



2240 Old River Road  
Ukiah, CA 95482-6156

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

MICHELLE HUTCHINS  
*Superintendent of Schools*

SERVICE

EXCELLENCE

INNOVATION

TEAMWORK

April 20, 2020

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

**Subject: County Office of Education Review of the 2019-20 Second Interim Budget Reports**

Dear Superintendent and Members of the Board:

As we were finalizing the 2019-20 first interim review letters to districts at the beginning of March, the COVID-19 emergency was rapidly unfolding and those letters were not mailed out. Therefore, we attach our first interim review to this letter.

**2019-20 Second Interim Review**

In accordance with Education Code Section 42130 regarding our fiscal oversight responsibilities, we have completed our review of Laytonville Unified School District's second interim budget report for fiscal year 2019-20, approved by the governing board on March 5, 2020. Based on our review and analysis, we believe the report reasonably reflects the financial status of the district and is consistent with the state's criteria and standards. Thus, **we concur with the district's positive certification** with the following caveat.

As you know, since the second interim reporting period, the COVID-19 public health emergency swept the state, abruptly changing our lives, the economy, the way we work, and most importantly, the way we continue to serve students' educational, health, and emotional needs in the least impactful way from remote locations. The challenges thrust upon school communities are unprecedented, and the financial fallout from the COVID event is expected to negatively impact school district budgets throughout the state. Since the second interim budget and multi-year projections were developed using the Governor's January budget proposal, we believe those projections are now, optimistic at best.

At the outset of the emergency, Governor Newsom quickly enacted Executive Order N-26-20, which essentially provides that school districts be held harmless and will continue to be funded at current projected levels for 2019-20, as long as they adhere to four actions:

1. Continue delivering high-quality educational opportunities to students to the extent feasible through, among other options, distance learning and/or independent study;  
and

Laytonville Unified School District  
May 7, 2020

2. Provide school meals in noncongregate settings through the Summer Food Service Program and Seamless Summer Option, consistent with the requirements of the CDE and USDA;
3. Arrange for, to the extent practicable, supervision for students during ordinary school hours; and
4. Continue to pay its employees.

While districts have incorporated these actions into their altered educational and business plans, they will undoubtedly incur additional, unplanned costs that may or may not be reimbursable by state and federal relief programs; and if these expenditures are approved for reimbursement, the timing of payment may be delayed, due to the magnitude of the event. We recommend districts maintain detailed and accurate records of expenditures related to the COVID-19 emergency, including the “why” behind the actions they put in place.

### **2020-21 Budget Development**

Many business offices are beginning budget development for the 2020-21 budget and multi-year projection. Unfortunately, the January budget proposal assumptions generally used in the process are obsolete, and updated projections will not be forthcoming until the Governor’s May Revision. In the meantime, we recommend districts continue monitoring the current year budget, incorporating the changes due to altered operations. While there may be some flexibility in the use of program funding, it is important for business offices to keep abreast of the changes so no funding is inadvertently lost. Additionally, districts will need to have a sound projected ending fund balance for 2019-20 to carry forward to the 2020-21 projected beginning balance.

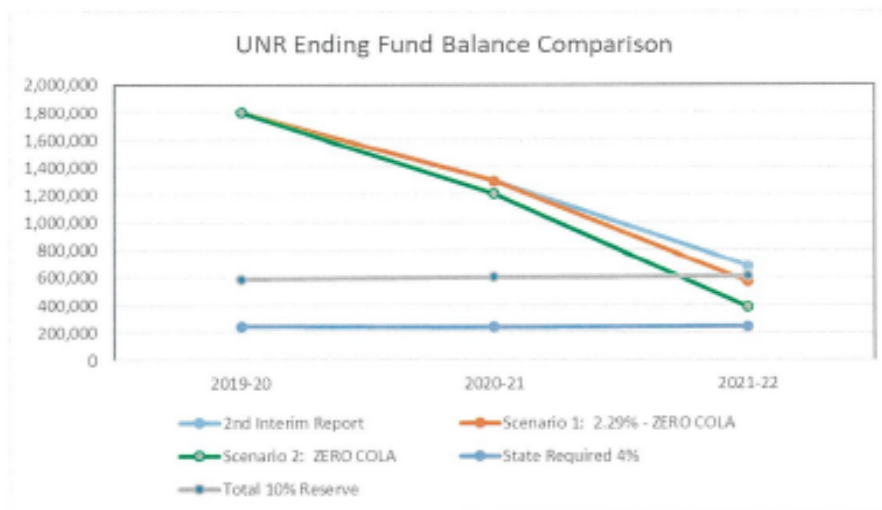
We further recommend districts prepare two budget scenarios, one in which the 2.29% COLA estimated for 2020-21 is maintained, followed by zero COLA in the out years; and one in which the COLA is projected to be zero in all years. As you may recall, budget assumptions at second interim were for a 2.29% COLA in 2020-21 and a 2.71% COLA in 2021-22. Current indications point to a May Revise that aligns with the first scenario; however it is still too early to know the full impact, as the longer we are sheltered-in-place the deeper the impact on the economy. The COLA assumption has the greatest effect on LCFF Funding, the district’s largest revenue source.

