

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF AUGUST 13, 2020**

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

The Governing Board of the Laytonville Unified School District held a regular meeting in the Board Room on August 13, 2020. Board President Calvin Harwood called the meeting to order at 6:03 pm.

**ROLL CALL:**

Trustees Present: Calvin Harwood Meagen Hedley, Elina Agnoli, & Mat Paradis

Administrators Present: Joan Potter, Lorre Stange and Tim Henry

Student Representative: Wolfgang Peterson

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

**C. CLOSED SESSION AGENDA:**

**CS-1: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE** **CS-1**

**CS-2: CONFERENCE WITH LABOR NEGOTIATOR** **CS-2**

Name of Agency Negotiator: Superintendent

Name of organization representing employee: LVTA

**CS-3: CONFERENCE WITH LABOR NEGOTIATOR** **CS-3**

Name of Agency Negotiator: Superintendent

Name of organization representing employee: CSEA

**CS-4 CONSIDERATION OF INTER-DISTRICT TRANSFER REQUEST,** **CS-4**  
Student IDT 2020/21-A

**D. ANNOUNCEMENTS FROM CLOSED SESSION:** Board President Calvin Harwood announced that on Closed Session Item CS-4, Consideration of Inter-District Transfer Request, the Board unanimously voted to accept the transfer request for Student IDT 2020/21-A. No other action was taken in Closed Session.

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

**F. ACCEPTANCE OF AGENDA:**

- **Motion** to approve the Agenda by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 3-0 vote.

**G. CORRESPONDENCE:**

- 1) Letter from County Superintendent of Schools, Michelle Hutchins, Re: 4<sup>th</sup> Quarter Williams Report
- 2) Letter from WASC (Western Association of Schools and Colleges)

**H. PUBLIC INPUT: None**

## I. REPORTS AND COMMENTS:

### Superintendent's Report:

Mrs. Potter expressed how grateful she is to be working in this District in what is turning into the most challenging and stressful time of her career. So thankful to all of the staff for being so flexible, willing and hardworking.

The following reports were given:

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

## J. ACTION: CONSENT AGENDA

- **Motion** to accept the Consent Agenda by Elina Agnoli, seconded by Mat Paradis, unanimously approved with a 4-0 vote (Mat Paradis arrived after first vote).

## K. ACTION:

### K.1. Declaration of Need for Fully Qualified Teachers

- 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/High School and 2 Provisional Internship permits.
- Additionally, we are applying for 2 emergency CLAD permits.
- **Motion** to approve the Declaration of Need for Fully Qualified Educators by Elina Agnoli, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

### K.2. Annual Statement of Need – 30 Day Substitute

- 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.
- **Motion** to approve the attached Annual Statement of Need for 30 Day Substitute Permits by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

### K.2. Staff Development Plans for 2019/20

- Staff development days this year include:
  - August 19<sup>th</sup>, August 20<sup>th</sup>, 2020, and May 14<sup>th</sup> 2021 for Certificated Staff and
  - August 20<sup>th</sup> and 21<sup>st</sup>, 2020 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
- **Motion** to approve the 2020/21 Staff Development Plan by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

#### K.4. Revision of Resolution No. 583 for Classified Layoffs

- Days after we passed the resolution to layoff two 1.5 hour cafeteria helper positions, a state bill was passed prohibiting the layoff 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.
- **Motion** to revise Resolution No. 583 to reflect no reductions in food service staff by Mat Paradis, seconded by Elina Agnoli, unanimously approved with a 4-0 vote.

#### K.5. Resolution No. 591 for Classified Layoffs/Reductions

- Due to Covid-19 and our Distance Learning Model, certain classified positions will not be necessary.
- **Motion** to adopt Resolution No. 591 for Classified Layoffs by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

#### K.6. Resolutions No. 592 & 593 for Honoring Retirees

- 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.
- **Motion** to adopt Resolutions No. 592 & 593 for Honoring Retirees by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

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

#### L.1. District Goal Setting

- 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.
- **Motion** to approve the District Goals by Mat Paradis, seconded by Elina Agnoli, unanimously approved with a 4-0 vote.

## L.2. Distance Learning Reopening Plans

- 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.
- **Motion** to approve the LUSD Distance Learning Reopening Plan by Meagen Hedley, Seconded by Mat Paradis, unanimously approved with a 4-0 vote.

