



February 10, 2021

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

Subject: County Office Review of the 2020-21 First Interim Report

Dear Superintendent and Members of the Board:

We have reviewed the 2020-21 First Interim Report of the Laytonville Unified School District, in accordance with Education Code Section 42130, to determine if it complies with the criteria and standards adopted by the State Board of Education pursuant to EC Section 33127. AB1200 and AB2756 charge County Offices of Education with certain fiscal oversight of school districts, and in order to comply, MCOE must assure that expenditures will not exceed available reserves and that all budget documents are complete and accurate. Any technical corrections to the budget that come to our attention during our review will be directed to your district's Business Manager.

Based on our review and analysis, we believe that the first interim report approved by the district's governing board on December 14, 2020 reflects the financial status of the district and is consistent with the state's criteria and standards. Thus, we concur with the positive certification.

2021-22 Proposed Budget

In January, Governor Newsom released the first look at his proposed budget for 2021-22. Benefitting from stronger-than-expected revenue growth, the Governor proposes an increase in school funding and includes emergency grants to reopen schools. The focus is toward safely opening schools, mitigating learning loss through accelerated and extended learning, increased mental health services, early childhood initiatives, and educator investment.

The Governor's budget proposes a 3.84% compounded COLA for 2021-22 (1.5% statutory COLA, and 2.34% "catch up" COLA) applied to LCFF base grants, with various other programs receiving just the 1.5% statutory rate. 2020-21 funding deferrals, roughly \$13 billion, will continue as planned, while the budget proposes to eliminate the 2021-22 funding deferrals.

Issues left with no solution include, COVID-19 liability coverage for schools, hold harmless for schools experiencing a decline in their Unduplicated Pupil Percentage (UPP), additional STRS/PERS employer rate reductions, and more discretionary funding not tied to restrictive programs.

All in all, the proposed budget provides many positives for schools. However, the January proposal is just the starting point. The proposed plan now goes before Legislators to review, dissect and debate.

Returning to your first interim budget report, your district's fiscal crisis indicators include the following risk factors:

All in all, the proposed budget provides many positives for schools. However, the January proposal is just the starting point. The proposed plan now goes before Legislators to review, dissect and debate.

Returning to your first interim budget report, your district's fiscal crisis indicators include the following risk factors:

- **Deficit Spending and Reserves:** Unrestricted deficit spending is projected to total **\$910,075** over the Multi-Year Projection (MYP) period, spending down 38% of reserves. The unrestricted ending fund balance decreases from \$2.4 million at the beginning of 2020-21 to \$1.5 million at the end of June 2023.

Laytonville Unified School District
March 4, 2021

CORRESPONDENCE

In each year of the MYP the district maintains the state required 4% Reserve for Economic Uncertainty (REU), plus an additional 6% Stabilization Agreement (SA). The California Department of Education and the Government Finance Officers Association recommend that a district maintain reserves at a minimum of two months of general fund expenditures. To meet the two-month recommendation, LUSD would need to have 16.7% in reserve, or roughly \$966,100. Between the REU, SA and unappropriated balances, the district meets this recommendation.

While we commend LUSD for its diligence in maintaining healthy reserves, we note that should the district maintain its current level of deficit spending in tandem with declining enrollment, reserves will erode in order to meet ongoing expenditures. If at any point, it appears that the district will not be able to sustain a positive fiscal status, the district will be required to provide a board approved spending reduction plan.

- **Declining Enrollment and ADA:** As you know, with no equitable way to take attendance in 2020-21, schools are being “held harmless” to reported 2019-20 ADA levels in an effort to provide some stability to funding this year. One of the provisions of LCFF, provides for districts to be funded at the higher of current or prior year. Meaning that with the hold harmless provision in 2020-21, schools in declining enrollment will experience a sharp decline in LCFF funding in 2022-23. This is the case for LUSD:

	Enrollment	ADA	
2019-20	372.00	337.37	<i>actual</i>
2020-21	360.00	337.37	<i>PY "hold harmless"</i>
2021-22	355.00	326.00	<i>est: funded at "higher of current or PY"</i>
2022-23	349.00	320.00	<i>est: funded at "higher of current or PY"</i>

2020-21 enrollment declined 3.2%, with projected declines in future years of 1.3% and 1.7% in each respective year. Because of both the current year “hold harmless” and the “higher of current or prior year” provisions, LCFF will be funded at 337.37 ADA in 2020-21 and 2021-22, and in 2022-23 funding is projected to decrease in tandem with a 3.4% decline in ADA.

The district must monitor enrollment and ADA projections, and align staffing and services with student counts and budget projections.

Budget Overview for Parents

Along with the approval of the first interim budget report, districts were required to present and approve the Budget Overview for Parents (BOP), which was to align with the district’s Learning Continuity Plan (LCP) and the 2019-20 LCAP Annual Update. While COE’s are not required to approve the BOP, we did review and confirm that the BOP reasonably aligns with the LCP and the 2019-20 LCAP Annual Update.

We remind districts that both the LCP and BOP must be prominently displayed on the homepage of the district’s website, along with the LCAP Federal Addendum.

The Second Interim Budget Report is due to our office no later than March 15. As we begin planning for the 2021-22 budget, we want to remind districts that 2021-22 will be the first year in a new three-year Local Control and Accountability Plan (LCAP). All districts are required to prepare an Annual Update for the 2019-20 LCAP and the 2020-21 LCP, in addition to developing a new three-year plan.

We continue to support you in your efforts to maintain the fiscal health of your school district. As always, we recommend fiscal prudence, preferring to err on the side of conservatism. We encourage all districts to plan carefully, paying close attention to their multi-year projections and the fiscal impact of today’s decisions on future budgets.

Please let us know if you have any questions or comments. I can be reached at (707) 467-5043; and Becky Jeffries is at (707) 467-5034.

Sincerely,



Meg Karlikole
Director, External Fiscal Services

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

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF FEBRUARY 4, 2021**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a regular meeting via Zoom on February 4, 2021. Board President Calvin Harwood called the meeting to order at 5:04 p.m.

ROLL CALL:

Trustees Present: Calvin Harwood, Meagen Hedley, Mat Paradis, and Elina Agnoli (Gamble-absent)

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 CONFERENCE WITH LABOR NEGOTIATOR CS-1

Name of Agency Negotiator: Superintendent

Name of Organization representing employee: LVTA

CS-2 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE CS-2

(No additional information required)

(Adjourned to Closed Session at 5:05 pm)

(Meeting called back to order at 5:39 pm)

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that no action was taken during 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 Meagen Hedley, 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 discussing the power/internet outage that caused LUSD to close schools from January 27th-29th. Later on in the meeting there is a J13A Waiver needing approval for closing school on those days. No real damage was done to the school during the snow storm, aside from the fire alarm at the high school malfunctioning. In terms of the building project, even with the rain and snow they are making great progress on the new classroom. Framing for the foundation is up and they are working on getting the plumbing and electrical done and should be pouring the foundation in the next few weeks. Next, Mrs. Potter shared that the results from the property title search that was done for the property that was gifted to LUSD came back clear. However, there is a conflict with the Ten Mile Road Association wanting to build a bridge over Laytonville Unified School District

CONSENT AGENDA

March 4, 2021

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Ten Mile Creek. The problem is that the location for the bridge is located on the property that was gifted to LUSD. Our intentions are to sell the property as soon as everything is finalized, but there is a timeline for the grant that they need to build the bridge and part of that includes the sign off of the property owner. Hoping to have final information at the next Board meeting to make a decision. Lastly, all California schools are now working on reopening plans starting with Kindergarten through 6th grade. The guidelines have changed since our reopening plan in August so now we need to look at what bringing students on campus is going to look like. Mrs. Potter is hoping to meet with the District Advisory Committee as well as staff members to put together a plan for reopening K-6. Parent surveys are being sent out to get a sense of who is wanting their children to come back to school in person and who wants to continue distance learning for the time being.

