connections for 9th – 12th Grade by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.
- **Motion** to adopt EMT Complete by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote.
- **Motion** to adopt Pearson Chemistry for 10th-12th Grade by Mat Paradis, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

M. INFORMATION ITEMS:

M.1. Reopening Schools in August

- Both the California Department of Education and Public Health have created guidelines for school district regarding the reopening of California schools. I have been meeting with various people to plan for the reopening of schools following the guidance provided in these documents. I will share with you a preliminary outline of what we have come up with.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: NONE

O. COMMENTS FROM THE BOARD: Thank you Lorre for making 8th Grade Graduation so special. Thank you Staff and Teachers for all of your hard work.

P. ADJOURNMENT:

Motion to adjourn the meeting by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote. The meeting was adjourned at 8:43 p.m. The next regular meeting will be held on August 13, 2020.

Respectfully submitted,

Adopted as Final
August 13, 2020

Joan Viada Potter
Secretary to the Board

Calvin Harwood
President of the Board

LAYTONVILLE UNIFIED SCHOOL DISTRICT
PERSONNEL ASSIGNMENT ORDER #1 2020/21

August 13, 2020

<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
<u>Certificated Appointment</u>			
<u>Certificated Resignation</u>			
<u>Certificated Layoff</u>			
<u>Certificated Leave of Absence</u>			
<u>Certificated Transfer</u>			
<u>Classified Appointment</u>			
<u>Classified/Confidential Appointment</u>			
<u>Classified/Confidential Resignation</u>			
<u>Classified/Confidential Reduction</u>			
<u>Classified Transfer</u>			
<u>Classified Retirement</u>			
Neuroth, Mara	Instructional Assistant	Perm.	\$15.48/hr 7/2/2020
<u>Classified Termination</u>			
<u>Classified Layoff</u>			
Craver, Alyssa	Yard Supervisor (1hr)	Perm.	\$13.50/hr 8/31/2020
Edwards, April	Yard Supervisor (1.4 hrs)	Perm.	\$13.60/hr 8/31/2020
Ellingson, Heather	Yard Supervisor (1.83 hrs)	Perm.	\$13.50/hr 8/31/2020
Frost, Misty	Preschool Aftercare (2 hrs)	Perm.	\$13.50/hr 8/31/2020
Mann, Brittney	Yard Supervisor (0.50 hrs)	Perm.	\$13.30/hr 8/31/2020
Marquez, Rosie	Yard Supervisor (0.50 hrs)	Perm.	\$13.30/hr 8/31/2020
Moroni, Cindy	ASES Paraeducator (3.2 hrs)	Perm.	\$15.12/hr 8/31/2020
Scott, Sabrina	Yard Supervisor (1.5 hrs)	Perm.	\$13.40/hr 8/31/2020
<u>Coaching Positions</u>			

LAYTONVILLE UNIFIED SCHOOL DISTRICT
REVOLVING CASH FUND #1 2020/21

August 13, 2020

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
6/17/2020	2184	Coastal Mount. Business Services	LES Book Return	\$523.90
7/2/2020	2185	U.S.P.S.	Certified Mail	\$62.55

LAYTONVILLE UNIFIED SCHOOL DISTRICT

WARRANT LIST

August 13, 2020

Checks Dated 06/17/2020 through 08/05/2020					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
792158	06/18/2020	HAWKINS, KONSTANCE K	01-4300		106.28
792159	06/18/2020	BUSINESS CARD, BANK OF AMERICA	01-4300	1,606.29	
			01-5200	200.54-	
			01-5800	14.99	1,420.74
792160	06/18/2020	CHRISTY WHITE	01-5801		1,475.20
792161	06/18/2020	FRONTIER	01-5903	98.34	
			13-5903	52.82	151.16
792162	06/18/2020	GEIGER'S LONG VALLEY MARKET	01-4300		89.53
792163	06/18/2020	JOSTENS	01-4300		445.82
792164	06/18/2020	KELLY MOORE PAINT CO INC	14-4300		2,079.72
792165	06/18/2020	MIKE'S AUTOMOTIVE	01-5800		674.18
792166	06/18/2020	NATL REGISTRY OF FOOD SAFETY	01-4300		68.00
792167	06/18/2020	PETERSON	01-5800		1,281.93
792168	06/18/2020	SOUND & SIGNAL INC.	01-5800		1,816.09
792169	06/18/2020	SYSCO FD SCVS OF SAN FRANCISCO	13-4700		734.87
792170	06/18/2020	UKIAH TROPHIES AND GIFTS	01-4300		56.51
792171	06/18/2020	VERIZON WIRELESS	01-5800		152.04
792682	06/25/2020	A-Z BUS SALES INC	01-4364		274.07
792683	06/25/2020	AMAZON	01-4100	261.25	
			01-4300	1,547.48	1,808.73
792684	06/25/2020	ARROW BENEFITS GROUP	68-5600	169.25	
			69-5600	83.50	252.75
792685	06/25/2020	CDE	13-9500		287.85
792686	06/25/2020	LAYTONVILLE UNIFIED REVOLVING	01-5904		61.95
792687	06/25/2020	MADSEN, LIBBE	01-5800		1,950.00
792688	06/25/2020	MENDOCINO CTY YOUTH PROJECT	01-5800		2,489.00
792689	06/25/2020	PRINTING PLUS	01-4300		177.74
793140	07/09/2020	RORIPAUGH, ELIZABETH A	40-4300		80.00
793141	07/09/2020	A-Z BUS SALES INC	01-4364		274.07
793142	07/09/2020	ARKIN, IZMAEL	01-5800		1,237.50
793143	07/09/2020	EHLERT'S PETROLEUM MAINTENANCE	01-5800		108.75
793144	07/09/2020	GCR TIRES & SERVICE	01-4363		5,543.61
793145	07/09/2020	KELLEY AUTOMOTIVE	01-5600		825.00
793146	07/09/2020	LAYTONVILLE WATER DISTRICT	01-5530		167.63
793147	07/09/2020	LONG VALLEY AUTO SUPPLY	01-4362		1,341.38
793148	07/09/2020	LUCENT HEALTH	76-9514		2,603.57
793149	07/09/2020	MENDO MILL	01-4365		456.84
793150	07/09/2020	NCSIG	01-5450		58,003.00
793151	07/09/2020	PACIFIC GAS & ELECTRIC	01-5510		6,827.76
793152	07/09/2020	REDWOOD COAST FUELS	01-4361		5,565.13
793153	07/09/2020	SOLID WASTE OF WILLITS	01-5540		952.78
793154	07/09/2020	WEX BANK	01-4361		265.98
793633	07/16/2020	ADVANCED SECURITY SYSTEMS	01-5600		153.00
793634	07/16/2020	CCCCD/DIABLO VALLEY COLLEGE	01-5800		300.00