#### L.3. Local Biennial Review of Conflict of Interest Code BP 2300

- 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.
- **Motion** to adopt BP 2300 with no changes by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

#### L.4.Approval of Contracts Greater than \$10,000

- 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:
  - 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) = \$
    - **Motion** to Approve the Superintendent to enter into a contract with Fort Bragg Electric to purchase a Generator for Laytonville Elementary School not to exceed \$25,000 by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.
- Fort Bragg Electric - Water and Power feed to Continuation, Community Room and Weight Room after Old High School Demolition - \$16,953.73
  - **Motion** to Approve the Superintendent to enter into a contract with Fort Bragg Electric to run electricity and water to the classrooms after Old High School demolition by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote.
- Fort Bragg Electric - Laytonville High School Culinary Electrical a. Inclusions #1-10 on proposal - \$8,650
- Laytonville High School Culinary Plumbing – \$19,978 a. Inclusions #1-9 on proposal
  - **Motion** to 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 by Elina Agnoli, seconded by Mat Paradis, unanimously approved with a 4-0 vote.
- Kajeet – 60 wireless hotspots - \$38,258.10
  - **Motion** to Approve the Superintendent to purchase up to 100 wireless hotspots, not to exceed \$70,000 from Kajeet by Mat Paradis, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

#### L.5. Adoption of Revised Instructional Minutes for 2020/21

- 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.
- **Motion** to adopt the Revised Distance Learning Instructional Minutes for the 2020/21 School Year by Meagen Hedley, seconded by Elina Agnoli, unanimously approved with a 4-0 vote.

#### L.6. Adoption of Revised Budget

##### **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.
- **Motion** to adopt the Budget Revision by Mat Paradis, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

#### **M. INFORMATION ITEMS:**

##### **M.1. Summer School Report**

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.

#### M.2. Summer Maintenance Projects Report

- 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

#### M.3. Superintendent's Goals

- Mrs. Potter's 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.

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

**O. COMMENTS FROM THE BOARD:** Elina: Thank you to everyone for working so hard and coming up with this plan for distance learning. Lorre: Thank you to the Board, we appreciate all of you. Mat: Feeling reassured after this meeting. He was feeling uncertain about how this was all going to work but it sounds like the plan is in motion.

**P. ADJOURNMENT:**

**Motion** to adjourn the meeting by Meagen Hedley, seconded by Elina Agnoli, unanimously approved with a 4-0 vote. The meeting was adjourned at 8:02 P.M. The next regular meeting will be held on September 10, 2020.

Respectfully submitted,

Adopted as Final  
September 10, 2020

---

Joan Viada Potter  
Secretary to the Board

---

Calvin Harwood  
President of the Board



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**PERSONNEL ASSIGNMENT ORDER #2 2020/21**

September 10, 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 Resignation/Retirement</u>			
<u>Classified Termination</u>			
<u>Classified Layoff</u>			
<u>Coaching Positions</u>			



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**REVOLVING CASH FUND #2 2020/21**