The following reports were given:

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

K.1. Students of the Month

- Mr. Henry and Ms. Stange presented the January Students of the Month for Laytonville High School and Laytonville Middle School and had them introduce their families.
- **Motion** to recognize James Morrow and Hailey Musgrave as the Students of the Month for January by Mat Paradis, Seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

K.2. Revision of BP, AR & E 1312.3 for Uniform Complaint Procedures and AR 1312.4 for Williams Uniform Complaint Procedures, First Reading/Approval

- Changes in required language and information in BP, AR & E 1312.3 and AR 1312.4 necessitate updating our current policies.
- **Motion** to approve changes as presented by Elina Agnoli, Seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

K.3. Approval of Comprehensive School Safety Plan

- The board conducted a hearing during the January 14, 2021 Board meeting. Since that time site councils, DAC and staff have also reviewed the plan. The Plan includes updates related to all input.
- **Motion** to approve the 2020-2021 Comprehensive School Safety Plan by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

L. DISCUSSION / ACTION:

L.1. Waiver Request for Employing Teachers who are not Fully Credentialed

- The school district has certified that it has made reasonable efforts to recruit fully prepared teachers for all teaching assignments. Despite our efforts, it is necessary to employ candidates

who qualify to participate in approved internship programs in our region and/or individuals who are scheduled to complete initial preparation requirements within six months. The following individuals will be employed on the basis of a credential waiver.

- Madeline Keller 1 FTE Graphic Arts Teacher (CTE) Grades 9-12 PIP Waiver
- Justice Rogers 1 FTE Resource Specialist Teacher Grades 9-12 PIP Waiver
- **Motion** to approve employing Madeline Keller on the basis of a credential waiver by Elina Agnoli, Seconded by Mat Paradis, unanimously approved with a 4-0 vote.
- **Motion** to approve employing Justice Rogers on the basis of a credential waiver by Elina Agnoli, Seconded by Mat Paradis, unanimously approved with a 4-0 vote.

L.2. Revision of Board Policy & Administrative Regulation 6020 for Title I Parent Involvement Policies, First Reading

- Our Board Policy and Administrative Regulations 6020 require that Title I schools have parent involvement policies and procedures that participating parents and school staff agree to abide by. Board Policy and Administrative Regulation 6020 were recently revised by CSBA with minor changes. Attached is the District's current BP and AR 6020 and the revised policies from CSBA.
 - LES Site Council proposed a "summary" be sent to parents that highlights key points as it is a lengthy document

L.3. Middle School Book Adoption Review

- Ms. Kinsey and Ms. Miles would like to add *Howl's Moving Castle* and *The One and Only Ivan* to the Middle Grades literature book curriculum.
- **Motion** to adopt *Howl's Moving Castle* and *The One and Only Ivan* for the Middle Grades curriculum by Mat Paradis, seconded by Wolfgang Peterson, unanimously approved with a 4-0 vote.

L.4. PUBLIC HEARING: Notice of Compliance with Govt. Code Section 3547-Collective Bargaining re: the 2020-2023 LVTA successor contract, including LUSD and LVTA Initial Proposals

- Government Code Section 3547 requires that initial proposals for collective bargaining agreements be sunshined at a public hearing. The District's Initial Proposals and the Long Valley Teacher's Associations Initial Proposals for the 2020-2023 LVTA successor contract are listed below.
- The Notice of Public Hearing has been posted for 10 days and the initial proposals have been available for review at the district office. The public is invited to comment on the proposals.
- Conduct the Public Hearing
- No input was given
- Public Hearing was Closed

L.5. Audit Certification: 2019/20 Financial Report and Audit

- The audit presents an examination of the district's books and operating procedures. The auditor's letter to the Board regarding internal control and compliance over financial reporting notes no reportable conditions considered to be material weaknesses and no instances of noncompliance to be reported under the Government Auditing Standards.
- Report highlights include:

- Revenue & Expenses
 - District's Total Net Position: \$5,328,328
 - Overall Revenues: \$6,505,362
 - Expenses: \$6,475,898
- | <u>Resource Allocation</u> | |
|----------------------------|-------|
| Curriculum & Inst. | 61.4% |
| Pupil services | 11.8% |
| Administration | 8.7% |
| Maint. & Operations | 9.6% |
| Ancillary&Long-term debt | 8.5% |
- Control Deficiencies: None.
 - There were four non-financial findings in this audit:
 - Public Hearing posting was not done 10 days (8 days) prior to Public Hearing regarding Instructional Materials in September.
 - In the 2019/20 fiscal year, the District did not meet the minimum percentage requirement of 55% (50.36%) spent on teacher salaries
 - The District did not expend at least the 2012/13 transportation revenues (\$5,312) received for that purpose in 2012/13
 - Attendance for ASES Program did not reconcile to supporting attendance counts.
 - Corrective Action has been made for the four findings
 - **Motion** to approve the 2019/20 Financial Report & Audit by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

L.6. LCAP Federal Addendum

- The State Board of Education updated definitions for “ineffective” and “out of field” teachers after our 2019 LACP Federal Addendum was submitted and approved. We are required to update our Federal Addendum to reflect the new definitions and to get local approval.
- **Motion** to approve the revisions to the 2019 LCAP Federal Addendum by Elina Agnoli, Seconded by Mat Paradis, unanimously approved with a 4-0 vote.
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L.7. Approval of J-13A – Request for Allowance of Attendance Because of Emergency Conditions

- Due to the snow storm, power and internet outages it was necessary for us to close school on January 27, 28, & 29, 2021. We had closed schools on September 7th and 9th 2020 due to the fires. We will be making up for the September days on the two dates built into our calendar for emergencies (March 15th and May 21, 2021). I am requesting a waiver for the most recent 3 emergency days.
- **Motion** to approve the J-13A – Request for Allowance of Attendance Because of Emergency Condition by Mat Paradis, seconded by Elina Agnoli, unanimously approved with a 4-0 vote.

M. INFORMATION ITEMS:

M.1. P-1 ADA Report

- Below is a chart comparing the differences between our attendance rates for the 2019/20 and 2020/21 school years during the first four school months.

P-1 ADA chart for board 20-21

	Year	19/20 ENR as of P-2	19/20 ADA	19/20 % ADA	20/21 ENR as of P-1	20/21 ADA	20/21 % ADA	19/20- 20/21 change ENR	19/20- 20/21 change ADA	19/20- 20/21 change % ADA
LES	TK/K	26	22.89	89.60	24	21.53	91.55	-2.00	-1.36	1.95
	1-3	77	70.61	92.33	73	69.07	92.73	-4.00	-1.54	0.40
	4-6	85	75.23	93.68	82	75.27	91.80	-3.00	0.04	-1.88
	7-8	49	44.61	91.46	51	47.6	92.84	2.00	2.99	1.38
Spyrock	TK/K	4	3.78	91.56	2	2.00	99.32	-2.00	-1.78	7.76
	1-3	1	1.00	93.26	3	2.93	98.17	2.00	1.93	4.91
	4-6	3	2.17	90.24	0	0	0.00	-3.00	0.00	0.00
	9-12	117	115.21	93.81	124	115.59	95.40	7.00	0.38	1.59
	TOTAL	362	335.5		359	333.99		-3.00	0.66	
BREAKDOWN OF TK-12 SCHOOL SITES										
	School Site	ADA 19/20			ADA 20/21		ADA CHANGE		% ADA CHANGE	
	LES	213.34			213.47		0.13		-0.0006	
	Spy Rock	6.95			5		-11.95		-28.06	
	LHS	115.21			115.59		0.38		-0.0033	
	2/1/2021									

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: Board Member Insurance

O. COMMENTS FROM THE BOARD: Thank you to everyone for continuing to keep students engaged. It is nice to be talking about reopening.

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 6:42 p.m. The next regular meeting will be held on March 4, 2021.