Checks Dated 06/17/2020 through 08/05/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
793635	07/16/2020	CENTRAL VALLEY ENVIRONMENTAL	40-6200		96,500.00
793636	07/16/2020	COLLEGE BOARD AP EXAMS	01-4300		467.00
793637	07/16/2020	FERRELLGAS	01-5520		455.52
793638	07/16/2020	FRONTIER	01-5903	2,970.97	
			13-5903	52.91	3,023.88
793639	07/16/2020	GEIGER'S LONG VALLEY MARKET	01-4300		52.88
793640	07/16/2020	KELLY MOORE PAINT CO INC	01-4300		1,259.40
793641	07/16/2020	LAYTONVILLE UNIFIED REVOLVING	01-4100	523.90	
			01-5904	62.55	586.45
793642	07/16/2020	LONG VALLEY LUMBER	01-4300		183.72
793643	07/16/2020	MENDO MILL	01-4300	221.68	
			40-4300	221.00	442.68
793644	07/16/2020	PERMA-BOUND BOOKS	01-4300		645.53
793645	07/16/2020	PRESENCE LEARNING INC.	01-5800		1,008.43
793646	07/16/2020	REDWOOD EMPIRE AIKIKAI	01-4300		250.00
793647	07/16/2020	RENAISSANCE LEARNING INC.	01-4100		2,287.25
793648	07/16/2020	ROUND TREE GLASS	01-5600		206.36
793649	07/16/2020	SAN JOAQUIN COE	01-5811		450.00
793650	07/16/2020	SCHOLASTIC INC.	01-4300		65.81
793651	07/16/2020	STAPLES CREDIT PLAN	01-4300		119.69
793652	07/16/2020	TCI	01-4100		31,254.38
793653	07/16/2020	THE OBSERVER	01-5811		24.00
793654	07/16/2020	WEATHERTOP NURSERY	01-4300		111.39
793655	07/16/2020	XEROX CORPORATION	01-5600		575.32
793974	07/23/2020	AMAZON	01-4300		259.23
793975	07/23/2020	ARROW BENEFITS GROUP	68-5600	156.25	
			69-5600	77.50	233.75
793976	07/23/2020	BUSINESS CARD, BANK OF AMERICA	01-4300	772.92	
			01-5200	575.00	
			01-5600	177.46	
			01-5800	14.99	1,540.37
793977	07/23/2020	CDW GOVERNMENT INC.	01-4300		1,717.85
793978	07/23/2020	CPM EDUCATIONAL PROGRAM	01-4100		11,795.48
793979	07/23/2020	EHLERT'S PETROLEUM MAINTENANCE	01-5800		405.00
793980	07/23/2020	FORT BRAGG ELECTRIC INC.	14-6200		16,059.00
793981	07/23/2020	FRONTIER	01-5903		102.08
793982	07/23/2020	LAYTONVILLE WATER DISTRICT	01-5530		1,014.78
793983	07/23/2020	MENDES SUPPLY COMPANY	01-4300		707.58
793984	07/23/2020	VERIZON WIRELESS	01-5901		152.04
793985	07/23/2020	WILLIAM V MACGILL & CO	01-4300		595.08
794364	07/30/2020	MARQUEZ, ROSALIA	01-4300		13.63
794365	07/30/2020	EUREKA OXYGEN	01-5600		1,195.78
794366	07/30/2020	ROUND TREE GLASS	01-5600		680.82
794367	07/30/2020	WEX BANK	01-4361		129.63
VCH-00000001	07/16/2020	FORD, SHANNON	01-5200		56.35

Checks Dated 06/17/2020 through 08/05/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
Total Number of Checks			77		279,188.30

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	68	160,030.06
13	CAFETERIA SPECIAL REVENUE FL	4	1,128.45
14	DEFERRED MAINTENANCE	2	18,138.72
40	SPECIAL RESERVE-CAPITAL OUTL	3	96,801.00
68	SELF-INSURANCE (dental)	2	325.50
69	SELF-INSURANCE (vision)	2	161.00
76	WARRANT/PASS-THROUGH	1	2,603.57
Total Number of Checks		77	279,188.30
Less Unpaid Tax Liability			.00
Net (Check Amount)			279,188.30

LAYTONVILLE UNIFIED SCHOOL DISTRICT
MONTHLY BUDGET REPORT

August 13, 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	2,378,436.70			.00
Total for Starting Balance accounts			2,378,436.70	2,378,436.70	.00	.00	.00
Object		Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000		Revenue Limit (Summary)	5,128,994.92	5,491,794.92			5,491,794.92
Total for Revenue accounts			5,128,994.92	5,491,794.92	.00		5,491,794.92
Object		Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
1000		Certificated Salaries	1,980,934.47	1,980,934.47	1,744,636.40	50,780.43	185,517.64
2000		Classified Salaries	1,031,624.39	1,031,624.39	852,092.24	38,249.88	141,282.27
3000		Employee Benefits	1,506,885.09	1,506,885.09	1,174,606.89	36,475.35	295,802.85
4000		Books and Supplies	597,752.99	597,652.99	26,445.99	64,634.22	506,572.78
5000		Services	722,282.24	723,663.06	34,533.89	66,980.96	622,148.21
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	5,861,755.62	3,832,315.41	257,120.84	1,772,319.37
Object		Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			1,646,956.82	2,008,476.00	74,900.12	3,907,215.53	3,832,315.41
Total for Ending Balance accounts			1,646,956.82	2,008,476.00	74,900.12	3,907,215.53	3,832,315.41
Total for Fund 01							
		Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted		2,378,436.70	5,491,794.92		5,861,755.62	2,008,476.00	
Actual		.00	.00	3,832,315.41	257,120.84	4,089,436.25-	
Fund 12 - CHILDEV							
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	132,750.00			132,750.00
Total for Revenue accounts			132,750.00	132,750.00	.00		132,750.00
Object		Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000		Classified Salaries	70,928.51	70,928.51	55,350.64	1,454.30	14,123.57

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	34,744.46	32,617.90	111.24	2,015.32
4000	Books and Supplies		7,130.67	7,130.67			7,130.67
5000	Services		12,500.00	12,500.00			12,500.00
7000	Other Outgo		4,500.00	4,500.00			4,500.00
Total for Expense accounts			129,803.64	129,803.64	87,968.54	1,565.54	40,269.56
Object		Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			42,584.73	42,584.73		87,968.54	87,968.54
Total for Ending Balance accounts			42,584.73	42,584.73	.00	87,968.54	87,968.54
Total for Fund 12							
	Starting Balance	+ Revenues	- Encumbrances		- Expenditures		= Calculated Ending Balance
Budgeted	39,638.37	132,750.00			129,803.64		42,584.73
Actual	.00	.00	87,968.54		1,565.54		89,534.08-
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	58,871.23	363.58	380.34-
3000	Employee Benefits		35,641.15	35,641.15	35,126.85	27.81	486.49
4000	Books and Supplies		79,000.00	79,000.00			79,000.00
5000	Services		5,000.00	5,000.00	747.09	52.91	4,200.00
Total for Expense accounts			178,495.62	178,495.62	94,745.17	444.30	83,306.15
Object		Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			250.00	250.00	52.91	94,798.08	94,745.17
Total for Ending Balance accounts			250.00	250.00	52.91	94,798.08	94,745.17