September 10, 2020

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

NONE



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

September 10, 2020

**Checks Dated 08/06/2020 through 09/04/2020**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
794685	08/06/2020	ACCREDITING COMM FOR SCHOOLS	01-5800		1,070.00
794686	08/06/2020	CDW GOVERNMENT INC.	01-4300		407.98
794687	08/06/2020	EHLERT'S PETROLEUM MAINTENANCE	01-5800		127.50
794688	08/06/2020	TEAMTALK NETWORK	01-4300		1,156.68
794689	08/06/2020	LUCENT HEALTH	76-9514		2,644.69
794690	08/06/2020	MENDO MILL	01-4300		96.96
794691	08/06/2020	MENDOCINO COLLEGE	01-5800		529.00
794692	08/06/2020	PERMA-BOUND BOOKS	01-4100	577.83	
			01-4300	402.24	980.07
794693	08/06/2020	STAPLES CREDIT PLAN	01-4300		40.72
794694	08/06/2020	WYATT IRRIGATION CO.	01-4300		369.82
794985	08/13/2020	ARROW BENEFITS GROUP	69-5800		252.49
794986	08/13/2020	FORT BRAGG ELECTRIC INC.	40-6200		23,109.73
794987	08/13/2020	FRONTIER	01-5903		234.50
794988	08/13/2020	LAYTONVILLE WATER DISTRICT	01-5530		273.24
794989	08/13/2020	MENDES SUPPLY COMPANY	01-4300		416.75
794990	08/13/2020	PACIFIC GAS & ELECTRIC	01-5510		4,655.74
794991	08/13/2020	PARDINI APPLIANCE	01-4400		16,286.10
794992	08/13/2020	SOLID WASTE OF WILLITS	01-5540		952.78
794993	08/13/2020	XEROX CORPORATION	01-5600		32.46
795385	08/20/2020	BUSINESS CARD, BANK OF AMERICA	01-4300	164.68	
			01-4365	1,106.27	
			01-4400	990.21	
			01-5800	39.99	2,301.15
795386	08/20/2020	FRONTIER	01-5903	2,839.66	
			13-5903	52.91	2,892.57
795387	08/20/2020	GEIGER'S LONG VALLEY MARKET	01-4300		6.03
795388	08/20/2020	KAJEET INC	01-5901		46,208.70
795389	08/20/2020	LAYTONVILLE WATER DISTRICT	01-5530		1,540.68
795390	08/20/2020	MCGRAW-HILL	01-4100		4,391.09
795391	08/20/2020	ROUND TREE GLASS	01-5600		711.38
795392	08/20/2020	SCHOOL SPECIALTY	01-4300		290.95
795393	08/20/2020	VERIZON WIRELESS	01-5901		152.06
795394	08/20/2020	WILLITS UNIFIED SCHL DISTRICT	01-5800		55,399.25
795395	08/20/2020	XEROX CORPORATION	01-5600		510.74
795908	08/27/2020	CARBERRY, SUSAN A	01-4300		75.67
795909	08/27/2020	DUNHAM, SUZANNE	01-4300		307.17
795910	08/27/2020	ELLINGSON, HEATHER R	01-4300		68.00
795911	08/27/2020	STANGE, LORRE	01-4300		109.00
795912	08/27/2020	WATKINS, CASEY A	01-4300		30.35
795913	08/27/2020	AMAZON	01-4100	220.31	
			01-4300	4,602.54	4,822.85
795914	08/27/2020	ARROW BENEFITS GROUP	68-5600	156.25	
			69-5600	77.50	233.75

795915	08/27/2020	CLOVER STORNETTA FARMS INC.	13-4700	157.00
795916	08/27/2020	EHLERT'S PETROLEUM MAINTENANCE	01-5800	108.75
795917	08/27/2020	FORT BRAGG PLUMBING	14-6200	12,989.00
795918	08/27/2020	HEARTLAND SCHOOL SOLUTIONS	13-5800	1,303.00
795919	08/27/2020	INSTRUCTURE INC	01-5901	5,000.00
795920	08/27/2020	LIMINEX INC.	01-5800	3,845.25
795921	08/27/2020	LONG VALLEY LUMBER	01-4300	69.34
			01-4365	514.67
			14-4300	32.65
			40-4300	13.09
795922	08/27/2020	MENDES SUPPLY COMPANY	01-4300	629.75
795923	08/27/2020	MENDO MILL	01-4300	870.80
795924	08/27/2020	MIKE'S AUTOMOTIVE	01-4300	112.68
795925	08/27/2020	TCI	01-5600	670.11
795926	08/27/2020	VOYAGER SOPRIS LEARNING	01-4100	2,884.20
795927	08/27/2020	WEX BANK	01-4100	820.51
796360	08/27/2020	WEX BANK	01-4361	105.09
796360	09/03/2020	CRONE, JENNA C	01-4300	32.66
796361	09/03/2020	DEMARTINI, MICHAEL E	01-4300	281.71
796362	09/03/2020	FIRKS, JOSH C	01-5200	125.00
796363	09/03/2020	LYONS, TAMMY	01-5901	39.98
796364	09/03/2020	POTTER, JOAN V	01-4300	141.97
796365	09/03/2020	ACSA	01-5300	1,442.46
796366	09/03/2020	CLOVER STORNETTA FARMS INC.	13-4700	211.85
796367	09/03/2020	DEPT. OF SOCIAL SERVICES	12-5300	484.00
796368	09/03/2020	ELLISON EDUCATION	01-4300	60.37
796369	09/03/2020	LAYTONVILLE UNIFIED REVOLVING	01-4300	3,000.00
796370	09/03/2020	LAYTONVILLE WATER DISTRICT	01-5530	134.15
796371	09/03/2020	MENDES SUPPLY COMPANY	01-4300	1,814.46
796372	09/03/2020	ROSETTA STONE LTD	01-5800	5,750.00
796373	09/03/2020	SCHOLASTIC INC.	01-5800	24.98
796374	09/03/2020	STAPLES CREDIT PLAN	01-4300	542.75
796375	09/03/2020	SYSKO FD SCVS OF SAN FRANCISCO	13-4700	1,166.28
796376	09/03/2020	UKIAH PAPER SUPPLY	13-4300	283.86
796377	09/03/2020	XEROX CORPORATION	01-5600	32.46
Total Number of Checks			68	218,753.68

#### Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	57	175,819.38
12	CHILD DEVELOPMENT	1	484.00
13	CAFETERIA SPECIAL REVENUE FU	6	3,174.90
14	DEFERRED MAINTENANCE	2	13,021.65
40	SPECIAL RESERVE-CAPITAL OUTL	2	23,122.82
68	SELF-INSURANCE (dental)	1	156.25

#### Fund Recap

Fund	Description	Check Count	Expensed Amount
69	SELF-INSURANCE (vision)	2	329.99
76	WARRANT/PASS-THROUGH	1	2,644.69
Total Number of Checks		68	218,753.68
Less Unpaid Tax Liability			.00
Net (Check Amount)			218,753.68

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

September 10, 2020

See Attached





**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**BUDGET TRANSFERS**  
September 10, 2020

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



## BOARD ACTION ITEM K1

Board Meeting Date: September 10, 2020  
Subject: Resolution No. 594 for GANN Limit  
From: Joan Potter, Superintendent

---

### Explanation:

California voters approved Proposition 4, the Gann Initiative, in November of 1979. The purpose of the initiative is to place “limits on the growth of expenditures for publicly funded programs.”

Ed Code sections 1629 & 42132 specify that district governing boards must adopt a resolution that identifies the estimated appropriations limit for the current year and the actual appropriations limit for the preceding year.

### Recommendation:

Adopt Resolution No. 594 for the GANN Limit

### Attachments:

Resolution No. 594 for GANN Limit  
Form GANN  
Letter from the State Department of Finance

**RESOLUTION 594 FOR ADOPTING THE “GANN” LIMIT**

*With Increase to Limit pursuant to G.C. 7902.1*

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called “Gann Limits,” for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2019/20 fiscal year and a projected Gann Limit for the 2020-21 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law; and,

WHEREAS, Government Code Section 7902.1 provides that school districts may increase their Gann Limits under specified circumstances;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2019-20 and 2020-21 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this board does provide public notice that the attached calculations and documentation of the Gann Limits for the 2019-20 and 2020-21 fiscal years include an increase of \$134,537.63 to the 2018-19 Gann Limit pursuant to the provisions of Government Code Section 7902.1;

AND BE IT FURTHER RESOLVED that the Superintendent notifies the Director of the State Department of Finance of the increase to the 2019-20 Gann Limit;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2019-20 and 2020-21 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

---

Superintendent, Secretary to the Board

---

Calvin Harwood, Board President

---

Date

---

Date

Adopted: September 10, 2020

## BOARD DISCUSSION/ACTION ITEM L1

Board Meeting Date: September 10, 2020

Subject: PUBLIC HEARING: Notification of Compliance with EC 60119  
(Instructional Materials) for 2020/21

From: Joan Potter, Superintendent

---

### Explanation:

The Board must conduct a Public Hearing per EC Section 60119 to encourage participation by parents, teachers, bargaining unit leaders and members of the community interested in the affairs of the schools regarding the sufficiency of textbooks or instructional materials, or both, in each subject consistent with the content and cycles of the curriculum frameworks adopted by the state, and shall make a determination that funds designated for instructional materials have been expended for that purpose. Governing Boards that have met the requirements of EC 60119 and have also certified compliance with the IMFRP requirements regarding provision of adopted standards-aligned instructional materials for all students (EC 60411) may spend 100% of any remaining IMFRP funds from that year's allocation for other approved purposes. A Public Hearing Notice regarding this topic has been posted for 10 days.