The table below shows an LCFF Funding comparison between the board-approved second interim budget, and a 2.29%/zero COLA scenario and an all zero COLA scenario, with no changes to the enrollment, ADA and UPC assumptions:

LCFF Funding Comparison	2019-20	2020-21	2021-22
2nd Interim Report	4,353,529	4,354,422	4,414,370
Scenario 1: 2.29% - ZERO COLA	4,353,529	4,354,422	4,302,610
Scenario 2: ZERO COLA	4,353,529	4,260,969	4,210,309

As you can see, in the first scenario, the district could see a reduction in LCFF Funding of \$(111,760) in 2021-22; while in the second, reductions total \$(93,453) in 2020-21 and \$(204,061) in 2021-22. The charts below incorporate these projected reductions into the second interim unrestricted ending fund balance and Reserve for Economic Uncertainty (REU) calculations:

UNR Ending Fund Bal. Comparison	2019-20	2020-21	2021-22
2nd Interim Report	1,796,898	1,301,775	681,672
Scenario 1: 2.29% - ZERO COLA	1,796,898	1,301,775	569,912
Scenario 2: ZERO COLA	1,796,898	1,208,322	384,158
<b>REU – Fund 01</b>			
State Required 4%	242,467	241,490	244,711
Stabilization Agreement 6%	346,025	362,235	367,066
Total 10% Reserve	588,492	603,725	611,777



While the district is able to meet the state required 4% REU in all years of the MYP under all scenarios, in the zero COLA scenario, the district will not be able to meet the additional 6% Stabilization Agreement reserves without some sort of cost reduction. We recommend the district identify potential cost reductions that could be implemented should it appear that reserves could fall below the state mandated 4%.

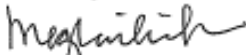
### Conclusion

While economists and financial analysts have been warning of an impending recession, the projection was for a more tempered pace as opposed to an economy that came to a screeching halt. California's budget had been on firm ground prior to COVID-19, as the Governor took measured steps to build reserves, pay down debt, and maintain a balanced multi-year budget; and many believe the state is in a better place now, than at the beginning of the last recession. However, in light of the uncertainty surrounding the COVID emergency and the impact on the economy, Governor Newsom recently announced that his proposed 2020-21 budget will now be a "workload budget", meaning that only currently authorized services will be built into the budget and funding for new or existing proposals could be eliminated.

As would be expected, the impact on future school funding is still unknown. As mentioned above, we recommend looking at multiple budget scenarios, removing one-time funding and expenditures, identifying potential cost reductions, working toward a budget and multi-year projection that allows the district to meet its fiscal responsibilities. Business officials will need to remain nimble, ready to adjust projections as information is released over the coming months.

We recognize that we are heading into uncertain economic times that will challenge all districts in their pursuit of maintaining quality educational programs and services for their students. To weather the storm, it will be necessary to manage school district budgets with a great degree of conservatism and fiscal prudence. As always, the county office is here to support you through the fiscal challenges that lie ahead. Please feel free to contact us if you have any questions or concerns. I can be reached at (707) 467-5043; or Becky Jeffries, Assistant Superintendent Business and Administrative Services is at (707) 467-5030.

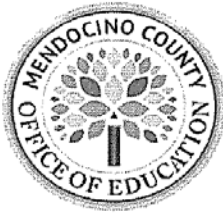
Sincerely,



Meg Kailikole

Director of External Fiscal Services

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



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### **Williams Quarterly Report - 1st Quarter 2019-2020**

October 25, 2019

Joan Potter, Superintendent  
Laytonville Unified School District  
P.O. Box 868  
Laytonville, CA 95454

Dear Joanie:

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

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

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

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

Laytonville Unified School District  
May 7, 2020

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

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

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

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

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

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

Sincerely,



Michelle Hutchins, County Superintendent of Schools

DD/dm

Attachment: Williams Quarterly Report, 1st Quarter 2019-2020





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MICHELLE HUTCHINS  
*Superintendent of Schools*

INTEGRITY CUSTOMER SERVICE ACCOUNTABILITY TEAMWORK INNOVATION PASSION

## **Williams Quarterly Report – 2nd Quarter 2019-2020**

January 2, 2020

Joan Potter, Superintendent  
Laytonville Unified School District  
P.O. Box 868  
Laytonville, CA 95454

Dear Joanie:

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

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

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

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

Laytonville Unified School District  
May 7, 2020

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

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

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

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

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

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

Sincerely,

Michelle Hutchins, County Superintendent of Schools



MH/dm

Attachment: Williams Quarterly Report, 2nd Quarter 2019-2020





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INTEGRITY CUSTOMER SERVICE ACCOUNTABILITY TEAMWORK INNOVATION PASSION

### **Williams Quarterly Report – 3rd Quarter 2019-2020**

April 23, 2020

Joan Potter, Superintendent  
Laytonville Unified School District  
P.O. Box 868  
Laytonville, CA 95454

Dear Joanie:

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

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

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

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

Laytonville Unified School District  
May 7, 2020

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

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

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

- "Sufficient textbooks or instructional materials", means each pupil, including English language learners, has a standards-aligned textbook, or instructional materials, or both, to use in class and to take home.
- A school facility condition that poses an "emergency or urgent threat" is a "condition that poses a threat to the health or safety of pupils or staff while at school."
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Please Note- During the facilities site inspection, the school facilities were rated on a set of 15 categories as determined on the FIT form which determined an overall facilities rating for the school (exemplary, good, fair, poor). Schools that receive an overall facilities rating of fair or poor will receive a follow up letter from the County Superintendent and another inspection will be scheduled.

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

Sincerely,  
Michelle Hutchins, County Superintendent of Schools



MH/dm  
Attachment: Williams Quarterly Report, 3rd Quarter 2019-2020

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF APRIL 2, 2020**

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

The Governing Board of the Laytonville Unified School District held a regular meeting via Zoom from the District Board Room on April 2, 2020. Board President Calvin Harwood called the meeting to order at 6:15 p.m.