Balances through June						Fiscal Year 2020/21
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Total for Fund 13						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	250.00	178,495.62		178,495.62		250.00
Actual	.00	.00	94,745.17	444.30		95,189.47-
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
5000	Services	19,603.00	19,603.00			19,603.00
	Total for Expense accounts	19,603.00	19,603.00	.00	.00	19,603.00
Total for Fund 14						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted		19,603.00		19,603.00		.00
Actual		.00	.00	.00		.00
Fund 21 - BLDG BND						
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
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			1,055,006.17
	Total for Expense accounts	1,058,006.17	1,058,006.17	.00	.00	1,058,006.17
Total for Fund 21						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	1,058,006.17			1,058,006.17		.00
Actual	.00		.00	.00		.00
Fund 40 - SPRES CP						
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						
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		1,700.00	15,800.00
Total for Revenue accounts		17,500.00	17,500.00		1,700.00	15,800.00
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
4000	Books and Supplies				221.00	221.00-
Total for Expense accounts		.00	.00	.00	221.00	221.00-
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		113,913.60	113,913.60	225.00	225.00	.00
Total for Ending Balance accounts		113,913.60	113,913.60	225.00	225.00	.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	1,700.00	.00	221.00	1,479.00	
Fund 56 - DEBTSVCE						
9000		.25	.25			.00
Total for Starting Balance accounts		.25	.25	.00	.00	.00
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

Balances through June

Fiscal Year 2020/21

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Total for Fund 67						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
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			27,940.00
Total for Revenue accounts		27,940.00	27,940.00		.00	27,940.00

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services	32,240.00	32,240.00	2,043.75	156.25	30,040.00
Total for Expense accounts		32,240.00	32,240.00	2,043.75	156.25	30,040.00

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		76,512.73	76,512.73	156.25	2,200.00	2,043.75
Total for Ending Balance accounts		76,512.73	76,512.73	156.25	2,200.00	2,043.75

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	.00	2,043.75	156.25		2,200.00-

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			7,300.00
Total for Revenue accounts		7,300.00	7,300.00		.00	7,300.00

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services	10,800.00	10,800.00	922.50	77.50	9,800.00
Total for Expense accounts		10,800.00	10,800.00	922.50	77.50	9,800.00

Balances through June						Fiscal Year 2020/21
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Fund 69 - SFINS 82 (continued)						
9000		125,946.94	125,946.94	77.50	1,000.00	922.50
Total for Ending Balance accounts		125,946.94	125,946.94	77.50	1,000.00	922.50
Total for Fund 69						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	129,446.94	7,300.00		10,800.00	125,946.94	
Actual	.00	.00	922.50	77.50	1,000.00-	
Total for Org 048 - Laytonville Unified School District						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	3,827,196.30	5,875,383.54		7,290,704.05	2,411,875.79	
Actual	0.00	1,700.00	4,017,995.37	259,585.43	4,275,880.80-	

LAYTONVILLE UNIFIED SCHOOL DISTRICT
BUDGET TRANSFERS
August 13, 2020



Journal Entry #		Status Not Found	Type	Fiscal Year	Transaction Date	
Created Requisition #		Posted Purchase Order #		Department Batch #		
Comment						
Account #	Comments			Line Seq	Debits	Credits
JE # Totals						

2019-20 Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: **LAYTONVILLE UNIFIED SCHOOL DISTRICT**Person completing this form: **JENNA CRONE**

Quarterly Report Submission Date: (check one)



☐ October 2019 (July, Aug, Sept 2019) 1st Quarter
☐ January 2020 (Oct, Nov, Dec 2019) 2nd Quarter
☐ April 2020 (Jan, Feb, March 2020) 3rd Quarter
☒ July 2020 (April, May, June 2020) 4th Quarter

Date for information to be reported publicly at governing board meeting: **8/13/2020**

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
CAHSEE Intensive Instruction & Services	0		
TOTALS	0		

	7/20/2020
Signature of Person Completing this form	Date
	
Signature of County Superintendent	Date

☒ Forwarded a copy of this completed report to the County Board of Education

Revised 08/19

Mendocino County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
QUARTERLY REPORT FOR LAYTONVILLE UNIFIED SCHOOL DISTRICT
2019-2020 FISCAL YEAR

This report summarizes the results of the Williams Site Visits and documentation reviews at decile 1, 2, and 3 schools (2012 Base API) for the 4th Quarter April through June 2019-2020 school year.

INSTRUCTIONAL MATERIALS:

No review conducted during this quarter.

SCHOOL FACILITIES:

No review conducted during this quarter.

SCHOOL ACCOUNTIBILITY REPORT CARD (SARC):

No review conducted during this quarter

TEACHER MISASSIGNMENTS AND TEACHER VACANCIES:

The results of teacher misassignments* and teacher vacancy** reviews for the following schools were:

Assignment monitoring has been temporarily suspended until September when CalSAAS monitoring will resume.

Schools	Laytonville Elementary
Number of misassignments for the 2019-2020	
Number of misassignments that were corrected within 30 calendar days	
Number of classes in which the teacher was lacking the appropriate authorization and training to teach English Language Learners and 20% or more of students were English Language Learners	
Number of Teacher Vacancies for the 2019-2020	
Number of Teacher Vacancies Filled in the 2019-2020	

Completed by: DM

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CONSENT AGENDA 8 | Page

Laytonville Unified School District
August 13, 2020

Mendocino County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
QUARTERLY REPORT FOR LAYTONVILLE UNIFIED SCHOOL DISTRICT
2019-2020 FISCAL YEAR

UNIFORM COMPLAINTS:

The number of complaints filed within the district during the 4th Quarter 2019-2020, their nature, and resolution are noted below:

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Misassignments or Vacancies	0	0	0
CAHSEE Intensive Instruction & Services	0	0	0
Facilities Conditions	0	0	0
TOTALS	0	0	0

Completed by: DM

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CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Laytonville Unified (23 73916 0000000)

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2018-19 Title II, Part A Fiscal Year Expenditure Report, 24 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2018 through June 30, 2020.

Required fields are denoted with an asterisk (*).

2018-19 Title II, Part A allocation:	\$21,120
Transferred-in amount:	\$0
Transferred-out amount:	\$0
2018-19 Total allocation:	\$21,120 <input type="button" value="Recalculate"/>

Professional Development Expenditures

Professional development for teachers:	<input type="text" value="\$5,606"/>
Professional development for administrators:	<input type="text" value="\$1,389"/>
All other professional development expenditures:	<input type="text" value="\$239"/>

Recruitment, Training, and Retention Expenditures

Recruitment activities:	<input type="text"/>
Training activities:	<input type="text"/>
Retention activities:	<input type="text" value="\$100"/>
All other recruitment, training, and retention expenditures:	<input type="text"/>

Miscellaneous Expenditures

Class size reduction:	<input type="text" value="\$12,007"/>
Administrative and indirect costs:	<input type="text" value="\$919"/>
Equitable services for nonprofit private schools:	<input type="text" value="\$0"/>
All other allowable expenditures and encumbrances:	<input type="text" value="\$0"/>
Total expenditures and encumbrances:	\$20,260 <input type="button" value="Recalculate"/>
2018-19 Unspent funds:	\$860

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2019-20 Title II, Part A Fiscal Year Expenditure Report, 12 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2019 through June 30, 2020

Required fields are denoted with an asterisk (*).