EC 60119 specifies there must be sufficient materials in the following subject areas:

- ☐ English /Language Arts (including an English language development component)
- ☐ Mathematics
- ☐ History/Social Science
- ☐ Science

We have sufficient texts and instructional materials and they are listed on the Core Curriculum Adopted Textbook Matrix. The Board must also determine whether pupils enrolled in foreign language or health courses have sufficient textbooks or instructional materials, and that laboratory science classes have been provided with sufficient science equipment for courses in grades 9-12. The principals will report on the status of instructional materials in the specified subject areas.

### Recommendation:

Declare a Public Hearing to encourage participation by members of the school and community at large regarding sufficiency of textbooks and instructional materials for the 2020/21 school year.

### Attachments:

EC 60119  
Core Curriculum Adopted Textbook Matrix

## **EC 60119 - Pupil Textbook and Instructional Materials Incentive Program;**

### **Eligibility for funds**

(a) In order to be eligible to receive funds available for the purposes of this article, the governing board of a school district shall take the following actions:

(1) (A) The governing board shall hold a public hearing or hearings at which the governing board shall encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders, and shall make a determination, through a resolution, as to whether each pupil in each school in the district has sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted pursuant to Section 60605 in each of the following subjects, as appropriate, that are consistent with the content and cycles of the curriculum framework adopted by the state board:

- (i) Mathematics.
- (ii) Science.
- (iii) History-social science.
- (iv) English/language arts, including the English language development component of an adopted program.

(B) The public hearing shall take place on or before the end of the eighth week from the first day pupils attend school for that year. A school district that operates schools on a multi-track, year-round calendar shall hold the hearing on or before the end of the eighth week from the first day pupils attend school for that year on any tracks that begin a school year in August or September.

(C) As part of the hearing required pursuant to this section, the governing board shall also make a written determination as to whether each pupil enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the curriculum frameworks adopted by the state board for those subjects. The governing board shall also determine the availability of laboratory science equipment as applicable to science laboratory courses offered in grades 9 to 12, inclusive. The provision of the textbooks, instructional materials, or science equipment specified in this subparagraph is not a condition of receipt of funds provided by this subdivision.

(2) (A) If the governing board determines that there are insufficient textbooks or instructional materials, or both, the governing board shall provide information to classroom teachers and to the public setting forth, in the resolution, for each school in which an insufficiency exists, the percentage of pupils who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each pupil does not have sufficient textbooks or instructional materials, or both, and take any action, except an action that would require reimbursement by the Commission on State Mandates, to ensure that each pupil has sufficient textbooks or instructional materials, or both, within two months of the beginning of the school year in which the determination is made.

(B) In carrying out subparagraph (A), the governing board may use money in any of the following funds:

- (i) Any funds available for textbooks or instructional materials, or both, from categorical programs, including any funds allocated to school districts that have been appropriated in the annual Budget Act.
- (ii) Any funds of the school district that are in excess of the amount available for each pupil during the prior fiscal year to purchase textbooks or instructional materials, or both.
- (iii) Any other funds available to the school district for textbooks or instructional materials, or both.

**(b)** The governing board shall provide 10 days' notice of the public hearing or hearings set forth in subdivision (a). The notice shall contain the time, place, and purpose of the hearing and shall be posted in three public places in the school district. The hearing shall be held at a time that will encourage the attendance of teachers and parents and guardians of pupils who attend the schools in the district and shall not take place during or immediately following school hours.

**(c)** (1) For purposes of this section, "sufficient textbooks or instructional materials" means that each pupil, including English learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home. This paragraph does not require two sets of textbooks or instructional materials for each pupil.

(2) Sufficient textbooks or instructional materials as defined in paragraph (1), does not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage.

**(d)** Except for purposes of Section 60252, governing boards of school districts that receive funds for instructional materials from any state source, are subject to the requirements of this section only in a fiscal year in which the Superintendent determines that the base revenue limit for each school district will increase by at least 1 percent per unit of average daily attendance from the prior fiscal year.

(Amended by Stats. 2006, Ch. 704, Sec. 8.)