**ROLL CALL:**

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

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

Student Representative: Not Present

**B. PUBLIC INPUT re CLOSED SESSION ITEMS:** None

**C. CLOSED SESSION AGENDA:**

<b>CS-1:</b>	<b>CONFERENCE WITH LABOR NEGOTIATOR:</b>	<b>CS-1</b>
	Name of Agency Negotiator: Superintendent	
	Name of Organization Representing Employees: CSEA	
<b>CS-2</b>	<b>CONFERENCE WITH LABOR NEGOTIATOR:</b>	<b>CS-2</b>
	Name of Agency Negotiator: Superintendent	
	Name of Organization Representing Employees: LVTA	
<b>CS-3</b>	<b>EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE</b>	<b>CS-3</b>

**D. ANNOUNCEMENTS FROM CLOSED SESSION:** Board President Calvin Harwood announced that no action was taken in Closed Session.

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

**F. ACCEPTANCE OF AGENDA:**

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

**G. CORRESPONDENCE:**

1) Letter from Becky Jeffries Re: County Office Review of 2019/20 First Interim Budget Report

**H. PUBLIC INPUT:** None

**I. REPORTS AND COMMENTS:**

Superintendent's Report:

Mrs. Potter began by commending the staff for how quickly they were able to switch gears when the announcement of school closure was made. We have a lot of staff that are still coming in and working on what they can and other staff are staying home and working or doing online trainings. Food Service is coming in to make breakfasts and lunches that are being delivered by our lead bus driver on a daily basis. Administrators have been hosting Zoom staff meetings and checking in with staff to make sure they are doing everything they can to help. Next, Mrs. Potter shared that we received the bids for the asbestos abatement and demolition of the old high school wing. The lowest bid came in at \$101,050 and a special meeting will be scheduled to award the project. Lastly, negotiations have begun with both LVTA and CSEA and a memorandum of understanding will be signed by Mrs. Potter and the CSEA chapter 80 President regarding COVID-19.

The following reports were given:

Elementary Principal	High School Principal	Healthy Start
LES/LMS Site Council	LHS Site Council	DAC
Student Representative	LVTA	CSEA

#### **J. ACTION: CONSENT AGENDA**

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

#### **K. DISCUSSION / ACTION:**

##### K.1. Resolution No. 576 for Education Protection Account Requirements

- “Pursuant to Article XIII, Section 36 of the California Constitution, school districts, county offices of education, and community college districts are required to determine how the money received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided that the governing board makes the spending determinations in an open session of a public meeting. The language in the constitutional amendment requires that funds shall not be used for the salaries or benefits of administrators or any other administrative costs... There is also a requirement that districts must annually post on its website an accounting of how much money was received from EPA and how that money was spent.” We have budgeted these funds to be used for teacher’s salaries.
- **Motion** to adopt Resolution No. 576 for Education Protection Account by Meagen Hedley, seconded by Elina Agnoli, unanimously approved with a 4-0 vote.

##### K.2. Measure Q Bond Audit

- The District is required to annually conduct an external audit of the Measure Q Bond funds. The audit was completed and there were no exceptions noted.
- **Motion** to approve the Measure Q Bond Audit by Mat Paradis, Seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

##### K.3. Food Service Increase in Breakfast/Lunch Prices

- The District was required to increase the amount charged for both breakfast and lunch in order to be in compliance with state and federal procedures and to cover our food service expenses more effectively. Both breakfast and lunch prices would increase by \$0.10 each school year for the next three years. Breakfast and lunch prices for the 2020/2021 school year would be \$1.95 and \$2.70 respectively. This increase includes both student and adult meal prices.
- **Motion** to approve the increase in price for student breakfast and lunch by \$0.10 each year for the next three years by Mat Paradis, Seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

##### K.4. Adoption of K-8 Social Studies Curriculum

- The Laytonville Elementary School Teachers requested to adopt History Alive for the K-8 Social Studies curriculum. This curriculum has been used at the 6-8 grade level for the past 13 years. This series addresses the Common Core Standards and the new California History/Social Science Framework. A key feature to this series is the activities that allow the students to move about the classroom and work in collaborative teams. Each unit has a geography component, the chapters are broken down into short sections and new vocabulary words are introduced throughout each chapter.

- **Motion** to adopt History Alive for the K-8 Social Studies Curriculum by Meagen Hedley, Seconded by Elina Agnoli, unanimously approved with a 4-0 vote.

K.5. Resolution No. 577 and Resolution No. 578 for Classified Employee's Week and Teacher Appreciation Day

- May is the traditional month for honoring school employees. The Governing Board has asked that we recognize the hard work, dedication and caring all staff provide to the students of our community.
- Resolution No. 577 recognizes our classified staff and declares the week of May 17th - 23rd to be Classified Employees Week.
- Resolution No. 578 recognizes our teachers and declares Tuesday, May 5, 2020 as Teacher Appreciation Day in the Laytonville Unified School District.
- The School Site Councils, the Board and the community traditionally celebrate these days and honor our employees by providing a delightful buffet.
- **Motion** to adopt Resolution No. 577 recognizing Classified Employee's Week and Resolution No. 578 recognizing Teacher Appreciation Day by Elina Agnoli, Seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

K.6. Resolution No. 579 for Classified Layoffs

- Due to potential reductions in preschool enrollment and Special Education students needing one on one support the District anticipates the following reductions.
  - Preschool Assistant (2 positions)
  - Special Education Instructional Assistant (2 positions)
- **Motion** to approve Resolution No. 579 for Layoffs, Classified Positions by Meagen Hedley, Seconded by Mat Paradis, unanimously approved with a 4-0 vote.

**L. INFORMATION ITEMS:**

L.1. COVID-19 Update

- Mrs. Potter gave an update on COVID-19 and an accounting of how it is affecting District operations.

*\*Meagen's phone died and she was unable to remain in the meeting for adjournment*

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

**O. COMMENTS FROM THE BOARD:** Everyone was pleased with the outcome of our first Zoom Board meeting.

**P. ADJOURNMENT:**

**Motion** to adjourn the meeting by Mat Paradis, seconded by Elina Agnoli, unanimously approved with a 3-0 vote. The meeting was adjourned at 7:34 p.m. The next regular meeting will be held on May 7, 2020.