2019-20 Title II, Part A allocation:	\$21,101
Transferred-in amount:	\$0
Transferred-out amount:	\$0
2019-20 Total allocation:	\$21,101 <input type="button" value="Recalculate"/>

Professional Development Expenditures

Professional development for teachers:	<input type="text" value="\$1,195"/>
Professional development for administrators:	<input type="text" value="\$1,315"/>
All other professional development expenditures:	<input type="text" value="\$70"/>

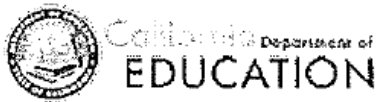
Recruitment, Training, and Retention Expenditures

Recruitment activities:	<input type="text"/>
Training activities:	<input type="text"/>
Retention activities:	<input type="text" value="\$5,534"/>
All other recruitment, training, and retention expenditures:	<input type="text"/>

Miscellaneous Expenditures

Class size reduction:	<input type="text" value="\$12,987"/>
Administrative and indirect costs:	<input type="text"/>
Equitable services for nonprofit private schools:	<input type="text"/>
All other allowable expenditures and encumbrances:	<input type="text"/>
Total expenditures and encumbrances:	\$21,101 <input type="button" value="Recalculate"/>
2019-20 Unspent funds:	\$0

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2019-20 Title IV, Part A LEA Use of Funds Report

A use of funds report of year-to-date expenditures by activity.

Required fields are denoted with an asterisk (*).

2019-20 Title IV, Part A LEA allocation: \$13,577

Transferred-in amount: \$0

Total funds transferred out of Title IV, Part A: \$0

Total LEA Reservations: \$669

2019-20 Title IV, Part A LEA adjusted allocation: \$12,908

* Well-Rounded:

* Safe and Healthy Students:

* Effective Use of Technology:

Carryover as of September 30, 2020: \$0

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CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Laytonville Unified (23 73916 0000000)

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2019-20 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

Required fields are denoted with an asterisk (*).

NOTE: Your local educational agency (LEA) has previously certified this data collection form as official. One or more other data collection forms may be dependent on this data collection form. Please be aware that if a change is saved and this data collection form is certified again, it may cause dependent data collection forms to become certified-obsolete and your LEA may have to revise and resubmit those dependent data collection forms as well.

Homeless Education Certification

The LEA hereby assures that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths;
2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
 - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless;
 - b) Includes a dispute resolution process;
 - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison;
3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

Homeless Liaison Contact Information

* Homeless liaison first name:

* Homeless liaison last name:

* Homeless liaison title:

* Homeless liaison email address:
(Format: abc@xyz.zyx)

* Homeless liaison telephone number:
(Format: 999-999-9999)

Homeless liaison telephone extension:

* Enter the full-time equivalent (FTE) for all personnel directly responsible for the implementation of homeless education:
(Format: 0.00)

Homeless Liaison Training Information

* Has the homeless liaison attended and/or participated in a homeless education liaison training within the last two years: ☐ No ☒ Yes

Has the homeless liaison provided training to the following personnel:

Principals and other school leaders: ☐ No ☒ Yes

Attendance officers and registrars: ☐ No ☒ Yes

Teachers and instructional assistants: ☐ No ☒ Yes

School counselors: ☐ No ☒ Yes

Homeless Education Policy and Requirements

* Does the LEA have a written homeless education policy:

☐ No ☒ Yes

No policy comment:
Provide an explanation why the LEA does not have a homeless education policy.
(Maximum 500 characters)

Date LEA's board approved the homeless education policy:

11/07/2019 (ex. MM/DD/YYYY)

* Does the LEA meet the above federal requirements:

☐ No ☒ Yes

Compliance comment:
Provide an explanation why the LEA does not comply with federal requirements.
(Maximum 500 characters)

Title I, Part A Homeless Expenditures

2019-20 Title I, Part A LEA allocation: \$182,008

2019-20 Title I, Part A direct or indirect services to homeless children reservation: \$1,000

Amount of 2019-20 Title I, Part A funds expended or encumbered for direct or indirect services to homeless children:

\$0

Homeless services provided:
(Maximum 500 characters)

Homeless youth are provided school supplies, such as paper, pencils, and backpacks. Homeless students are provided transportation, laundry vouchers, and temporary housing.

No expenditures or encumbrances comment:
Provide an explanation why there are no Title I, Part A expenditures or encumbrances for homeless services.
(Maximum 500 characters)

Services were provided through another funding source.

California Department of Education

Consolidated Application

Laytonville Unified (23 73916 0000000)

Status: Certified
Saved by: Lorre Stange
Date: 7/30/2020 3:52 PM

2020-21 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca20assurancestoc.asp>.

CDE Program Contact:

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

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	Joan Potter
Authorized Representative's Signature	
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	07/31/2020

2020-21 Protected Prayer Certification

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269

Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Joan Potter
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	07/31/2020
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the Comment field. (Maximum 500 characters)	

2020-21 LCAP Federal Addendum Certification**CDE Program Contact:**Local Agency Systems Support Office, LCFF@cde.ca.gov, 916-323-5233**Initial Application**

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) / District	06/27/2019
For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter	
Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	Joan Potter
Authorized Representative's Title	Superintendent

2020-21 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

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

Date of approval by local governing board	08/13/2020
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District English Learner Advisory Committee Review

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

DELAC representative's full name (non-LEA employee)	
DELAC review date	
Meeting minutes web address Please enter the web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	DELAC review is not applicable due to less than 50 English Learners in the district.

Application for Categorical Programs

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

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	No
Title III Immigrant	No

2020-21 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

ESEA Sec. 3102 SACS 4201	
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes
Title V, Part B Subpart 1 Small, Rural School Achievement Grant ESSA Sec. 5211 SACS 5810	Yes
Program Record/Award Number If participating, then provide the required code	GRANTS358A191211
Title V, Part B Subpart 1 Alternative Uses of Funds Authority Participation	No
Title V, Part B Subpart 2 Rural and Low-Income Grant ESSA Sec. 5221 SACS 4126	No

2020-21 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:Arturo Ambriz, Fiscal Oversight and Support Office, AAmbriz@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2020-21 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

2020-21 Nonprofit Private School Consultation

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

CDE Program Contact:

Sylvia Hanna, Federal Programs and Reporting Office, shanna@cde.ca.gov, 916-319-0948
Rina DeRose, Federal Programs and Reporting Office, RDeRose@cde.ca.gov, 916-323-0472

In accordance with the Every Student Succeeds Act (ESSA) sections 1117 and 8501, a local educational agency shall consult annually with appropriate private school officials and both shall have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children, teachers, and families. This applies to programs under Title I, Part A; Title I, Part C; Title II, Part A; Title III, Part A; Title IV, Part A; Title IV, Part B; and section 4831, with regard to the Project School Emergency Response to Violence Program (Project SERV).