Reference:

Education Code 60252 Education Code 60605

**LUSD K-8**  
**Core Curriculum Adopted Textbook Matrix**

Subject	Grade	Publisher	Series	State Adopt Date	LUSD Adopt Date	Implementation Date
English/Lang. Arts	K-6	Houghton- Mifflin	Legacy of Literacy	2002/ 2005 rev.	Jun-02	Sep-02
English/Lang. Arts	7-8	McGraw-Hill	Study Sync	2015	2015	Oct-16
English/Lang. Arts	K-6	McGraw Hill	Wonders	2015	Jun-16	Aug-16
English/Lang. Arts	7-8	Holt, Rinehart and Winston	Literature and Language Arts	2002/ 2005 rev.	Jun-02	Sep-02
Lang. Intervention Prog.	4-12	Voyager Sopris West	LANGUAGE! Live CA	2015	Mar-19	Apr-19
Mathematics	K-6	Scott Foresman	enVision Math	2008	May-08	Sep-08
Mathematics	K-5	McGraw Hill	My Math Curriculum	2014	Jun-15	Aug-15
Mathematics	7-8	Center of Mathematics and Teaching	Mathlinks	2013	Sep-14	Sep-14
Mathematics	6-8	McGraw Hill	California Math	2015	Sep-15	Sep-15
Mathematics	6-8	CPM	Core Connections Courses 1-3	2014	Jun-20	Aug-20
Algebra		McDougal Littell	CA Algebra	2008	May-08	Sep-08
Science	K-6	McMillan- McGraw Hill	California Science	2008	Jun-08	Sep-08
Science	7-8	Holt	Calif. Life Science (7th); Calif. Physical Science (8th)	2008	Jun-08	Sep-08
Science	6-8	KnowAtom	Science, Engineering, and Technology Curriculum	2015	Sep-15	Sep-15
Science	K-5	KnowAtom	Next Generation Science Standards	2016	Jun-17	Aug-17
Social Studies	K-5	Houghton- Mifflin	History- Social Science California Series	2005	Mar-07	Aug-07
Social Studies	6-8	Teachers' Curriculum Institute	History Alive! The Ancient World (6), History Alive! The Medieval World (7), History Alive! The U.S. Through Industrialism	2005	Mar-07	Aug-07
Social Studies	K-8	Teachers' Curriculum Institute	Me and My World(K), My School and Family(1st), My Community(2nd), CA Communities(3rd), CA Promise(4th), America's Past (5th), Ancient World (6th), Medieval World and Beyond(7th), U.S. Through Industrialism(8th)	2017	Apr-20	Aug-20



### Core Curriculum Adopted Textbook Matrix

Subject	Grade	Publisher	Series	LUSD Adopt. Date	Implementation Date
Algebra I		McDougal Littell	CA Algebra	5/2008	9/2008
Algebra II	10-12	McDougal Littell	Algebra & Trigonometry, Structure & Method	4/2003	9/2003
Calculus	11-12	McGraw Hill	Calculus With Analytic Geometry	4/2003	9/2003
English 9-12	9-12	Glencoe	Literature The Reader's Choice Grade 9; Literature The Reader's Choice Grade 10; Literature The Reader's Choice, Grades 11-12	11/2004	9/2004
Geometry	9-12	Glencoe	Geometry – Integration, Applications, Connections	4/2003	9/2003
Integrated Science	9-12	It's About Time, Herff- Jones	Integrated Coordinated Science for the 21st Century	11/2004	11/2004
Trigonometry	11-12	Houghton- Mifflin	Algebra and Trigonometry	4/2003	9/2003
Biology	9-12	Pearson Prentice Hall	Biology	1/2007	1/2007
Chemistry	10-12	Pearson Prentice Hall	Chemistry – California	1/2007	1/2007
Chemistry	10-12	SAVVAS	Chemistry 2017– California	6/2020	8/2020
Economics	11-12	EMC Publishing	Economics – New Ways of Thinking	1/2007	1/2007
US History	11	McGraw Hill Glencoe	American Odyssey – the 20th Century and Beyond	1/2007	1/2007
World History	10	Pearson Prentice Hall	World History – Connections to Today	1/2007	1/2007
Earth Science	9-12	Pearson Prentice Hall	Earth Science	6/2007	9/2007
Consumer Math	9-12	Glencoe	Mathematics, with Business Applications	8/2007	9/2007
World History	10	McDougal- Littell	Modern World History Patterns of Interaction	9/2009	8/2010
American Government	12	EMC Publishing	American Government Citizenship & Power	8/2009	9/2009
AP American Government	12	Pearson	Government in America Fifteenth Edition	8/2011	8/2011
Physics	10-12	Addison- Wesley	The High School Physics Program, Conceptual Physics 2nd edition	1/2007	1/2007
Environmental Science	10-12	Miller/ Spoolman	Living in the Environment, 17th Edition	11/2012	11/2012
Algebra	9-12	CPM	Core Connections Algebra	6/2020	8/2020
Algebra 2	11-12	CPM	Core Connections Integrated III	10/2015	11/2015
Emergency Response	9-12	Pearson	EMR Complete	6/2020	8/2020