Respectfully submitted,

Adopted as Final  
May 7, 2020

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Joan Viada Potter  
Secretary to the Board

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Calvin Harwood  
President of the Board



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**PERSONNEL ASSIGNMENT ORDER #10 2019/20**

May 7, 2020

	<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
<u>Certificated Appointment</u>				
Miles, Melissa	1 FTE 6 <sup>th</sup> /7 <sup>th</sup> Grade Teacher	Prob.	\$	7/1/2020
Kinsey, Lillian	1 FTE 6 <sup>th</sup> Grade Teacher	Prob.	\$	7/1/2020

Certificated Resignation

Certificated Resignation/Retirement

Certificated Layoff

Certificated Leave of Absence:

Certificated Transfer

Classified Appointment

Classified/Confidential Appointment

Classified/Confidential Resignation

Classified Resignation

Evans, Ivette	4.26 hr/day Instructional Assistant	Perm.	\$13.30/hr	6/11/2020
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Classified/Confidential Reduction

Classified Transfer

Classified Resignation/Retirement

Classified Layoff

Coaching Positions





**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**REVOLVING CASH FUND #10 2019/20**

May 7, 2020

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
5/1/2020	2181	U.S.P.S.	Cert. Mail/Stamps	\$177.30



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**WARRANT LIST**  
May 7, 2020

Checks Dated 03/26/2020 through 04/30/2020					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
786641	03/26/2020	HANSEN, LINDSAY A	01-4300		20.49
786642	03/26/2020	HAWKINS, KONSTANCE K	01-4300		200.00
786643	03/26/2020	JOENS-POULTON, MARY B	01-4300		32.07
786644	03/26/2020	REID, GAEA N	01-4300		73.04
786645	03/26/2020	AMAZON	01-4300	733.70	
			01-4400	376.48	1,110.18
786646	03/26/2020	ARROW BENEFITS GROUP	68-5600	172.50	
			69-5600	85.00	257.50
786647	03/26/2020	CDE	13-9500		572.85
786648	03/26/2020	CHRISTY WHITE	21-5801		3,000.00
786649	03/26/2020	EHLERT'S PETROLEUM MAINTENANCE	01-5800		180.00
786650	03/26/2020	EUREKA OXYGEN	01-4300		40.59
786651	03/26/2020	FERRELLGAS	01-5520		1,494.23
786652	03/26/2020	FISHER WIRELESS	01-4400		610.62
786653	03/26/2020	FRONTIER	01-5903		99.30
786654	03/26/2020	KELLEY AUTOMOTIVE	01-5600		400.00
786655	03/26/2020	MIRACLE PLAYSYSTEMS INC.	14-6400		38,648.70
786656	03/26/2020	SYSCO FD SCVS OF SAN FRANCISCO	13-4700		1,721.04
786657	03/26/2020	TAG/AMS INC	01-5800		260.00
786658	03/26/2020	VERIZON WIRELESS	01-5800		228.06
786659	03/26/2020	WORLD BOOK DIRECT MARKETING	01-4300		55.40
787246	04/02/2020	ADVANCED SECURITY SYSTEMS	01-5600		153.00
787247	04/02/2020	CLOVER STORNETTA FARMS INC.	13-4700		203.00
787248	04/02/2020	LAWSON MECHANICAL CONTRACTORS	01-5600		480.00
787249	04/02/2020	SHRED-IT, C/O STERICYCLE INC.	01-5800		1,733.38
787250	04/02/2020	STAPLES CREDIT PLAN	01-4300		153.12
787251	04/02/2020	SYSCO FD SCVS OF SAN FRANCISCO	13-4700		1,465.25
787252	04/02/2020	WEX BANK	01-4361		862.58
787598	04/09/2020	ARKIN, IZMAEL	01-5800		2,860.00
787599	04/09/2020	FERRELLGAS	01-5520		856.64
787600	04/09/2020	FRONTIER	01-5903		421.57
787601	04/09/2020	GEIGER'S LONG VALLEY MARKET	01-4300		466.44
787602	04/09/2020	LAYTONVILLE WATER DISTRICT	01-5530		433.44
787603	04/09/2020	LONG VALLEY LUMBER	01-4300	429.09	
			40-4300	237.07	666.16
787604	04/09/2020	MENDES SUPPLY COMPANY	01-4300		355.47
787605	04/09/2020	PACIFIC GAS & ELECTRIC	01-5510		224.64
787606	04/09/2020	SOLID WASTE OF WILLITS	01-5540		1,108.78
787607	04/09/2020	SOUND & SIGNAL INC.	01-5600		962.50
787608	04/09/2020	SPORT & CYCLE	01-4300		1,406.14
787609	04/09/2020	XEROX CORPORATION	01-5600		519.21
787920	04/16/2020	ARKIN, IZMAEL	01-5800		330.00