The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information in the Private School Affidavit is not verified, and the California Department of Education takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify the accuracy of student enrollment data and the tax exempt status if it is being used for the purpose of providing equitable services.

Private School's Believed Results of Consultation Allowable Codes

Y1: meaningful consultation occurred

Y2: timely and meaningful consultation did not occur

Y3: the program design is not equitable with respect to eligible private school children

Y4: timely and meaningful consultation did not occur and the program design is not equitable with respect to eligible private school children

Add non-attendance area school(s)

No

The local educational agency is electing to add nonprofit private schools outside of the district's attendance area.

Warning

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

Report Date: 7/31/2020

Page 1 of 2

2020-21 Nonprofit Private School Consultation

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

School Name	School Code	Enrollment	Consultation Occurred	Was Consultation Agreement Met	Signed Written Affirmation on File	Consultation Code	School Added
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BOARD ACTION ITEM K1

Board Meeting Date: August 13, 2020

Subject: Declaration of Need for Fully Qualified Teachers

From: Joan Potter, Superintendent

Explanation:

This Declaration of Need must be filed with the California Commission for Teacher Credentialing (CCTC) when a District anticipates having to employ teachers who are not fully credentialed. With this declaration on file the district may consider teacher interns who have met certain minimum requirements. The Board's approval of the Declaration of Need provides the Board and public an *"opportunity to see the number of emergency permits that the district reasonably expects to request in each category and understand the reasons for such requests."*

Our application is for 2 Limited Assignment Permits and up to 2 permits that will provide certification for up to 2 interns at Laytonville Elementary School and 2 Provisional Internship permits.

Additionally, we are applying for 2 emergency CLAD permits.

Recommendation:

Approve the attached Declaration of Need

Attachments:

Declaration of Need



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- ☒ Original Declaration of Need for year: 2020/21
☐ Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Laytonville Unified School District District CDS Code: 73916

Name of County: Mendocino County CDS Code: 23

By submitting this annual declaration, the district is certifying the following:


- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 08 / 13 / 20 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2021.

Submitted by (Superintendent, Board Secretary, or Designee):

<u>Joan Potter</u>		<u>Superintendent</u>
<small>Name</small>	<small>Signature</small>	<small>Title</small>
<u>(707) 984-8223</u>	<u>(707) 984-6414</u>	<u>08/06/2020</u>
<small>Fax Number</small>	<small>Telephone Number</small>	<small>Date</small>

P.O. Box 868, Laytonville, CA 95454

Mailing Address

jvpotter@mcn.org

Email Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____ / ____ / ____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Signature	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax Number	Telephone Number	Date
<input type="text"/>		
Mailing Address		
<input type="text"/>		
E-Mail Address		

- This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	2
<input type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	
List target language(s) for bilingual authorization:	
<input type="text"/>	
<input type="checkbox"/> Resource Specialist	
<input type="checkbox"/> Teacher Librarian Services	
<input type="checkbox"/> Visiting Faculty Permit	

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	1
Single Subject	0
Special Education	1
TOTAL	2

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved intern program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? ☒ Yes ☐ No

If no, explain.

Does your agency participate in a Commission-approved college or university intern program? ☒ Yes ☐ No

If yes, how many interns do you expect to have this year?

2

If yes, list each college or university with which you participate in an intern program.

Dominican University, Sonoma State University, CalStateTEACH at CSU Monterey Bay

Alliance International University

If no, explain why you do not participate in an intern program.

BOARD ACTION ITEM K2

Board Meeting Date: August 13, 2020

Subject: Annual Statement of Need – 30-Day Substitute

From: Joan Potter, Superintendent

Explanation:

This statement of need must be filed at the school district office each school year when employing holders of Emergency 30-Day Substitute Permits.

The form must be completed annually, indicating that either no credentialed person is available or that those available are not deemed qualified for substitute teaching and details of the circumstances that necessitate the use of emergency permit holders rather than fully credentialed teachers.

Recommendation:

Approve the attached Annual Statement of Need

Attachments:

Annual Statement of Need

This form must be signed by either:

- ☒ The district superintendent of schools and filed at the school district office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a public school operated by a school district.

OR

- ☐ The county superintendent of schools and filed at the county superintendent of schools' office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a county-operated school.

Certification and Authorized Signature



The district superintendent of schools or the county superintendent of schools has reviewed the information contained in this statement of need and certifies one the following:

- ☐ Either a credentialed person is not available or one or more credentialed persons are available, but are not deemed qualified by the district or county, as applicable, to serve as a day-to-day substitute teacher.

OR

- ☐ The situation or circumstances that necessitate the use of an emergency permit holder are as follows: (Attach additional sheets, if necessary.)

I hereby certify that all of the information contained in this statement of need is true and correct.

	LAYTONVILLE UNIFIED	8/10/2020
<i>Signature of the District Superintendent</i>	<i>District</i>	<i>Date</i>
		
<i>Signature of the County Superintendent of Schools</i>	<i>County</i>	<i>Date</i>

It is not necessary to submit this form to the Commission on Teacher Credentialing.

BOARD ACTION ITEM K3

Board Meeting Date: August 13, 2020

Subject: Staff Development Plans for 2020/21

From: Joan Potter, Superintendent

Explanation:

Staff development days this year include:

August 19th, August 20th, 2020, and May 14^h 2021 for Certificated Staff and August 19th and 21st, 2019 for Classified Instructional Staff. (Other dates may be utilized and staff will receive supplemental pay for participating.)

Staff Development activities for 2020/2021 focus on Distance Learning strategies and other areas specific to the pandemic such as proper sanitizing techniques. The following areas from our most recent LCAP will be integral to our plans though the deliver model of working with students via the Internet will be the focus. Many staff members have already participated in a variety of trainings.

- Provide a variety of professional development opportunities for both classified and certificated staff including but not limited to: the use of math and ELA newly adopted curriculum, integrating curriculum, Socratic Seminar, NGSS, VPA, World Languages, use of the new social studies framework, ERWC and articulation, ELD strategies for access and use of technology
- Trauma Informed Practices
- Strategies for increasing attendance and student achievement
- Provide professional development for both classified and certificated staff with a focus on attaining common core curriculum
- Provide staff development for CTE teachers to integrate standards based curriculum into their programs
- Support for the implementation of a Multi-tiered System of Support/PBIS

Recommendation:

Approve the 2020/21 Staff Development Program

Attachments:

None

BOARD ACTION ITEM K4

Board Meeting Date: August 13, 2020

Subject: Revision of Resolution No. 583 for Classified Layoffs

From: Joan Potter, Superintendent

Explanation:

Days after we passed the resolution to layoff two 1.5 hour cafeteria helper positions, a state bill was passed prohibiting the payoff of food service transportation and custodial staff. For this reason I am recommending that we revise Resolution No. 583 to remove the layoff of the food service positions.