Respectfully submitted,

Adopted as Final
March 4, 2021

Joan Viada Potter
Secretary to the Board

Calvin Harwood
President of the Board

LAYTONVILLE UNIFIED SCHOOL DISTRICT
PERSONNEL ASSIGNMENT ORDER #8 2020/21

March 4, 2021

	<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
<u>Certificated Appointment</u>				
Rogers, Justice	Resource Teacher	Prob.	\$22,513.94	1/19/2021
Keller, Madeline	Graphic Arts Teacher	Temp.	\$22,753.45	1/15/2021

Certificated Resignation

Certificated Layoff

Certificated Leave of Absence

Certificated Transfer

Classified Appointment

Scott, Sabrina	(3hr) Preschool Assistant		\$14.43/hr.	3/1/2021
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Classified/Confidential Appointment

Confidential Resignation/Retirement

Classified/Confidential Reduction

Classified Transfer

Classified Resignation

Classified Termination

Classified Layoff

Coaching Positions

LAYTONVILLE UNIFIED SCHOOL DISTRICT
REVOLVING CASH FUND #8 2020/21

March 4, 2021

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
2/3/2021	2189	Commission on Teacher Credentialing	PIP Waiver	\$100.00

LAYTONVILLE UNIFIED SCHOOL DISTRICT
WARRANT LIST
March 4, 2021

Checks Dated 02/02/2021 through 02/22/2021					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
705387	02/04/2021	ALAMEIDA ARCHITECTURE	21-6200		10,845.00
705388	02/04/2021	ARKIN, IZMAEL	01-5800		1,265.00
705389	02/04/2021	ARROW BENEFITS GROUP	68-5600	153.00	
			69-5600	77.50	
			69-5800	150.00	380.50
705390	02/04/2021	CARR'S CONSTRUCTION SERVICE	21-6200		101,045.18
705391	02/04/2021	CLOVER STORNETTA FARMS INC.	13-4700		233.55
705392	02/04/2021	EHLERT'S PETROLEUM MAINTENANCE	01-5800		118.75
705393	02/04/2021	LACO ASSOCIATES	21-6200		5,593.00
705394	02/04/2021	PACIFIC GAS & ELECTRIC	01-5510		10,018.98
705395	02/04/2021	SOLID WASTE OF WILLITS	01-5540		1,121.02
705396	02/04/2021	SPEARS TRANSPORTATION INC	01-5800		180.00
705397	02/04/2021	XEROX CORPORATION	01-5600		32.46
705738	02/11/2021	AERIES SOFTWARE INC	01-5800		4,950.00
705739	02/11/2021	CLOVER STORNETTA FARMS INC.	13-4700		196.50
705740	02/11/2021	FERRELLGAS	01-5520		870.92
705741	02/11/2021	FISHMAN SUPPLY COMPANY	01-4400		3,137.01
705742	02/11/2021	FRONTIER	01-5903		246.86
705743	02/11/2021	GEIGER'S LONG VALLEY MARKET	01-4300		21.12
705744	02/11/2021	JOSTENS	01-4300		360.83
705745	02/11/2021	MORTON, PHILIP	21-6200		4,620.00
705746	02/11/2021	PACIFIC GAS & ELECTRIC	01-5510		312.64
705747	02/11/2021	SPEARS TRANSPORTATION INC	01-5800		360.00
705748	02/11/2021	SYSCO FD SCVS OF SAN FRANCISCO	13-4700		986.76
706146	02/18/2021	MCCRUM, AMANDA E	01-4300		150.00
706147	02/18/2021	ADVANCED SECURITY SYSTEMS	01-5600		1,090.86
706148	02/18/2021	ARROW BENEFITS GROUP	69-5800		117.50
706149	02/18/2021	BUSINESS CARD, BANK OF AMERICA	01-4300	471.29	
			01-4400	614.80	
			01-5800	14.99	
			01-5901	28.13	
			13-4300	181.95	1,311.16
706150	02/18/2021	CDE	13-4700		535.80
706151	02/18/2021	CLOVER STORNETTA FARMS INC.	13-4700		258.95
706152	02/18/2021	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5814		96.00
706153	02/18/2021	DISCOUNT MAGAZINE SUBSCRIPTION	01-4300		195.87
706154	02/18/2021	FRONTIER	01-5903	2,859.53	
			13-5903	53.78	2,913.31
706155	02/18/2021	LAYTONVILLE UNIFIED REVOLVING	01-5904		100.00
706156	02/18/2021	LAYTONVILLE WATER DISTRICT	01-5530		285.84
706157	02/18/2021	LONG VALLEY AUTO SUPPLY	01-4364		522.03
706158	02/18/2021	LONG VALLEY LUMBER	01-4300		262.61

Checks Dated 02/02/2021 through 02/22/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
706159	02/18/2021	MENDES SUPPLY COMPANY	01-4300		370.70
706160	02/18/2021	MENDOCINO CTY YOUTH PROJECT	01-5800		8,234.10
706161	02/18/2021	PETTY CASH	01-5904		444.45
706162	02/18/2021	ROUND TREE GLASS	40-5600		810.24
706163	02/18/2021	SPEARS TRANSPORTATION INC	01-5800		270.00
706164	02/18/2021	SYSO FD SCVS OF SAN FRANCISCO	13-4700		1,782.66
706165	02/18/2021	TCI	01-4100		838.66
706166	02/18/2021	VERIZON WIRELESS	01-5901		152.04
706167	02/18/2021	XEROX CORPORATION	01-5600		559.81
Total Number of Checks			44		<u>168,198.67</u>

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	31	40,557.30
13	CAFETERIA SPECIAL REVENUE FL	8	4,229.95
21	BUILDING FUND	4	122,103.18
40	SPECIAL RESERVE-CAPITAL OUTL	1	810.24
68	SELF-INSURANCE (dental)	1	153.00
69	SELF-INSURANCE (vision)	2	345.00
Total Number of Checks		44	168,198.67
Less Unpaid Tax Liability			.00
Net (Check Amount)			<u>168,198.67</u>

LAYTONVILLE UNIFIED SCHOOL DISTRICT
MONTHLY BUDGET REPORT

March 4, 2021

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	2,491,818.98	110,968.99	2,602,787.97	2,491,818.98
Total for Starting Balance accounts		2,378,436.70	2,491,818.98	110,968.99	2,602,787.97	2,491,818.98
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	5,128,994.92	6,151,482.31		3,374,577.71	2,776,904.60
Total for Revenue accounts		5,128,994.92	6,151,482.31		3,374,577.71	2,776,904.60
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
1000	Certificated Salaries	1,980,934.47	1,938,333.93	672,930.98	1,181,690.43	83,712.52
2000	Classified Salaries	1,031,624.39	987,893.04	271,962.54	548,401.75	167,528.75
3000	Employee Benefits	1,506,885.09	1,425,662.21	418,973.75	763,861.13	242,827.33
4000	Books and Supplies	597,752.99	722,296.29	42,095.62	355,954.30	324,246.37
5000	Services	722,282.24	762,482.13	103,551.26	368,953.30	289,977.57
6000	Capital Outlay	16,000.00	128,387.10	68,200.00	60,153.10	34.00
7000	Other Outgo	4,995.62	73,717.90		37,576.39	36,141.51
Total for Expense accounts		5,860,474.80	6,038,772.60	1,577,714.15	3,316,590.40	1,144,468.05
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		1,646,956.82	2,604,528.69	751,209.85	2,328,924.00	1,577,714.15
Total for Ending Balance accounts		1,646,956.82	2,604,528.69	751,209.85	2,328,924.00	1,577,714.15
Total for Fund 01						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	2,491,818.98	6,151,482.31		6,038,772.60	2,604,528.69	
Actual	2,491,818.98	3,374,577.71	1,577,714.15	3,316,590.40	972,092.14	
Fund 12 - CHILDDEV						
9000		39,638.37	34,344.73	23,887.76	58,232.49	34,344.73
Total for Starting Balance accounts		39,638.37	34,344.73	23,887.76	58,232.49	34,344.73
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	132,750.00	152,099.64		83,435.19	68,664.45
Total for Revenue accounts		132,750.00	152,099.64		83,435.19	68,664.45
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries	70,928.51	66,472.64	16,516.42	38,001.92	11,954.30

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 12 - CHILDEV (continued)						
3000	Employee Benefits	34,744.46	34,394.33	10,455.20	21,124.31	2,814.82
4000	Books and Supplies	7,130.67	7,480.67		2,249.31	5,231.36
5000	Services	12,500.00	12,484.00		484.00	12,000.00
7000	Other Outgo	4,500.00	4,500.00			4,500.00

Total for Expense accounts		129,803.64	125,331.64	26,971.62	61,859.54	36,500.48
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Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		42,584.73	61,112.73	3,035.00	30,006.62	26,971.62
Total for Ending Balance accounts		42,584.73	61,112.73	3,035.00	30,006.62	26,971.62

Total for Fund 12						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	34,344.73	152,099.64		125,331.64	61,112.73	
Actual	34,344.73	83,435.19	26,971.62	61,859.54	28,948.76	

Fund 13 - CAFETRIA						
9000		250.00	250.00		250.00	250.00
Total for Starting Balance accounts		250.00	250.00	.00	250.00	250.00

Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)	178,495.62	160,810.62	13,246.12		147,564.50
Total for Revenue accounts		178,495.62	160,810.62	13,246.12		147,564.50

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries	58,854.47	56,533.46	21,682.12	34,487.76	363.58
3000	Employee Benefits	35,641.15	33,377.16	12,860.20	20,531.22	14.26
4000	Books and Supplies	79,000.00	66,000.00	8,424.80	24,186.76	33,388.44
5000	Services	5,000.00	5,150.00	262.13	3,301.80	1,586.07
Total for Expense accounts		178,495.62	161,060.62	43,229.25	82,507.54	35,323.83

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		250.00		30,918.07	74,147.32	43,229.25
Total for Ending Balance accounts		250.00	.00	30,918.07	74,147.32	43,229.25

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Total for Fund 13						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	250.00	160,810.62		161,060.62		.00
Actual	250.00	13,246.12	43,229.25	82,507.54		112,240.67-

Fund 14 - DEF MANT

9000			65.34	7,772.75	7,838.09	65.34
Total for Starting Balance accounts		.00	65.34	7,772.75	7,838.09	65.34

Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)	19,603.00	59,010.28		57,137.46	1,872.82
Total for Revenue accounts		19,603.00	59,010.28		57,137.46	1,872.82

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
4000	Books and Supplies		44,972.62	355.45	43,897.57	719.60
5000	Services	19,603.00	1,103.00			1,103.00
6000	Capital Outlay		13,000.00		12,989.00	11.00
Total for Expense accounts		19,603.00	59,075.62	355.45	56,886.57	1,833.60

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000				54,699.55	55,055.00	355.45
Total for Ending Balance accounts		.00	.00	54,699.55	55,055.00	355.45

Total for Fund 14

	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	65.34	59,010.28		59,075.62		.00
Actual	65.34	57,137.46	355.45	56,886.57		39.22-

Fund 21 - BLDG BND

9000		1,058,006.17	1,061,334.44	129,430.40	1,190,764.84	1,061,334.44
Total for Starting Balance accounts		1,058,006.17	1,061,334.44	129,430.40	1,190,764.84	1,061,334.44

Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)				4,489.33	4,489.33-
Total for Revenue accounts		.00	.00		4,489.33	4,489.33-

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
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Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 21 - BLDG BND (continued)						
5000	Services	3,000.00	3,000.00	3,000.00		.00
6000	Capital Outlay	1,055,006.17	1,058,334.44	809,785.35	340,082.66	91,533.57-
Total for Expense accounts		1,058,006.17	1,061,334.44	812,785.35	340,082.66	91,533.57-
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000				338,279.65	1,151,065.00	812,785.35
Total for Ending Balance accounts		.00	.00	338,279.65	1,151,065.00	812,785.35
Total for Fund 21						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	1,061,334.44	.00		1,061,334.44	.00	
Actual	1,061,334.44	4,489.33	812,785.35	340,082.66	87,044.24-	
Fund 35 - CNTY FAC						
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)				1,804,759.64	1,804,759.64-
Total for Fund 35 and Revenue accounts		.00	.00		1,804,759.64	1,804,759.64-
Fund 40 - SPRES CP						
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		96,413.60	134,318.53	102,198.93	236,517.46	134,318.53
Total for Starting Balance accounts		96,413.60	134,318.53	102,198.93	236,517.46	134,318.53
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	17,500.00	17,500.00		8,148.82	9,351.18
Total for Revenue accounts		17,500.00	17,500.00		8,148.82	9,351.18
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
4000	Books and Supplies				234.09	234.09-
5000	Services				5,884.24	5,884.24-
6000	Capital Outlay			13,650.00	25,765.73	39,415.73-
Total for Expense accounts		.00	.00	13,650.00	31,884.06	45,534.06-
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Fund 40 - SPRES CP (continued)						
9000		113,913.60	151,818.53	32,110.00	45,760.00	13,650.00
	Total for Ending Balance accounts	113,913.60	151,818.53	32,110.00	45,760.00	13,650.00
Total for Fund 40						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	134,318.53	17,500.00		.00	151,818.53	
Actual	134,318.53	8,148.82	13,650.00	31,884.06	96,933.29	
Fund 56 - DEBTSVCE						
9000		.25		46.01	46.01	.00
	Total for Starting Balance accounts	.25	.00	46.01	46.01	.00
9000		.25				.00
	Total for Ending Balance accounts	.25	.00	.00	.00	.00
Total for Fund 56						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	.00				.00	
Actual	.00				.00	
Fund 67 - SELF INS						
9000		44,191.54	44,513.24		44,513.24	44,513.24
	Total for Starting Balance accounts	44,191.54	44,513.24	.00	44,513.24	44,513.24
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)				277.07	277.07-
	Total for Revenue accounts	.00	.00		277.07	277.07-
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		44,191.54	44,513.24			.00
	Total for Ending Balance accounts	44,191.54	44,513.24	.00	.00	.00
Total for Fund 67						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	44,513.24	.00			44,513.24	
Actual	44,513.24	277.07			44,790.31	
Fund 68 - SFINS 81						
9000		80,812.73	99,611.66		99,611.66	99,611.66

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Fund 68 - SFINS 81						
Total for Starting Balance accounts		80,812.73	99,611.66	.00	99,611.66	99,611.66
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)	27,940.00	27,940.00	1,126.29		26,813.71
Total for Revenue accounts		27,940.00	27,940.00	1,126.29		26,813.71
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services	32,240.00	32,240.00	1,106.25	12,013.18	19,120.57
Total for Expense accounts		32,240.00	32,240.00	1,106.25	12,013.18	19,120.57
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		76,512.73	95,311.66	1,093.75	2,200.00	1,106.25
Total for Ending Balance accounts		76,512.73	95,311.66	1,093.75	2,200.00	1,106.25
Total for Fund 68						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	99,611.66	27,940.00		32,240.00	95,311.66	
Actual	99,611.66	1,126.29	1,106.25	12,013.18	87,618.52	
Fund 69 - SFINS 82						
9000		129,446.94	134,377.44		134,377.44	134,377.44
Total for Starting Balance accounts		129,446.94	134,377.44	.00	134,377.44	134,377.44
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)	7,300.00	7,300.00	649.86		6,650.14
Total for Revenue accounts		7,300.00	7,300.00	649.86		6,650.14
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services	10,800.00	10,800.00	516.01	1,483.99	8,800.00
Total for Expense accounts		10,800.00	10,800.00	516.01	1,483.99	8,800.00
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		125,946.94	130,877.44	1,483.99	2,000.00	516.01
Total for Ending Balance accounts		125,946.94	130,877.44	1,483.99	2,000.00	516.01

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Total for Fund 69						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	134,377.44	7,300.00		10,800.00		130,877.44
Actual	134,377.44	649.86	516.01	1,483.99		133,027.30
Fund 76 - WARR PAS						
9000			406.78		406.78	406.78
	Total for Starting Balance accounts	.00	406.78	.00	406.78	406.78
Object Description Adopted Budget Revised Budget Revenue Account Balance						
8000	Revenue Limit (Summary)				157.73	157.73-
	Total for Revenue accounts	.00	.00		157.73	157.73-
Object Description Adopted Budget Revised Budget Debit Credit Account Balance						
9000			406.78			.00
	Total for Ending Balance accounts	.00	406.78	.00	.00	.00
Total for Fund 76						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	406.78	.00				406.78
Actual	406.78	157.73				564.51
Total for Org 048 - Laytonville Unified School District						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	4,001,041.14	6,576,142.85		7,488,614.92		3,088,569.07
Actual	4,001,041.14	5,348,005.22	2,476,328.08	3,903,307.94		2,969,410.34

LAYTONVILLE UNIFIED SCHOOL DISTRICT
BUDGET TRANSFERS
 March 4, 2021

Ledger01a

Journal Entry Detail by JE

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

CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Laytonville Unified (23 73916 0000000)

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2018-19 Title I, Part A LEA Closeout Report

Report fiscal year (FY) expenditures to determine 2018-19 Title I, Part A unspent funds.

Note: Due to the COVID-19 Federal Funding Flexibility Waiver, approved on April 21, 2020, the period of availability of funds in Section 421(b) of the General Education Provisions Act extends the period of availability of FY 2018-19 funds until September 30, 2021.

Required fields are denoted with an asterisk (*).