**LUSD K-8  
Supplemental Materials**

<b>Subject</b>	<b>Grade</b>	<b>Publisher</b>	<b>Series</b>	<b>State Adoption</b>	<b>LUSD Adoption</b>	<b>Implementation</b>
Mathematics	6	Center of Mathematics and Teaching	6 <sup>th</sup> Grade Supplemental Materials	2013	Sep-14	Sep-14
Mathematics	7	Center of Mathematics and Teaching	7 <sup>th</sup> Grade Supplemental Materials	2013	Sep-14	Sep-14
Mathematics	K-5	My Math Curriculum-McGraw Hill	K-5 Supplemental Materials	2014	Jun-15	Aug-15
Mathematics	6-8	CPM	6-8 Supplemental Materials	2015	Jun-20	Aug-20
Mathematics	6-8	California Math-McGraw Hill	6-8 Supplemental Materials	2015	Sep-15	Sep-15

## BOARD DISCUSSION/ACTION ITEM L2

Board Meeting Date: September 10, 2020

Subject: Resolution No. 595 for Compliance with EC 60119 for the 2019/20 School Year and Certification of Provisions of Standards-Aligned Instructional Materials

From: Joan Potter, Superintendent

---

### Explanation:

The Board has been provided a copy of EC 60119, and the Textbook Matrix and held a Public Hearing to determine the sufficiency of textbooks and instructional materials in specified subject areas consistent with the content and cycles of the curriculum frameworks adopted by the state.

If the Board has determined that there are sufficient materials as prescribed by law in all the subject areas listed in EC 60119, and that the textbook adoptions follow the state cycles, then Resolution No. 571 can indicate the Board's findings and state that we are in compliance with EC 60119.

### Recommendation:

Adopt Resolution No. 595 for Certification of Provisions of Standards-Aligned Instructional Materials

### Attachments:

Resolution No. 595 for Certification of Provisions of Standards-Aligned Instructional Materials

**RESOLUTION NO. 595**  
**SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

**Whereas,** the local governing board of the Laytonville Unified School District, pursuant to Education Code § 60119, held a public hearing on September 10, 2020 to provide the public and board of education detailed information regarding the sufficiency of textbooks and instructional materials for all students; and

**Whereas,** the public hearing was held within eight weeks of the opening of school and did not take place during or immediately after school hours; and

**Whereas,** the local governing board provided at least ten (10) days notice of the public hearing posted in at least three (3) public places within the district that stated the time, place and purpose of the hearing; and

**Whereas,** the local governing board encouraged participation by parents, teachers, members of the community and bargaining unit leaders in the public hearing; and

**Whereas,** information provided at the public hearing and to the local governing board at the public meeting detailed that sufficient textbooks and instructional materials in all subjects and core areas consistent with the cycles and content of the curriculum frameworks were provided to all students, including English learners, in the classrooms operated by the Laytonville Unified School District; and

**Whereas,** the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home; and

**Whereas,** sufficient textbooks and instructional materials as listed on the attached Adopted Textbook Matrix were provided to each student, including English learners, in mathematics, science, history-social science, and English/language arts, including the English language development component of an adopted program, that are aligned to the academic content standards and are consistent with the cycles and content of the curriculum frameworks; and

**Whereas,** sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes and sufficient laboratory science equipment was available for science laboratory classes offered in grades 9-12;

**Now Therefore Be It Resolved,** by the Laytonville Unified Board of Education, that for the 2020/21 school year, the Laytonville Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycle and content of the curriculum frameworks.