**Checks Dated 03/26/2020 through 04/30/2020**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
787921	04/16/2020	BUSINESS CARD, BANK OF AMERICA	01-4300	256.61	
			01-5200	67.34-	
			01-5800	428.99	
			13-5200	95.00	713.26
787922	04/16/2020	CDW GOVERNMENT INC.	01-4400		758.78
787923	04/16/2020	CHRISTY WHITE	01-5801		3,330.00
787924	04/16/2020	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5814		64.00
787925	04/16/2020	FRONTIER	01-5903		2,709.72
787926	04/16/2020	LUCENT HEALTH	76-9514		3,381.40
787927	04/16/2020	MCGRAW-HILL	01-4100		116.90
787928	04/16/2020	MENDES SUPPLY COMPANY	01-4300		70.27
787929	04/16/2020	MENDOCINO CTY YOUTH PROJECT	01-5800		2,489.00
787930	04/16/2020	PRESENCE LEARNING INC.	01-5800		7,458.61
787931	04/16/2020	SONOMA CO OFFICE OF ED LEGAL SERVICES	01-5200		90.00
788289	04/23/2020	BUDREAUX, WENDY A	13-4300		19.96
788290	04/23/2020	AMAZON	01-4300		883.54
788291	04/23/2020	ARROW BENEFITS GROUP	68-5600	172.50	
			69-5600	85.00	257.50
788292	04/23/2020	CLOVER STORNETTA FARMS INC.	13-4700		203.00
788293	04/23/2020	FERRELLGAS	01-5520		1,051.23
788294	04/23/2020	FRONTIER	13-5903		52.82
788295	04/23/2020	GEIGER'S LONG VALLEY MARKET	01-4300		7.54
788296	04/23/2020	HMP FAMILY RESOURCE CENTER LAYTONVILLE HEALTHY START	01-5800		2,000.00
788297	04/23/2020	MENDES SUPPLY COMPANY	01-4300		403.82
788298	04/23/2020	NCS PEARSON INC.	01-4300		1,152.71
788299	04/23/2020	PACIFIC GAS & ELECTRIC	01-5510		9,313.14
788300	04/23/2020	SPORT & CYCLE	01-4300		241.68
788301	04/23/2020	SYSCO FD SCVS OF SAN FRANCISCO	13-4700		523.93
788302	04/23/2020	XEROX CORPORATION	01-5600		605.39
789011	04/30/2020	DUNHAM, SUZANNE	01-4300		175.03
789012	04/30/2020	JOENS-POULTON, MARY B	01-4300		215.16
789013	04/30/2020	ARROW BENEFITS GROUP	69-5800		149.00
789014	04/30/2020	CALIF. DEPT. OF TAX & FEE ADM.	01-4361		8.00
789015	04/30/2020	FRONTIER	01-5903		98.34
789016	04/30/2020	GEIGER'S LONG VALLEY MARKET	01-4300		15.09
789017	04/30/2020	MCGRAW-HILL	01-4100		43.97
789018	04/30/2020	PETTY CASH	01-5904		489.05
789019	04/30/2020	STAPLES CREDIT PLAN	01-4300		1,022.78
789020	04/30/2020	VERIZON WIRELESS	01-5800		114.03
789021	04/30/2020	WEATHERTOP NURSERY	01-4300		57.89
789022	04/30/2020	WEX BANK	01-4361		190.26
Total Number of Checks			76		105,142.19

**Checks Dated 03/26/2020 through 04/30/2020**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
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**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	62	54,354.17
13	CAFETERIA SPECIAL REVENUE FL	9	4,856.85
14	DEFERRED MAINTENANCE	1	38,648.70
21	BUILDING FUND	1	3,000.00
40	SPECIAL RESERVE-CAPITAL OUTL	1	237.07
68	SELF-INSURANCE (dental)	2	345.00
69	SELF-INSURANCE (vision)	3	319.00
76	WARRANT/PASS-THROUGH	1	3,381.40
Total Number of Checks		<b>76</b>	105,142.19
Less Unpaid Tax Liability			.00
Net (Check Amount)			<b>105,142.19</b>





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

May 7, 2020

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
<b>Fund 01 - GENERAL</b>						
9000		1,621,094.00	2,238,649.40	4,979,619.51	7,218,268.91	2,238,649.40
	Total for Starting Balance accounts	1,621,094.00	2,238,649.40	4,979,619.51	7,218,268.91	2,238,649.40
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	5,653,253.00	5,769,299.72		3,605,922.86	2,163,376.86
	Total for Revenue accounts	5,653,253.00	5,769,299.72		3,605,922.86	2,163,376.86
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
1000	Certificated Salaries	2,053,591.00	2,005,977.70	323,079.44	1,565,110.36	117,787.90
2000	Classified Salaries	1,049,007.00	1,054,929.64	167,606.60	815,917.22	71,405.82
3000	Employee Benefits	1,525,576.00	1,499,619.14	226,980.44	1,046,689.95	225,948.75
4000	Books and Supplies	513,511.00	532,729.03	13,747.51	197,221.14	321,760.38
5000	Services	749,436.00	794,328.86	109,592.97	524,951.42	159,784.47
6000	Capital Outlay	30,000.00				.00
7000	Other Outgo	7,603.00	166,528.44		158,889.44	7,639.00
	Total for Expense accounts	5,928,724.00	6,054,112.81	841,006.96	4,308,779.53	904,326.32
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		1,345,623.00	1,953,836.31	712,468.43	1,553,475.39	841,006.96
	Total for Ending Balance accounts	1,345,623.00	1,953,836.31	712,468.43	1,553,475.39	841,006.96
<b>Total for Fund 01</b>						
	Starting Balance		+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance
Budgeted	2,238,649.40		5,769,299.72		6,054,112.81	1,953,836.31
Actual	2,238,649.40		3,605,922.86	841,006.96	4,308,779.53	694,785.77
<b>Fund 12 - CHILDDEV</b>						
9000			58,232.49	97,242.42	155,474.91	58,232.49
	Total for Starting Balance accounts	.00	58,232.49	97,242.42	155,474.91	58,232.49
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	152,888.00	160,061.48		152,611.58	7,449.90
	Total for Revenue accounts	152,888.00	160,061.48		152,611.58	7,449.90
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries	81,620.00	98,981.99	18,431.88	80,550.11	.00