2018-19 Reported Carryover

2018-19 Title I, Part A LEA available allocation:	\$184,062
Expenditures through September 30, 2019:	\$177,769
Carryover as of September 30, 2019:	\$6,293
Amount of funds CDE invoiced the LEA, if applicable:	\$0
Adjusted carryover amount:	\$6,293

2018-19 Final Expenditures

* 2018-19 Expenditures as of September 30, 2020:

(Including liquidation of obligations not later than 90 days after September 30, 2020)

Amount of unspent funds: \$0

[Program Information](#) [Data Entry Instructions](#)

2019-20 Title I, Part A LEA Carryover

Report only expenditures and obligations for fiscal year (FY) 2019-20 allocation to determine funds to be carried over.

Required fields are denoted with an asterisk (*).

Carryover Calculation

2019-20 Title I, Part A LEA allocation:	\$182,008
Transferred-in amount:	\$0
2019-20 Title I, Part A LEA available allocation:	\$182,008
* Expenditures and obligations through September 30, 2020:	<input type="text" value="\$14,063"/>
Carryover as of September 30, 2020:	\$167,945 <input type="button" value="Recalculate"/>
Carryover percent as of September 30, 2020:	92.27%
2019-20 Allowable carryover amount (15% of LEA available allocation):	\$27,301
Amount of 2019-20 carryover funds above the allowable 15 percent:	\$140,644

Waiver Request

Due to the COVID-19 Federal Funding Flexibility Waiver, LEAs, with a FY 2019-20 carryover amount greater than 15 percent as of September 30, 2020, may apply for a waiver even if the LEA was granted a carryover waiver within the last three years.

Provide the reasonable and necessary justification - describe how the LEA plans to expend or obligate the carryover funds: (Maximum 1,000 characters)

CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Laytonville Unified (23 73916 0000000)

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2020-21 Federal Transferability

Federal transferability of funds is governed by Title V in ESSA Section 5102. An LEA may transfer Title II, Part A and or Title IV, Part A program funds to other allowable programs. This transferability is not the same as Title V, Part B Alternative Uses of Funds Authority governed by ESEA Section 5211.

Note: Funds utilized under Title V, Part B Alternative Uses of Funds Authority are not to be included on this form.

Required fields are denoted with an asterisk (*).

Title II, Part A Transfers

2020-21 Title II, Part A allocation:	\$17,059
Transferred to Title I, Part A:	<input type="text" value="\$0"/>
Transferred to Title I, Part C:	<input type="text" value="\$0"/>
Transferred to Title I, Part D:	<input type="text" value="\$0"/>
Transferred to Title III English Learner:	<input type="text" value="\$0"/>
Transferred to Title III Immigrant:	<input type="text" value="\$0"/>
Transferred to Title IV, Part A:	<input type="text" value="\$0"/>
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant:	<input type="text" value="\$0"/>
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant:	<input type="text" value="\$0"/>
Total amount of Title II, Part A funds transferred out:	\$0 <input type="button" value="Recalculate"/>
2020-21 Title II, Part A allocation after transfers out:	\$17,059 <input type="button" value="Recalculate"/>

Title IV, Part A Transfers

2020-21 Title IV, Part A allocation:	\$13,640
Transferred to Title I, Part A:	<input type="text" value="\$0"/>
Transferred to Title I, Part C:	<input type="text" value="\$0"/>
Transferred to Title I, Part D:	<input type="text" value="\$0"/>
Transferred to Title II, Part A:	<input type="text" value="\$0"/>
Transferred to Title III English Learner:	<input type="text" value="\$0"/>
Transferred to Title II, Part A:	<input type="text" value="\$0"/>
Transferred to Title III English Learner:	<input type="text" value="\$0"/>
Transferred to Title III Immigrant:	<input type="text" value="\$0"/>
Transferred to Title V, Part B Subpart 1 Small, Rural School Achievement Grant:	<input type="text" value="\$0"/>
Transferred to Title V, Part B Subpart 2 Rural and Low-Income Grant:	<input type="text" value="\$0"/>
Total amount of Title IV, Part A funds transferred out:	\$0 <input type="button" value="Recalculate"/>
2020-21 Title IV, Part A allocation after transfers out:	\$13,640 <input type="button" value="Recalculate"/>

CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Laytonville Unified (23 73916 0000000)

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2020-21 Title I, Part A Nonprofit Private School Low Income Count

The local educational agency (LEA) shall provide, on an equitable basis, special educational services or other benefits to nonprofit private school eligible children.

No nonprofit private schools are showing as eligible for participation. Either the Nonprofit Private School Consultation form was not completed, or was completed, but conditions necessary for nonprofit private schools to display in this form were not met.

CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Laytonville Unified (23 73916 0000000)

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2020–21 Title I, Part A School Student Counts

This data collection contains school-level student data. The information in this data collection will be used by the local educational agency (LEA) to calculate eligibility and ranking for Title I, Part A school allocations.

Required fields are denoted with an asterisk (*).

* School ranking options:

Select the highest to lowest school ranking method

☒ Within the LEA

☐ Within each grade span group

* Select a low income measure:

FRPM

Explanation of Pre-populated Student Counts

The data fields in this form, containing total student enrollment counts and eligible low income students ages 5-17 counts, were pre-populated with PRIOR year (Fiscal Year 2019–2020) certified data from CALPADS Fall 1 data submission.

Note: The LEA may use prior year data or current year data to calculate eligibility and ranking for Title I, Part A school allocations. The LEA may choose to manually enter current year data in place of prior year data.

School Name	School Code	Low Grade Offered	High Grade Offered	Grade Span Group	* Student Enrollment	* Eligible Low Income Students Ages 5-17
Laytonville Continuation High	2330223	9	12	3	0	0
Laytonville Elementary	6025308	K	8	1	234	163
Laytonville High	2332260	9	12	3	128	84
Spy Rock Elementary	6107866	K	8	1	10	4

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2020–21 Title I, Part A LEA Allocation and Reservations

To report LEA required and authorized reservations before distributing funds to schools.

Required fields are denoted with an asterisk (*).

2020–21 Title I, Part A LEA allocation (+):	\$177,960
Transferred-in amount (+):	\$0
Nonprofit private school equitable services proportional share amount (-):	\$0
2020–21 Title I, Part A LEA available allocation:	\$177,960 <input type="button" value="Recalculate"/>

Required Reservations

Parent and family engagement: \$0
(If the allocation is greater than \$500,000, then parent and family engagement equals 1% of the allocation minus the nonprofit private school equitable services proportional share amount.)

* School parent and family engagement:

LEA parent and family engagement:

* Local neglected institutions: ☒ No ☐ Yes
Does the LEA have local institutions for neglected children?

Local neglected institutions reservation:

* Local delinquent institutions: ☒ No ☐ Yes
Does the LEA have local institutions for delinquent children?

Local delinquent institutions reservation:

* Direct or indirect services to homeless children, regardless of their school of attendance:

Authorized Reservations

Public school Choice transportation:

Other authorized activities:

2020–21 Approved indirect cost rate: 5.41%

Indirect cost reservation:

Administrative reservation:

Reservation Summary

Total LEA required and authorized reservations: \$27,694

School parent and family engagement reservation: \$0

Amount available for Title I, Part A school allocations: \$150,266

[Program Information](#) | [Data Entry Instructions](#)

2020–21 Title I, Part A School Allocations

This data collection is used to report the amount of funds to be allocated to eligible schools.

Required fields are denoted with an asterisk (*).

LEA meets small LEA criteria.

An LEA is defined as a small LEA if, based on the school list and the data entered in School Student Counts, the LEA meets one or both of the following:
Is a single school LEA
Has enrollment total for all schools less than 1,000

If applicable, enter a Discretion Code. Use lower case only.