## LAYTONVILLE UNIFIED SCHOOL DISTRICT

### Certification of Provision of Standards-Aligned Instructional Materials

The Governing Board of the Laytonville Unified School District hereby certifies that as of this date, September 10, 2020, each pupil in the district, in kindergarten through grade twelve, has been provided with a standards-aligned textbook or basic instructional materials in each of the following areas:

- ☐ History/Social Science
- ☐ Mathematics
- ☐ Reading/Language Arts
- ☐ Science

**By Order of the Laytonville Unified School District Board of Education**

Dated September 10, 2020

---

Joan Viada Potter, Secretary to the Board  
Superintendent, Laytonville USD

---

Calvin Harwood, Board President  
Laytonville USD Board of Education



## BOARD DISCUSSION/ACTION ITEM L3

Board Meeting Date: September 10, 2020

Subject: PUBLIC HEARING: Learning Continuity and Attendance Plan

From: Joan Potter, Superintendent

---

### Explanation:

“The Learning Continuity and Attendance Plan (Learning Continuity Plan) is a key part of the overall budget package for K-12 that seeks to address funding stability for schools while providing information at the local educational agency (LEA) level for how student learning continuity will be addressed during the COVID-19 crisis in the 2020–21 school year. The provisions for the plan were approved by the Governor and Legislature in June in SB 98 and can be found in *EC* Section 43509.

The Learning Continuity Plan is intended to balance the needs of all stakeholders, including educators, parents, students and community members, while both streamlining engagement and condensing several preexisting plans. In particular, it was important to combine (1) the intent behind Executive Order N-56-20, published in April 2020, which envisioned an off cycle Local Control and Accountability Plan (LCAP) due December 15th, and (2) the ongoing need for LEAs to formally plan to return to school in the midst of the uncertainty and of COVID-19, without requiring two plans. The Learning Continuity Plan replaces the LCAP for the 2020–21 school year.

The Learning Continuity Plan adoption timeline of September 30, 2020 is intended to ensure the Learning Continuity Plan is completed in the beginning of the 2020–21 school year. Additionally, the timeline is intended to allow for communication of decisions that will guide how instruction will occur during the 2020–21 school year. This includes in-person instruction, according to health guidance, and distance learning, while providing critical opportunities for stakeholder engagement.

The Learning Continuity Plan template memorializes the planning process already underway for the 2020–21 school year and includes descriptions of the following: addressing gaps in learning; conducting meaningful stakeholder engagement; maintaining transparency; addressing the needs of unduplicated pupils, students with unique needs, and students experiencing homelessness; providing access to necessary devices and connectivity for distance learning; providing resources and supports to address student and staff mental health and social emotional well-being; and continuing to provide school meals for students.”

<https://www.cde.ca.gov/re/lc/learningcontattendplan.asp>

### Recommendation:

Conduct a Public Hearing

### Attachments:

Learning Continuity and Attendance Plan





## **BOARD DISCUSSION/ACTION ITEM L4**

Board Meeting Date: September 10, 2020

Subject: Approval of 2019/20 Unaudited Actuals

From: Joan Potter, Superintendent

---

Explanation:

The Business Manager will share the Unaudited Actuals for 2019/2020

Recommendation:

Approve the Unaudited Actuals for 2019/20

Attachments:

Unaudited Actuals for 2019/20



## BOARD INFORMATION ITEM M1

Board Meeting Date: September 10, 2020

Subject: Opening Enrollments

From: Joan Potter, Superintendent

---

Explanation:

Opening enrollments remain similar to 2019/2020

<b>Enrollment</b>	<b>09</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
*K-8, ISOP	258	259	268	274	286	280	278	270	271	247	237	241
LHS, ISOP	132	129	126	131	125	119	119	120	110	109	126	124
Continuation High	3	2	2	2	2	1	1	1	0	0	0	0
Com. Day School	6	6	9	0	0	0	0	0	0	0	0	0
<b>District Totals</b>	<b>399</b>	<b>396</b>	<b>405</b>	<b>407</b>	<b>413</b>	<b>400</b>	<b>398</b>	<b>391</b>	<b>381</b>	<b>356</b>	<b>363</b>	<b>365</b>

\*Note: K-8 includes Spy Rock (6).