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 12 - CHILDDEV (continued)						
3000	Employee Benefits	54,768.00	57,558.94	10,605.36	46,953.58	.00
4000	Books and Supplies		5,130.67		5,127.95	2.72
5000	Services	12,000.00	12,484.00		484.00	12,000.00
7000	Other Outgo	4,500.00	4,500.00			4,500.00
Total for Expense accounts		152,888.00	178,655.60	29,037.24	133,115.64	16,502.72
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			39,638.37	5,020.00	34,057.24	29,037.24
Total for Ending Balance accounts		.00	39,638.37	5,020.00	34,057.24	29,037.24
Total for Fund 12						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	58,232.49	160,061.48		178,655.60	39,638.37	
Actual	58,232.49	152,611.58	29,037.24	133,115.64	48,691.19	
Fund 13 - CAFETRIA						
9000			250.00		250.00	250.00
Total for Starting Balance accounts		.00	250.00	.00	250.00	250.00
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)	190,703.00	190,703.00		88,898.92	101,804.08
Total for Revenue accounts		190,703.00	190,703.00		88,898.92	101,804.08
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries	53,905.00	57,463.09	10,244.28	47,218.81	.00
3000	Employee Benefits	32,998.00	33,330.27	6,019.08	27,311.19	.00
4000	Books and Supplies	98,500.00	94,272.64	27,757.71	48,748.07	17,766.86
5000	Services	5,300.00	5,637.00	120.88	3,288.47	2,227.65
Total for Expense accounts		190,703.00	190,703.00	44,141.95	126,566.54	19,994.51
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			250.00	55,391.41	99,533.36	44,141.95
Total for Ending Balance accounts		.00	250.00	55,391.41	99,533.36	44,141.95

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
<b>Total for Fund 13</b>						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	250.00	190,703.00		190,703.00		250.00
Actual	250.00	88,898.92	44,141.95	126,566.54		81,559.57-
<b>Fund 14 - DEF MANT</b>						
9000			7,675.31	2,575.99	10,251.30	7,675.31
	Total for Starting Balance accounts	.00	7,675.31	2,575.99	10,251.30	7,675.31
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	19,603.00	178,492.44		178,442.59	49.85
	Total for Revenue accounts	19,603.00	178,492.44		178,442.59	49.85
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
4000	Books and Supplies		34,192.77		34,192.77	.00
5000	Services	19,603.00	18,797.17		15,100.00	3,697.17
6000	Capital Outlay		125,502.50		104,151.20	21,351.30
	Total for Expense accounts	19,603.00	178,492.44	.00	153,443.97	25,048.47
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			7,675.31	54,100.00	54,100.00	.00
	Total for Ending Balance accounts	.00	7,675.31	54,100.00	54,100.00	.00
<b>Total for Fund 14</b>						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	7,675.31	178,492.44		178,492.44		7,675.31
Actual	7,675.31	178,442.59	.00	153,443.97		32,673.93
<b>Fund 21 - BLDG BND</b>						
9000		1,101,451.00	1,190,764.84	3,968,285.69	5,159,050.53	1,190,764.84
	Total for Starting Balance accounts	1,101,451.00	1,190,764.84	3,968,285.69	5,159,050.53	1,190,764.84
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)				10,095.51	10,095.51-
	Total for Revenue accounts	.00	.00		10,095.51	10,095.51-
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 21 - BLDG BND (continued)						
5000	Services				3,000.00	3,000.00-
6000	Capital Outlay	1,101,451.00	1,101,451.00		143,213.00	958,238.00
Total for Expense accounts		1,101,451.00	1,101,451.00	.00	146,213.00	955,238.00
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			89,313.84	196,005.60	196,005.60	.00
Total for Ending Balance accounts		.00	89,313.84	196,005.60	196,005.60	.00
Total for Fund 21						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	1,190,764.84	.00		1,101,451.00	89,313.84	
Actual	1,190,764.84	10,095.51	.00	146,213.00	1,054,647.35	
Fund 40 - SPRES CP						
9000		183,026.00	218,796.08	391,109.26	609,905.34	218,796.08
Total for Starting Balance accounts		183,026.00	218,796.08	391,109.26	609,905.34	218,796.08
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)		22,546.01	30,567.97		8,021.96-
Total for Revenue accounts		.00	22,546.01	30,567.97		8,021.96-
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
4000	Books and Supplies	2,000.00	2,000.00		237.07	1,762.93
5000	Services	500.00	500.00			500.00
6000	Capital Outlay	180,526.00	185,526.00		20,535.55	164,990.45
Total for Expense accounts		183,026.00	188,026.00	.00	20,772.62	167,253.38
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			53,316.09	47,326.11	47,326.11	.00
Total for Ending Balance accounts		.00	53,316.09	47,326.11	47,326.11	.00
Total for Fund 40						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	218,796.08	22,546.01		188,026.00	53,316.09	
Actual	218,796.08	30,567.97	.00	20,772.62	228,591.43	
Fund 56 - DEBTSVCE						

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Fund 56 - DEBTSVCE						
9000			46.01		46.01	46.01
Total for Starting Balance accounts		.00	46.01	.00	46.01	46.01
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)				.25	.25-
Total for Revenue accounts		.00	.00		.25	.25-
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
7000	Other Outgo		46.01		46.01	.00
Total for Expense accounts		.00	46.01	.00	46.01	.00
Total for Fund 56						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	46.01	.00		46.01	.00	
Actual	46.01	.25	.00	46.01	.25	
Fund 67 - SELF INS						
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			43,828.17	86,291.20	130,119.37	43,828.17
Total for Starting Balance accounts		.00	43,828.17	86,291.20	130,119.37	43,828.17
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)				403.96	403.96-
Total for Revenue accounts		.00	.00		403.96	403.96-
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			43,828.17			.00
Total for Ending Balance accounts		.00	43,828.17	.00	.00	.00
Total for Fund 67						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	43,828.17	.00			43,828.17	
Actual	43,828.17	403.96			44,232.13	
Fund 68 - SFINS 81						
9000		81,163.00	91,623.24	177,706.64	269,329.88	91,623.24