Allowable Discretion Codes

- a - Below LEA average and at or above 35% student low income
- d - Waiver for a desegregation plan on file
- e - Grandfather provision
- f - Feeder pattern

Low income measure: FRPM

Ranking Schools Highest to Lowest: Within the LEA

LEA-wide low income %: 67.47%

Available Title I, Part A school allocations: \$150,266

Available parent and family engagement reservation: \$0

School Name	School Code	Grade Span Group	Student Enrollment	Eligible Low Income Students Ages 5-17	Low Income Student %	Eligible to be Served	Required to be Served	Ranking	\$ Per Low Income Student	TIA School Allocation	2019–20 Carryover	Parent and Family Engagement	Total School Allocation
Laytonville Elementary	6025308	1	234	163	69.66%	*	*	1	\$613.36	\$99,977.68	\$0	\$0	\$99,977
Laytonville High	2332260	3	128	84	65.63%	*	*	2	\$598.67	\$50,288.28			\$50,288
Spy Rock Elementary	6107866	1	10	4	40.00%	*	*	3	\$0.00	\$0.00	\$0	\$0	\$0
Laytonville Continuation High	2330223	3	0	0	0.00%	*	*						

Unallocated school amount: \$0.04

Unallocated parent and family engagement amount: \$0

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2020–21 Title I, Part A Notification of Authorization of Schoolwide Program

This form provides notification to the California Department of Education of a school's eligibility and local board approval to operate under and report as Schoolwide Program.

Required fields are denoted with an asterisk (*).

School Name	School Code	Authorized SWP	Low Income %	Local Board Approval Date SWP Plan (MM/DD/YYYY)	Local Board Approval Date SWP Waiver (MM/DD/YYYY)	SIG Approval Date (MM/DD/YYYY)
Laytonville Continuation High	2330223	<input type="checkbox"/>				
Laytonville Elementary	6025308	<input checked="" type="checkbox"/>	67%	07/28/1998		
Laytonville High	2332260	<input checked="" type="checkbox"/>	67%	08/19/2004		
Spy Rock Elementary	6107866	<input type="checkbox"/>				

2020-21 Title II, Part A / Title III Nonprofit Private School Participation

The local educational agency (LEA) must offer to provide equitable services that address the needs of nonprofit private school students, teachers and other educational personnel under the programs listed below.

Note: Participation is based on the number of eligible students enrolled in the grade levels in a nonprofit private school located in areas served by the LEA.

No nonprofit private schools are showing as eligible for participation. Either the Nonprofit Private School Consultation form was not completed, or was completed, but conditions necessary for nonprofit private schools to display in this form were not met.

[Program Information](#) [Data Entry Instructions](#)

2020-21 Title II, Part A LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the local educational agency (LEA) for Title II, Part A Supporting Effective Instruction.

Required fields are denoted with an asterisk (*).

2020-21 Title II, Part A allocation:	\$17,059	
Transferred-in amount:	\$0	
Total funds transferred out of Title II, Part A:	\$0	
Allocation after transfers:	\$17,059	
Repayment of funds:	<input type="text" value="\$0"/>	
2020-21 Total allocation:	\$17,059	
Administrative and indirect costs:	<input type="text" value="\$879"/>	
Equitable services for nonprofit private schools:	<input type="text" value="\$0"/>	
2020-21 Title II, Part A adjusted allocation:	\$16,180	<input type="button" value="Recalculate"/>

[Program Information](#) [Data Entry Instructions](#)

2020-21 Title IV, Part A Nonprofit Private School Participation

The local educational agency (LEA) must offer to provide equitable services that address the needs of nonprofit private school students, teachers and other educational personnel for the Title IV, Part A program.

No nonprofit private schools are showing as eligible for participation. Either the Nonprofit Private School Consultation form was not completed, or was completed, but conditions necessary for nonprofit private schools to display in this form were not met.

[Program Information](#) [Data Entry Instructions](#)

2020-21 Title IV, Part A LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the local educational agency (LEA) for Title IV, Part A and to report reservations.

Required fields are denoted with an asterisk (*).

2020-21 Title IV, Part A LEA allocation:	\$13,640	
Transferred-in amount:	\$0	
Total funds transferred out of Title IV, Part A:	\$0	
2020-21 Title IV, Part A LEA available allocation:	\$13,640	
Indirect cost reservation:	<input type="text" value="\$738"/>	
Administrative reservation:	<input type="text" value="\$0"/>	
Equitable services for nonprofit private schools:	<input type="text" value="\$0"/>	
2020-21 Title IV, Part A LEA adjusted allocation:	\$12,902	<input type="button" value="Recalculate"/>

2020-21 Consolidation of Administrative Funds

This is a request by the local educational agency (LEA) to consolidate administrative funds for specific programs.

Required fields are denoted with an asterisk ().*

- | | |
|--|--------------------------|
| Title I, Part A Basic:
SACS Code 3010 | <input type="checkbox"/> |
| Title I, Part C Migrant Education:
SACS Code 3060 | <input type="checkbox"/> |
| Title I, Part D Delinquent:
SACS Code 3025 | <input type="checkbox"/> |
| Title II, Part A Supporting Effective
Instruction:
SACS Code 4035 | <input type="checkbox"/> |
| Title III English Learner Students - 2%
maximum:
SACS Code 4203 | <input type="checkbox"/> |
| Title III Immigrant Students:
SACS Code 4201 | <input type="checkbox"/> |
| Title IV, Part A Student Support - 2%
maximum:
SACS Code 4127 | <input type="checkbox"/> |
| Title IV, Part B 21st Century Community
Learning Centers:
SACS Code 4124 | <input type="checkbox"/> |

BOARD INFORMATION ITEM K1

Board Meeting Date: March 4, 2021
Subject: Board Member Insurance
From: Joan Potter, Superintendent

Explanation:

As requested, our Business Manager has gathered information concerning current Staywell rules regarding School Board Member insurance.

BOARD INFORMATION ITEM K2

Board Meeting Date: March 4, 2021

Subject: Facilities Update

From: Joan Potter, Superintendent

Explanation:

Donald Alameida will provide an update on the current construction project.

BOARD ACTION ITEM L1

Board Meeting Date: March 4, 2021
Subject: Students of the Month
From: Joan Potter, Superintendent

Explanation:

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

Recommendation:

Recognize the Students of the Month and their families

Attachments:

BOARD ACTION ITEM L2

Board Meeting Date: March 4, 2021

Subject: Second Interim Budget Report and Adoption

From: Joan Potter, Superintendent

Explanation:

Information to come...

Recommendation:

Adopt the Second Interim Budget Report.

Attachments:

Second Interim Budget Report

BOARD DISCUSSION/ACTION ITEM M1

Board Meeting Date: March 4, 2021

Subject: PUBLIC HEARING: Notice of Compliance with Govt. Code
Section 3547-Collective Bargaining re: the 2021-2024 CSEA
successor contract, including LUSD and CSEA Initial Proposals

From: Joan Potter, Superintendent

Explanation:

Government Code Section 3547 requires that initial proposals for collective bargaining agreements be sunshined at a public hearing. The District's Initial Proposals and the California School Employee's Associations Initial Proposals for the 2021-2024 CSEA successor contract are listed below.

The Notice of Public Hearing has been posted for 10 days and the initial proposals have been available for review at the district office. The public is invited to comment on the proposals.

Recommendation:

Attachments:

Sunshine items

Laytonville Unified School District
Proposal for Chapter 80 Classified Contract
2021-2024

Laytonville Unified School District proposes negotiating the following items for the 2021-2024 CSEA contract:

- Article I: Update
- Article VII: Medical, Dental, and Vision Benefits
- Article XI : Leaves
 - 11.5 Maternity Leave: update language to parental leave
 - 11.11 Catastrophic Leave: Leave match to Ed Code/AR 4161.9
 - Retirement Incentive
- Article XIX, 19.5-Job Descriptions: Remove
- Appendix A – District Classified Salaries and Service Range Assignments

Submitted by:

Joan Potter, negotiator for Laytonville Unified School District

Proposal for 2020-2021 Negotiations
From
California School Employees Association
and its Laytonville Chapter #80
To
Laytonville Unified School District

To: Superintendent Joanie
From: Evonne Elliott, Chapter President

RE:CSEA Successor Negotiation Proposal for 2021-2024

California School Employees Association and its Chapter #80 do hereby propose the following for re-openers:

- **Article I and Cover Page:** Update dates to new contract years
- **Article IV Grievance:** Change Job Steward to read Union Steward
- **Article V Hours and Overtime:**
 - Amend language in 5.1 to reflect rest periods and where the employee can locate the information.
 - Clean up language in 5.7b to define Holiday Pay.
 - Add language to support an overnight stipend
 - Change language to clarify hourly range in 5.12b
 - Change language in 5.13 to add non CSEA employees and part time employees.
 - Correct spelling in 5.13g change there to their.
- **Article V1: Pay and Allowance**
 - Amend language in 6.6 to protect current employees' rate of pay.
 - Fair and equitable salary increases. Ensuring we meet the California minimum wage requirements.
 - Change 6.8 and 6.9 to reflect current Per Diem.
 - Clean up language in 6.13 regarding "main roads".
 - Add language to 6.14 to support employees who have been with the district more than 35 years and rework language to support employees.
 - Ask for clarification on what a "tine test" is listed in 6.15.
 - Fair and Equitable increase for bus driver trainers in 6.19.
 - Add new language to 6.19 and 6.20 regarding uniform cost.
 - Add language regarding hazard pay.
- **Article VII Medical, Dental, and Vision Benefits:**
 - Fair and equitable District contribution to the cap. Look at language regarding percentage of annual benefits and clean up language in 7.1.
 - Fair and equitable District Contribution to vision benefits.
- **Article X: Transfers**
 - Add language to support classified seniority over community members in 10.7.
- **Article XI Leaves:**

- Fix spelling error in 11.4
 - Propose new language for Catastrophic Bank Leave
- **Article XIII Trainings:**
 - Propose new training language for bus drivers and bus driver trainees'
- **Article XV CHECKOFF, ORGANIZATIONAL SECURITY, AND LICENSED ACTIVITIES:**
 - Correct dates in 15.7.
 - Add "Under the Supervision of" under all subsets of 15.7.
- **Article XIX: Classified Employees Professional Development Plan:**
 - Date change in 19.5.

Evonne Elliott-Riedel

Evonne Elliott, CSEA Chapter President

2/18/21

Date

Nicole McClain, CSEA Labor Relations Representative

Date

BOARD DISCUSSION/ACTION ITEM M2

Board Meeting Date: March 4, 2021

Subject: BP & AR 6020 for Title I Parent Involvement Policies, Second Reading/Approval

From: Joan Potter, Superintendent

Explanation:

At our meeting on February 4, 2021 the Board reviewed the revised Board Policy and Administrative Regulation 6020 for Title I Parent Involvement Policies. These policies have also been reviewed by Site Council and there are no suggested changes. The BP and AR are attached for a second reading.

Recommendation:

Adopt BP and AR 6020 for Title I Parent Involvement Policy as presented

Attachments:

BP and AR 6020 for Title I Parent Involvement Policies

PARENT INVOLVEMENT**District Strategies for Title I Schools**

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the district shall:

1. Involve parents/guardians and family members in the joint development of a district plan that meets the requirements of 20 USC 6312 and in the development of school support and improvement plans pursuant to 20 USC 6311 (20 USC 6318)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6171 - Title I Programs)

The Superintendent or designee may:

- a. In accordance with Education Code 52063, establish a district-level parent advisory committee and, as applicable, an English learner parent advisory committee to review and comment on the district's local control and accountability plan (LCAP) in accordance with the review schedule established by the Governing Board

- b. Invite input on the plan from other district committees and school site councils

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

- c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the plan and the opportunity to provide input
- d. Provide copies of working drafts of the plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
- e. Ensure that there is an opportunity at a public Board meeting for public comment on the plan prior to the Board's approval of the plan or revisions to the plan
- f. Ensure that school-level policies on parent/guardian and family engagement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans

2. Provide coordination, technical assistance, and other support necessary to assist and build the capacity of Title I schools in planning and implementing effective parent/guardian and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education (20 USC 6318)

(cf. 1700 - Relations Between Private Industry and the Schools)

PARENT INVOLVEMENT (continued)

The Superintendent or designee may:

- a. Assign district personnel to serve as a liaison to the schools regarding Title I parent/guardian and family engagement issues
 - b. Identify funding and other resources, including community resources and services that may be used to strengthen district and school parent/guardian and family engagement programs
 - c. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist in facilitating the planning and implementation of related activities
 - d. With the assistance of parents/guardians, provide information and training to teachers and other staff regarding effective parent/guardian involvement practices and legal requirements
 - e. Provide information to schools about the indicators and assessment tools that will be used to monitor progress
3. To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian and family engagement strategies with parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws (20 USC 6318)

The Superintendent or designee may:

- a. Identify overlapping or similar program requirements
(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 3280 - Sale or Lease of District-Owned Real Property)
(cf. 5030 - Student Wellness)
(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6174 - Education for English Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
- b. Involve district and school site representatives from other programs to assist in identifying specific population needs
- c. Schedule joint meetings with representatives from related programs and share data and information across programs
- d. Develop a cohesive, coordinated plan focused on student needs and shared goals

PARENT INVOLVEMENT (continued)

4. Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the schools served by Title I, including identification of: (20 USC 6318)
 - a. Barriers to greater participation in parent/guardian and family engagement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
 - b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers
 - c. Strategies to support successful school and family interactions
(*cf. 0500 - Accountability*)

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
- b. Gather and monitor data regarding the number of parents/guardians and family members participating in district activities and the types of activities in which they are engaged
- c. Recommend to the Board measures to evaluate the impact of the district's parent/guardian and family engagement efforts on student achievement

The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms and shall provide a copy of the assessment to parents/guardians upon their request. (Education Code 11503)

5. Use the findings of the evaluation conducted pursuant to item #4 above to design evidence-based strategies for more effective parent/guardian and family involvement and, if necessary, to revise the parent/guardian and family engagement policy (20 USC 6318)

The Superintendent or designee may:

- a. Analyze data from the evaluation to identify parent/guardian and family engagement activities that have been successful and those activities that have had lower participation or less meaningful involvement by parents/guardians
- b. Analyze parent/guardian and family participation to determine the level of participation by traditionally underrepresented groups

PARENT INVOLVEMENT (continued)

- c. With the involvement of parents/guardians, recommend and draft proposed policy revisions to submit to the Board for consideration
6. Involve parents/guardians in the activities of schools served by Title I, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the district to adequately represent the needs of the population served by the district for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy (20 USC 6318)

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians and family members
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians and family members
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

In addition, the district shall promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement by implementing the actions specified in item #7 of the section "School-Level Policies for Title I Schools" below. (20 USC 6318)

School-Level Policies for Title I Schools

At each school receiving Title I funds, a written policy on parent/guardian and family engagement shall be developed jointly with the parents/guardians and family members of participating students. The school policy shall describe the means by which the school will: (20 USC 6318)

- 1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
- 2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent/guardian involvement

PARENT INVOLVEMENT (continued)

3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent/guardian and family engagement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:
 - a. Timely information about Title I programs
 - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the achievement levels of the state academic standards
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5123 - Promotion/Acceleration/Retention)
 - c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education. The district shall respond to any such suggestions as soon as practicably possible.
5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district
6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's challenging academic achievement standards

PARENT INVOLVEMENT (continued)

- b. Ways in which parents/guardians will be responsible for supporting their children's learning, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5113 - Absences and Excuses)

(cf. 6145 - Extracurricular/Cocurricular Activities)

(cf. 6154 - Homework/Makeup Work)

- c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:

- (1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
- (2) Frequent reports to parents/guardians on their children's progress
- (3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
- (4) Regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand

- 7. Promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement through the following actions:

- a. Assist parents/guardians in understanding such topics as the state academic standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

- b. Provide parents/guardians with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to help them work with their children to improve their children's achievement

PARENT INVOLVEMENT (continued)

- c. With the assistance of parents/guardians, educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

- d. To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in fully participating in their children's education
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
- f. Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request

In addition, the school plan may include strategies to:

- a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training
- c. Pay reasonable and necessary expenses associated with parent/guardian involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- d. Train parents/guardians to enhance the involvement of other parents/guardians
- e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, in order to maximize parent/guardian involvement and participation
- f. Adopt and implement model approaches to improving parent/guardian involvement

PARENT INVOLVEMENT (continued)

- g. Establish a parent advisory council to provide advice on all matters related to parent/guardian involvement in Title I programs
- h. Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities
- i. Make referrals to community agencies and organizations that offer literacy training, parent/guardian education programs, and/or other services that help to improve the conditions of parents/guardians and families
(cf. 1400 - *Relations Between Other Governmental Agencies and the Schools*)
- j. Provide a master calendar of district/school activities and meetings
- k. Provide information about opportunities for parent/guardian and family engagement through the district newsletter, web site, or other written or electronic means
- l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions
(cf. 1230 - *School-Connected Organizations*)
- m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians and family members as needed
- n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions
- o. Provide ongoing workshops to assist school site staff, parents/guardians, and family members in planning and implementing improvement strategies, and seek their input in developing the workshops
- p. Regularly evaluate the effectiveness of staff development activities related to parent/guardian and family engagement
- q. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations
(cf. 4115 - *Evaluation/Supervision*)
(cf. 4215 - *Evaluation/Supervision*)
(cf. 4315 - *Evaluation/Supervision*)
- 8. To the extent practicable, provide opportunities for the informed participation of parents/guardians and family members (including parents/guardians and family members with limited English proficiency, parents/guardians and family members with disabilities, and parents/guardians and family members of migrant children), including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

PARENT INVOLVEMENT (continued)

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/guardian and family engagement policy. Such evaluation may be conducted during the process of reviewing the school plan for student achievement in accordance with Education Code 64001.