Recommendation:

Revise Resolution No 583 to reflect no reductions in food service staff.

Attachment:

Resolution No. 583

BEFORE THE BOARD OF TRUSTEES OF THE
LAYTONVILLE UNIFIED SCHOOL DISTRICT
MENDOCINO COUNTY, CALIFORNIA

REVISED

RESOLUTION NO. 583

In the Matter of the Elimination/Reduction)
of Certain Positions in the Classified)
Service and Directing Notification of)
Classified Employees)

WHEREAS, Laytonville Unified School District (“District”) maintains the following positions within the classified / management service:

1. Preschool Aftercare
2. ASES
3. Yard Supervisor
4. ~~Cafeteria Helper~~

WHEREAS, due to lack of work and/or lack of funds, the Board of Trustees of the District hereby finds that it will be necessary to reduce or eliminate certain services to the following extent:

1. **Preschool Aftercare** – Eliminate one (1) 2.0 hour/day position
2. **ASES Paraeducator** – Eliminate one (1) 3.2 hour/day position
3. **Yard Supervisor** –
 1. Eliminate one (1) 1 hour/day position
 2. Eliminate one (1) 1.4 hour/day position
 3. Eliminate one (1) 1.83 hour/day position
 4. Eliminate two (2) 0.50 hour/day positions
 5. Eliminate one (1) 1.5 hour/day position
4. ~~**Cafeteria Helper** –
 1. Eliminate two (2) 1.5 hour/day positions~~

NOW, THEREFORE, BE IT RESOLVED that, effective June 11, 2020, or 60 days after service of notice, whichever is later, the classified positions of the District shall be reduced or eliminated to the extent hereinabove set forth; and

BE IT FURTHER RESOLVED that the Superintendent, or designee, of this District is hereby authorized and directed to give notice of the reduction and/or elimination of the foregoing services to the appropriate classified employees of the District in accordance with applicable law; and

BE IT FURTHER RESOLVED that the Superintendent, or designee, is hereby authorized and directed to inform each such employee of his/her displacement rights, if any, and his/her rehire rights.

The foregoing Resolution was passed and adopted by the Board of Trustees of the Laytonville Unified School District on August 13, 2020, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

President, Board of Trustees

I, _____, Secretary/Clerk of the Board of Trustees, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees of the District at its meeting on August 13, 2020.

BOARD ACTION ITEM K5

Board Meeting Date: August 13, 2020
Subject: Resolution No. 591 for Classified Layoffs
From: Joan Potter, Superintendent

Explanation:

Due to Covid-19 and our Distance Learning Model, certain classified positions will not be necessary.

Recommendation:

Adopt Resolution No. 591 for Classified Layoffs

Attachments:

Resolution No. 591 for Classified Layoffs

BEFORE THE BOARD OF TRUSTEES OF THE
LAYTONVILLE UNIFIED SCHOOL DISTRICT
MENDOCINO COUNTY, CALIFORNIA

RESOLUTION NO. 591

In the Matter of the Elimination/Reduction)
of Certain Positions in the Classified)
Service and Directing Notification of)
Classified Employees)

WHEREAS, Laytonville Unified School District (“District”) maintains the following positions within the classified / management service:

1. Preschool Aftercare
2. Preschool Assistant

WHEREAS, due to lack of work and/or lack of funds, the Board of Trustees of the District hereby finds that it will be necessary to reduce or eliminate certain services to the following extent:

5. Preschool Assistant – Eliminate one (1) 3 hour/day positions
2. Preschool Aftercare – Eliminate one (1) 1 hour/day position

NOW, THEREFORE, BE IT RESOLVED that, effective June 11, 2020, or 60 days after service of notice, whichever is later, the classified positions of the District shall be reduced or eliminated to the extent hereinabove set forth; and

BE IT FURTHER RESOLVED that the Superintendent, or designee, of this District is hereby authorized and directed to give notice of the reduction and/or elimination of the foregoing services to the appropriate classified employees of the District in accordance with applicable law; and

BE IT FURTHER RESOLVED that the Superintendent, or designee, is hereby authorized and directed to inform each such employee of his/her displacement rights, if any, and his/her rehire rights.

The foregoing Resolution was passed and adopted by the Board of Trustees of the Laytonville Unified School District on August 13, 2020, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

President, Board of Trustees

I, _____, Secretary/Clerk of the Board of Trustees, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees of the District at its meeting on August 13, 2020.

BOARD ACTION ITEM K6

Board Meeting Date: August 13, 2020

Subject: Resolutions No. 592 & 593 for Honoring Retirees

From: Joan Potter, Superintendent

Explanation:

Two dedicated and loyal employees have retired from the District. Between the two of them, they have provided 54 years of educational service to our students. We will miss them.

Recommendation:

Adopt Resolution No. 592 & 593 for Honoring our Retirees

Attachments:

Resolution No. 592 and 593

BOARD DISCUSSION/ACTION ITEM L1

Board Meeting Date: August 13, 2020

Subject: District Goal Setting

From: Joan Potter, Superintendent

Explanation:

The goals of the district have taken on a new focus. Our overriding goal for the district is to support all staff, students and parents in providing a strong education that emphasizes safe and healthy practices for our students during these unprecedented times with the COVID-19 Pandemic. The District will continue to focus on the following goals while putting energy into Distance Learning and then the safe reopening of our schools.

Laytonville Unified School District Goals

- Basic Services. Recruit and retain caring, committed, exemplary, qualified, credentialed staff; provide standards aligned instructional materials, including technology, to support implementation for all students, while maintaining a clean and safe learning environment.
- Implementation of State Academic Standards. Provide high quality staff development for both classified and certificated staff in common core implementation with a focus on effective instructional strategies, ELD strategies, peer coaching, use of technology, and curriculum alignment.
- Parent Engagement. Provide a variety of venues to build strong connections between parents and their child's educational experience.
- Pupil Achievement. Provide support for all students to achieve proficiency of the Common Core standards ensuring that they are prepared to pursue any avenue of their choosing.
- Pupil Engagement and Course Access. Provide access to a broad course of study to all students inclusive of both College and Career pathways.
- School Climate. Provide social, emotional, and academic supports for all students in a safe environment in which our students can achieve the knowledge, skills and attitudes needed now and for the future.
- Other Pupil Outcomes. Provide a comprehensive program promoting health education and physical activity for all students in order to strengthen the link between student health and learning.

Recommendation:

Review the LUSD Goals for 2020-2021

BOARD DISCUSSION/ACTION ITEM L2

Board Meeting Date: August 13, 2020

Subject: Distance Learning Reopening Plans

From: Joan Potter, Superintendent

Explanation:

All LUSD schools will be opening on August 24, 2020 with a Distance Learning program. This plan is based upon the Governor's order regarding school districts who are within counties that are placed on the state Watch List. Though our county is not currently showing up on the state Watch List as of August 4, 2020, Dr. Doohan has advised county schools that our county data shows us as meeting the criteria for being placed on the Watch List and is therefore recommending that our schools open with a Distance Learning model.