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Fund 68 - SFINS 81						
Total for Starting Balance accounts		81,163.00	91,623.24	177,706.64	269,329.88	91,623.24
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)		27,940.00		15,060.03	12,879.97
Total for Revenue accounts		.00	27,940.00		15,060.03	12,879.97
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services		32,240.00	456.75	25,028.48	6,754.77
Total for Expense accounts		.00	32,240.00	456.75	25,028.48	6,754.77
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		81,163.00	87,323.24	1,663.25	2,120.00	456.75
Total for Ending Balance accounts		81,163.00	87,323.24	1,663.25	2,120.00	456.75
Total for Fund 68						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	91,623.24	27,940.00		32,240.00	87,323.24	
Actual	91,623.24	15,060.03	456.75	25,028.48	81,198.04	
Fund 69 - SFINS 82						
9000			126,799.80	241,809.42	368,609.22	126,799.80
Total for Starting Balance accounts		.00	126,799.80	241,809.42	368,609.22	126,799.80
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)		7,300.00		4,100.43	3,199.57
Total for Revenue accounts		.00	7,300.00		4,100.43	3,199.57
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services		10,800.00	3,146.03	2,273.97	5,380.00
Total for Expense accounts		.00	10,800.00	3,146.03	2,273.97	5,380.00
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			123,299.80	2,273.97	5,420.00	3,146.03
Total for Ending Balance accounts		.00	123,299.80	2,273.97	5,420.00	3,146.03



Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Total for Fund 69						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	126,799.80	7,300.00		10,800.00		123,299.80
Actual	126,799.80	4,100.43	3,146.03	2,273.97		125,480.23
Fund 76 - WARR PAS						
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)				306.67	306.67-
Total for Fund 76 and Revenue accounts		.00	.00		306.67	306.67-
Total for Org 048 - Laytonville Unified School District						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	3,976,665.34	6,356,342.65		7,934,526.86		2,398,481.13
Actual	3,976,665.34	4,086,410.77	917,788.93	4,916,239.76		2,229,047.42





**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**BUDGET TRANSFERS**  
May 7, 2020

Journal Entry # GJ20-00068		Status Posted	Type General	Fiscal Year 2020	Transaction Date 04/09/2020
Created	SFORD, 4/9/2020	Posted	SFORD, 4/9/2020	Department	BUSINESS
Requisition #		Purchase Order #		Batch #	
Comment rsc 0000 move tech					
Account #	Comments	Line Seq	Debits	Credits	
01-0000-0-4300-001-0000-2430-0000	move to rsc 5800 chrome book lic.	1		945.00	
01-0000-0-5800-001-0000-2430-0000	move from rsc 4300 chrome book lic.	2	945.00		
01-0000-0-4300-001-0000-2430-0000	move to rsc 4400 projectors	3		1,797.49	
01-0000-0-4400-001-0000-2430-0000	move from rsc 4300 projectors	4	1,797.49		
01-0000-0-4300-001-0000-2430-0000	move to rsc 4400 projectors	5		1,679.11	
01-0000-0-4400-001-0000-2430-0000	move from rsc 4300 projectors	6	1,679.11		
01-0000-0-4300-001-0000-2430-0000	move to rsc 4400 projectors	7		675.61	
01-0000-0-4400-001-0000-2430-0000	move from rsc 4300 projectors	8	675.61		
01-0000-0-4300-001-0000-2430-0000	move to rsc 4400 teacher computer	9		1,345.00	
01-0000-0-4400-001-0000-2430-0000	move from rsc 4300 teacher computer	10	1,345.00		
JE # GJ20-00068 Totals			6,442.21	6,442.21	

Journal Entry # GJ20-00069		Status Posted	Type General	Fiscal Year 2020	Transaction Date 04/09/2020
Created	SFORD, 4/9/2020	Posted	SFORD, 4/9/2020	Department	BUSINESS
Requisition #		Purchase Order #		Batch #	
Comment rsc 5826 move tech					
Account #	Comments	Line Seq	Debits	Credits	
01-5826-0-4300-003-0000-2420-0000	move to obj 4400 func 4230 projector	1		680.00	
01-5826-0-4400-003-0000-2430-0000	move from obj 4300 func 4220 projector	2	680.00		
JE # GJ20-00069 Totals			680.00	680.00	

Journal Entry # GJ20-00070		Status Posted	Type General	Fiscal Year 2020	Transaction Date 04/10/2020
Created	SFORD, 4/10/2020	Posted	SFORD, 4/10/2020	Department	BUSINESS
Requisition #		Purchase Order #		Batch #	
Comment fund 12 move subs					
Account #	Comments	Line Seq	Debits	Credits	
12-8105-0-2100-002-7110-1000-0000	move to obj 2170 subs	1		165.00	
12-8105-0-2170-002-7110-1000-0000	move from obj 2100	2	165.00		

Journal Entry # GJ20-00068 through GJ20-00071				Effective 4/2/2020 through 4/30/2020	
Journal Entry # GJ20-00070 (Continued)		Status Posted	Type General	Fiscal Year 2020	Transaction Date 04/10/2020
Account #	Comments	Line Seq	Debits	Credits	
JE # GJ20-00070 Totals			165.00	165.00	

Journal Entry # GJ20-00071		Status Posted	Type General	Fiscal Year 2020	Transaction Date 04/20/2020
Created SFORD, 4/20/2020	Posted SFORD, 4/20/2020	Department BUSINESS			
Requisition #	Purchase Order #	Batch #			
Comment	Rev GJ20-00060				
Account #	Comments	Line Seq	Debits	Credits	
01-0079-0-1100-003-1120-1000-0000	Rev GJ20-00060, obj 1120	1	528.74		
01-0079-0-1150-003-1120-1000-0000	Rev GJ20-00060 obj. 1120	2		528.74	
JE # GJ20-00071 Totals			528.74	528.74	

Laytonville Unified School District Totals			7,815.95	7,815.95	
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**Mendocino County Superintendent of Schools**  
**WILLIAMS SETTLEMENT LEGISLATION**  
**QUARTERLY REPORT FOR LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**2019-2020 FISCAL YEAR**

This report summarizes the results of the Williams Site Visits and documentation reviews at decile 1, 2, and 3 schools (2012 Base API) for the 1<sup>st</sup> Quarter July – September 2019-2020 school year.