The school's policy shall be periodically updated to meet the changing needs of parents/guardians and the school. (20 USC 6318)

District Strategies for Non-Title I Schools

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians and family members positively in their children's education by providing assistance and training on topics such as state academic standards and assessments to increase their knowledge and skills to use at home to support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education
 - b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
 - c. Provide parents/guardians with information about students' class assignments and homework assignments
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment for their children at home and to encourage good study habits
- b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing

PARENT INVOLVEMENT (continued)

- c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
3. Build consistent and effective two-way communication between the home and school so that parents/guardians and family members may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
 - b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
 - c. Provide information about parent/guardian and family engagement opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications
 - d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
 - e. Develop mechanisms to encourage parent/guardian input on district and school issues
 - f. Identify barriers to parent/guardian and family participation in school activities, including parents/guardians and family members who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
 - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
4. Train teachers, administrators, specialized instructional support personnel, and other staff to communicate effectively with parents/guardians as equal partners (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy

PARENT INVOLVEMENT (continued)

- b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
- 5. Integrate and coordinate parent/guardian and family engagement activities within the LCAP with other activities

The Superintendent or designee may:

- a. Include parent/guardian and family engagement strategies in school reform or school improvement initiatives
 - b. Involve parents/guardians and family members in school planning processes

Policy
adopted:

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Laytonville, California

Laytonville Unified School District
March 4, 2021

BOARD DISCUSSION/ACTION
Page 13.11

PARENT INVOLVEMENT

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with parents/guardians and family members to jointly develop and agree upon policy and strategies to meaningfully involve parents/guardians and family members in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1230 - School-Connected Organizations)

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf. 5020 - Parent Rights and Responsibilities)

The district's local control and accountability plan (LCAP) shall include goals and strategies for parent/guardian involvement and family engagement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of involvement opportunities and on barriers that may inhibit participation.

(cf. 0500 - Accountability)

Title I Schools

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

(cf. 6171 - Title I Programs)

PARENT INVOLVEMENT (continued)

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities and shall distribute at least 90 percent of those reserved funds to eligible schools, with priority given to high-need schools as defined in 20 USC 6631. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities. (20 USC 6318)

(cf. 3100 - Budget)

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members
2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
4. Collaboration, or the provision of subgrants to schools to enable collaboration, with community-based or other organizations or employers with a record of success in improving and increasing parent/guardian and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

If the district also receives funds under federal Title IV, Part E, to coordinate and enhance family engagement programs, the Superintendent or designee shall inform parents/guardians and organizations of the existence of Title IV. (20 USC 6318)

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's LCAP in accordance with 20 USC 6312. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

PARENT INVOLVEMENT (continued)

District and school-level parent/guardian and family engagement policies and administrative regulations shall be distributed to parents/guardians of students participating in Title I programs and shall be available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

(cf. 5145.6 - Parental Notifications)

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

Legal Reference: (see next page)

PARENT INVOLVEMENT (continued)*Legal Reference:*EDUCATION CODE

11500-11505 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

52060-52077 Local control and accountability plan

54444.1-54444.2 Parent advisory councils, services to migrant children

56190-56194 Community advisory committee, special education

64001 School plan for student achievement, consolidated application programs

LABOR CODE

230.8 Time off to visit child's school

CODE OF REGULATIONS, TITLE 5

18275 Child care and development programs, parent involvement and education

UNITED STATES CODE, TITLE 20

6311 State plan

6312 Local educational agency plan

6314 Schoolwide programs

6318 Parent and family engagement

6631 Teacher and school leader incentive program, purposes and definitions

7241-7246 Family engagement in education programs

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

*Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSTitle I School-Level Parental Involvement PolicyFamily Engagement Framework: A Tool for California School Districts, 2014U.S. DEPARTMENT OF EDUCATION PUBLICATIONSParental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004WEB SITESCSBA: <http://www.csba.org>

California Department of Education, Family, School, Community Partnerships:

<http://www.cde.ca.gov/ls/pf>California Parent Center: <http://parent.sdsu.edu>California State PTA: <http://www.capta.org>National Coalition for Parent Involvement in Education: <http://www.ncpie.org>National PTA: <http://www.pta.org>Parent Information and Resource Centers: <http://www.pirc-info.net>Parents as Teachers National Center: <http://www.parentsasteachers.org>U.S. Department of Education: <http://www.ed.gov>Policy
adopted:**LAYTONVILLE UNIFIED SCHOOL DISTRICT**
Laytonville, California

BOARD DISCUSSION/ACTION ITEM M3

Board Meeting Date: March 4, 2021
Subject: COVID School Reopening Plan
From: Joan Potter, Superintendent

Explanation:

The district is required to submit a reopening checklist with our COVID Prevention Plan to both the county Public Health officer and the state of California in order to reopen while the county is still in the purple. I have worked with all constituent groups in developing this plan. Both documents are attached for your review.

Recommendation:
Approve the Plan

Attachments:
Reopening Checklist
COVID Prevention Plan

BOARD DISCUSSION/ACTION ITEM M4

Board Meeting Date: March 4, 2021

Subject: Resolution No. 602 for Acceptance of Land Donation

From: Joan Potter, Superintendent

Explanation:

I have reviewed the terms of accepting this land donation with our legal counsel and they have not found any indication of problems arising from the District accepting it.

Recommendation:

Adopt Resolution No. 602

Direct Superintendent to sign property Acquisition Agreement and proceed with Acceptance

Attachments:

Resolution No. 602

BEFORE THE GOVERNING BOARD
OF THE LAYTONVILLE UNIFIED SCHOOL DISTRICT

In the Matter of Accepting)
)
A Deed for Property)
_____)

RESOLUTION
NO. 602

Whereas, _____ (“Grantor”) has granted to the Laytonville Unified School District certain property, such being more fully described in the Deed, a copy of which is attached hereto as Exhibit A and made a part hereof by reference;

Whereas, in order to record the Deed with the Mendocino County Recorder, Government Code Section 27281 requires that this Board consent to the conveyance of the property to this District; and

Whereas, the consent to the conveyance of the property to this District must be evidenced by a certificate of acceptance attached to or printed on the Deed.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. All of the recitals set forth above are true and correct and this Board so finds and determines
2. This Board hereby accepts the Deed from the Grantor to the Laytonville Unified School District and consents to the recordation of the same with the Mendocino County Recorder
3. The Secretary of this Board is hereby authorized and directed to execute and record the Certificate of Acceptance which is hereto and incorporated by reference herein as Exhibit “B”.

The foregoing Resolution was passed and adopted upon motion of Trustee _____, seconded by Trustee _____, at a duly noticed meeting of the Governing Board of the Laytonville Unified School District on the 4th day of March, 2021.

Member	_____	_____
Member	_____	_____
Member	_____	_____
Member	_____	_____
Member	_____	_____

AYES: _____ NOES: _____ ABSENT/NOT VOTING: _____

I hereby certify the foregoing to be a full, true, and correct resolution duly adopted by the governing board of Laytonville Unified School District.

Board President
Laytonville Unified School District

So Certified:

Secretary of the Board

EXHIBIT A

EXHIBIT B

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the Deed from the _____ dated _____, _____ to the Laytonville Unified School District is hereby accepted by the undersigned officer on behalf of the Governing Board of the Laytonville Unified School District pursuant to authority conferred by the Resolution of the Governing Board adopted on _____, _____, and the Governing Board consents to recordation of the Deed by its duly authorized officer.

LAYTONVILLE UNIFIED SCHOOL DISTRICT

By: _____

Dated: _____