In efforts to provide high quality learning for all of our students the state has defined what is required of all schools providing this model of learning. The instructional program will be very different than it was in the spring when we were mandated to close with little to no planning time. Teachers and staff have been working throughout the summer to develop methods and curriculum that will be effective and engaging for your students. All students will be scheduled to be online daily at specific times during the day to receive instruction from their teachers and to participate in activities where they will interact with their peers. Some independent activities will also be part of the instructional program and will take place during specified time periods. Each teacher will be creating a daily schedule for their classes that will outline the specific times and activities that the students must complete.

The district is responsible for ensuring that all students have access to the internet which is a huge challenge for us. We have purchased hot-spots, are looking at providing satellite Internet upgrades to families and purchasing many devices to be able to fully serve our students. We are looking for strategies to serve students who are not able to connect to the Internet from their homes including setting up centers on campus that conform to Public Health Guidelines.

The District is working with both unions to accommodate staff who have underlying issues and/or child care or other concerns that would prevent them from working on campus.

Breakfast and Lunch will be delivered daily to bus stops.

Delivery of instructional materials and or other needs will be provided by the transportation department.

Recommendation:

Approve the LUSD Distance Learning Reopening plan

Laytonville Unified School District COVID-19 Extending Learning

Plan August 24, 2020

Extended Learning will be offered to homeless/Foster youth, children of Essential Workers, and low-income students to a maximum of 12 individuals (including both students and adults) per classroom. Two classrooms will be operating the program between 8:00 am and 3:30 pm daily. Lunch, tutoring, physical activities, and enrichment activities will be included in the program. Students will complete their daily school work during this time as well. Masking and social distancing will be required of all, students and staff. Students will stay in the same stable group of students throughout the session.

Protocols to be followed by all schools in the district

- Classrooms will be set up to maintain social distancing.
- Students and staff will be required to wear face coverings while on campus.
- Hand Sanitizer will be available in all classes.
- Daily Health Screenings will be conducted for all participants
- Sinks with soap and water are available in classrooms and hand washing stations will be set up where sinks are not available.
- School staff will promote handwashing, facial coverings, and social distancing and educate students about the benefit of healthy hygiene practices while in and out of school.
- School Staff will be trained in the practices of enhanced sanitation, physical distancing, face coverings, screening practices, and symptom identification. Staff will use this information to educate students and families and to help keep a safe school environment.
- Bathrooms will be assigned for specific classrooms to use during the day to mitigate the use of centralized bathrooms. Custodial staff will clean and sanitize the bathrooms on an hourly schedule while students are present.
- Custodial staff will clean rooms at the end of every day, including the disinfection of frequently touched surfaces.
- Windows and doors will be open in the classrooms weather permitting to maximize air flow and ventilation while students are present. Staff will be encouraged to hold classes outside when possible.
- Designated spots will be marked on the ground outside of classrooms for students to wait to enter.
- Procedures for utilizing the office space and office staff will be revised to minimize contact
- Staff, Students and parents will be advised to only come to school if they are healthy and to report any symptoms immediately.
- The Food Service Director and cook will prepare individual meals for all free/reduced students and others who wishes to purchase. Food will be delivered to classrooms daily. Teachers will record who has eaten a school meal each day.

Transportation

- All students and drivers will be masked. Social Distance will be in place in school vehicles.

- **Food Service**

Breakfast and lunch will be provided for all students receiving Free and Reduced Lunch. Students will eat either outside in designated areas or in the classrooms with their stable groups.

BOARD DISCUSSION/ACTION ITEM L3

Board Meeting Date: August 13, 2020

Subject: Local Biennial Review of Conflict of Interest Code BP 2300

From: Joan Potter, Superintendent

Explanation:

Public Reform Act of 1974 (Government code Section 87306.5) requires the school district to review its conflict of interest code biennially prior to October 1.

After my review of the document I don't believe that any amendments are necessary to our current policy.

Recommendation:

Review the current BP 2300 for Conflict of Interest Code

Attachments:

BP 2300 and Appendix A

AdministrationConflict of Interest Code: Designated Personnel

Under provisions of this Code, designated employees shall file statements of economic interests. The following are designated employees because their positions involve the making or participating in the making of decisions which could affect private financial interests materially. The financial effect of a government decision is material if the decision will have a significant effect on a person's or business entity's real property or source of income in question. Any investments, interests in real property and sources of income held by the designated employee's spouse or dependent children must be reported as though held by the designated employee personally.

Consultants to this District hold designated positions under this Conflict of Interest Code and are required to comply with the disclosure requirements described below. The Board Members may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chairperson shall forward a copy of this determination to the Board Members. However, nothing herein will excuse any such consultant from any other provision of this Conflict of Interest Code.

DESIGNATED POSITIONS	DISCLOSURE CATEGORY
Members of the Board of Education	1, 2, 3
Superintendent	1, 2, 3
Elementary Principal	1, 2, 3
High School Principal	1, 2, 3
Business Manager	1, 2, 3
Athletic Director	1, 2, 3
Director of Food Services	1, 2, 3

Disclosure Categories

1. Investments in any business entity which, within the last two years, has contracted, or in the future foreseeably may contract with the District to provide services, supplies, materials, machinery or equipment. See Government Code Sections 82034, 87103, 87206.
2. Income from any source which, within the last 12 months, has contracted, or in the future foreseeably may contract with the District to provide services, supplies, materials, machinery or equipment to the District. See Government Code Sections 82030, 87103, 87207.
3. Interest in Real Property located in whole or in part either within the boundaries of the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property. See Government Code Sections 82033, 87103, 87206.

Legal Reference:

GOVERNMENT CODE:

1090	et. seq. Prohibitions applicable to specified officers
82028	Definitions "Gift"
82030	Definitions "Income"
82033	Definitions "Interest in real property"
82034	Definitions "Investment"
87100	et.seq. Conflicts of interest
87200	et. seq. Disclosure
87300	et.seq. Conflict of interest codes
91000	et. seq. Enforcement

Policy adopted: 1/11/1990
 Reviewed: 8/14/14, 8/11/16, 8/13/2020

LAYTONVILLE UNIFIED SCHOOL DISTRICT
 Laytonville California

BOARD DISCUSSION/ACTION ITEM L4

Board Meeting Date: August 13, 2020

Subject: Approval of Contracts Greater than \$10,000

From: Joan Potter, Superintendent

Explanation:

According to Board Policy 3312, Contracts exceeding \$10,000 need to have prior approval by the Governing Board. The following contracts are expected to exceed \$10,000:

1. Laytonville Elementary School Generator
 - a. Base Bid (\$17,638) + Alternate Addition (\$5,800) = \$23,438
 - b. Base Bid (\$12,235) + Alternates #1 Air Cooled (\$5,403) or Alternate #2 Liquid Cooled (11,203) = \$
2. Fort Bragg Electric - Water and Power feed to Continuation, Community Room and Weight Room after Old High School Demolition - \$16,953.73
3. Fort Bragg Electric - Laytonville High School Culinary Electrical
 - a. Inclusions #1-10 on proposal - \$8,650
4. Laytonville High School Culinary Plumbing – \$19,978
 - a. Inclusions #1-9 on proposal
5. Kajeet – 60 wireless hotspots - \$38,258.10

Recommendation:

1. Approve the Superintendent to enter into a contract with Fort Bragg Electric to purchase a Generator for Laytonville Elementary School no to exceed \$25,000
2. Approve the Superintendent to enter into a contract with Fort Bragg Electric to run electricity and water to the classrooms after OHS demolition
3. Approve the Superintendent to enter into a contract with Fort Bragg Electric/plumbing to Culinary Arts Electrical & Culinary Arts Plumbing not to exceed a total of \$40,000
4. Approve the Superintendent to purchase up to 100 wireless hotspots, not to exceed \$70,000 from Kajeet

Attachments:

Proposals from Fort Bragg Electric/Plumbing
Quote from Kajeet

BOARD DISCUSSION/ACTION ITEM L5

Board Meeting Date: August 13, 2020

Subject: Adoption of Revised Instructional Minutes for 2020/21

From: Joan Potter, Superintendent

Explanation:

Due to legislative changes as a result of the pandemic, California schools will continue to be required to provide 180 days of instruction per year. However, the minimum number of instructional minutes will be reduced, in an effort to offer teachers more flexibility during distance learning.

The typical minimum number of instructional minutes per day varies by grade: 200 for kindergarten, 280 for grades 1 to 3; 300 for grades 4 to 8 and 360 for high school. For the 2020-21 school year, the daily requirements will drop to 180 minutes for kindergarten, 230 for grades 1 to 3 and 240 for grades 4 to 12.

All Laytonville Unified School district schools will be providing the minimum daily instructional minutes requirements for 180 school days.

Recommendation:

Adopt the Revised Distance Learning Instructional Minutes for the 2020/21 School Year

BOARD DISCUSSION/ACTION ITEM L6

Board Meeting Date: August 13, 2020
Subject: Budget Revision
From: Joan Potter, Superintendent

Explanation:

Revisions in Revenues and Expenditures to the adopted 2020/2021 LUSD Budget

Since the board adopted the budget on June 25, 2020, the Governor signed the state budget. There are a few changes from the May Budget Revision. As a result of these changes, districts are required to share at a public meeting in August 2020, the effect of the revenue changes on the adopted budget.

The primary change from the May Revision is the restoration of LCFF revenues and the increase in cash deferrals.

- Restores 7.92% reduction to LCFF base grant amount (sets COLA at 0%, instead of using -10% proration factor after statutory COLA)
- Restores categorical program reductions
- Adds Learning Loss Mitigation
- Adjusts Special Education formula
- Expands deferrals of 2020-21 apportionments
- Eliminates triggers in revenue reductions
- Adds triggers to reduce deferrals if federal legislation to provide additional federal funds to the state is not enacted by September 1.

The highlights include: Projected negative COLA for 20/21, 21/22, 22/23 has been dropped to a 0% COLA. Funding will be based on what we received last year for the LCFF base grant with the exception of the funded ADA number. What this means is instead of a \$416,000 reduction in funding for 20/21 there will only be a \$77,000 reduction.

- \$24,500 projected reduction to categoricals has been restored.
- COVID-19 resources for LUSD projected to be: \$511,519. (The bulk of this funding is for Learning Loss mitigation and must be spent by 12/31/2020).
- For the Multiyear projection in 22/23 we now meet the 4% reserve required for economic uncertainty. We don't quite meet the 6% stabilization agreement but we come a lot closer at 5.1%.
- Deferrals to apportionments will be an ongoing concern for cash and will be monitored closely.
- Deficit spending will continue due to declining enrollment.

Recommendation:

Adopt the Budget Revision

Attachments

COVID-19 Resources for LEAs
Budget Revision

BOARD INFORMATION ITEM M1

Board Meeting Date: August 13, 2020

Subject: Summer School Report

From: Joan Potter, Superintendent

Explanation:

Summer School focused on Language Arts and Math and working with students on any Learning Loss, and or Special needs that may have occurred during the spring due to school closures. We had minimal participation of about ten students. The high school offered its program through Independent Study and focused on graduation requirements and credit recovery with a focus on catching students up who fell behind during the spring semester. Twenty-seven students were served at the high school. The summer school teachers, Konnie Hawkins, Natalia Moody, Stacey Patton and Suzie Dunham, deserve special recognition for their above and beyond efforts to help our students especially during these ever so challenging times.

BOARD INFORMATION ITEM M2

Board Meeting Date: August 13, 2020

Subject: Summer Maintenance Projects Report

From: Joan Potter, Superintendent

Explanation:

- Demolition of the Old High School- Our maintenance staff emptied out all five of the classrooms that were filled with furniture and miscellaneous items. The buildings were then torn down by the demolition company. Electrical, water and sewer lines needed to be rerouted to the Continuation room, the weight room and the Community room. Still to be completed is fencing to close off areas where we don't want students entering, some fascia boards where the walkway was torn off, and grading/fill/seeding/something for the area that was excavated prior to the rains coming.
- Ongoing maintenance of all fields, grounds and irrigation systems
- Reroofing of the bus barn a garden shed and the haz-mat shed. Sealing of roofing in areas around HVACs
- Deep cleaning and sanitizing of all rooms
- New flooring in the Maintenance Office
- Beginning remodel of Culinary Arts room

BOARD INFORMATION ITEM M3

Board Meeting Date: August 13, 2020

Subject: Superintendent's Goals

From: Joan Potter, Superintendent

Explanation:

My goals this year are focused on helping the District staff transition to Distance Learning and planning for the safe reopening of our schools. There are many facets to this challenge.

1. Staff Development focused on Distance Learning approaches
2. Internet Access-Working with families in developing the most effective ways for students to have access
3. Safe Cleaning Procedures- training staff and scheduling to implement COVID-19 cleaning procedures
4. Staff, Student and community morale is a challenge with the changes in working and learning conditions for all.
5. Curriculum and Instruction-working with staff to deliver high quality curriculum
6. Facilities
 - New classroom
 - CTE Remodel
 - Old High School
 - Various Projects
7. Negotiations-work with both unions to address changes due to COVID-19 regulations
8. **Financial Stability**

Work closely with the Business Manager in accessing COVID-19 funds and ensuring that our budget is fiscally sound
9. **Leadership**
 - Work with Site Principals in establishing strategies for improving attendance district wide.
 - Build on communication strategies and develop a plan for improving
 - Work closely with the Board in good governance practices and seek out training and conferences
 - Ensure ongoing communication with all board members in a timely manner
 - Work closely with both unions, site administrators, the Board and other district staff by modeling and providing support for attainment of our district goals will be central to my activities.