**INSTRUCTIONAL MATERIALS:**

Schools were reviewed for sufficient textbooks and instructional materials\*\* as noted below:

School	Review Date	# of Classrooms Visited	Subject/ Course	Textbook/Instructional Materials Needed	Grade	Period	Room #	# of Material Missing	Corrected on
Laytonville Elementary	08/30/19	10	All	Successfully completed and proven sufficiency in materials for the 2019-2020 year	--	--	--	0	N/A

\* Unannounced school(s)

\*\*\*"Sufficient textbooks and instructional materials" means each pupil, including English Language learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home in the four core areas(including science laboratory equipment in grades 9-12) as well as, for middle and high school, in foreign language and health.

**SCHOOL FACILITIES:**

Schools were reviewed for condition of facilities, whether they were in "good repair"\* or pose an "emergency"\*\*\* as noted below:

School	Review Date	Room/ Area	Facility Deficiencies Identified	Emergency	Correction/ Action Taken	Corrected On	Overall Facilities Score
Laytonville Elementary	09/06/19	Office	Ceiling stain over principal's desk. Secure storage shelf in custodial room and secure bookcases behind principals desk in case of earthquake. Tie file cabinets together	No			96.12% Good
		Room 3	Ceiling stain – northwest corner	No			
		Room 2	Small ceiling stains – east of center	No			
		Room 4 (New Building)	Paint discolored on beams of new covered walkway	No			
		Room 12 (Preschool)	Ceiling tile stain in children's bathroom. Broken corner on ceiling tile by playground door. Front door drags on porch landing.	No			
		Room 11 (Preschool)	Bulge (trip hazard) at edge of sidewalk at playground. Needs chips under play equipment.	No			

Completed by: DM

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

School	Review Date	Room / Area	Facility Deficiencies Identified	Emergency	Correction/ Action Taken	Corrected On	Overall Facilities Score
Laytonville Elementary cont.	09/06/19	Room 14	Tears in wallpaper by west door near floor. Cleaning supplies under sink.	No			96.12% Good
		Middle School	Paint peeling on HVAC parapet walls. Some siding damage near courtyard. Courtyard roof appears older than classroom roofs. Trim board missing at entrance.	No			
		Restrooms	Smells like boys.	No			
		Room 18	Secure file cabinet in "office"	No			
		Room 20	Adjoining office missing diffuser on light fixture.	No			
		Room 22	Trim board next to exterior of door broken and loose.	No			

\*\*"Good repair" means the facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria.

\*\* "Emergency condition" means a facility condition that poses a threat to the health or safety of pupils or staff while at school.

**SCHOOL ACCOUNTABILITY REPORT CARD (SARC):**

***No review conducted during this quarter***

The School Accountability Report Cards (SARC) for the following schools were reviewed to determine the accuracy of the information reported for sufficiency of textbooks and instructional materials and safety, cleanliness, and adequacy of school facilities, including "good repair":

**TEACHER MISASSIGNMENTS AND TEACHER VACANCIES:**

***No review conducted during this quarter***

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

Completed by: DM

Page 2

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

**UNIFORM COMPLAINTS:**

The number of complaints filed within the district during the 1<sup>st</sup> Quarter 2019-2020, their nature, and resolution are noted below:

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



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

This report summarizes the results of the Williams Site Visits and documentation reviews at decile 1, 2, and 3 schools (2012 Base API) for the 2nd Quarter October – December 2019-2020 school year.

**INSTRUCTIONAL MATERIALS:**

***No review conducted during this quarter***

**SCHOOL FACILITIES:**

***No review conducted during this quarter***

**SCHOOL ACCOUNTABILITY REPORT CARD (SARC):**

***No review conducted during this quarter***

**TEACHER MISASSIGNMENTS AND TEACHER VACANCIES:**

***No review conducted during this quarter***

**UNIFORM COMPLAINTS:**

The number of complaints filed within the district during the 2<sup>nd</sup> Quarter 2019-2020, their nature, and resolution are noted below:

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

Completed by: DM

Page 1





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

This report summarizes the results of the Williams Site Visits and documentation reviews at decile 1, 2, and 3 schools (2012 Base API) for the 3<sup>rd</sup> Quarter January – March 2019-2020 school year.

**INSTRUCTIONAL MATERIALS:**

***No review conducted during this quarter***

**SCHOOL FACILITIES:**

***No review conducted during this quarter***

**TEACHER MISASSIGNMENTS AND TEACHER VACANCIES:**

***No review conducted during this quarter***

**SCHOOL ACCOUNTABILITY REPORT CARD (SARC):**

The School Accountability Report Cards (SARC) for the following schools were reviewed to determine the accuracy of the information reported for sufficiency of textbooks and instructional materials and safety, cleanliness, and adequacy of school facilities, including “good repair”:

School	SARC Review Date	Instructional Materials Discrepancies	Facility Conditions Discrepancies
Laytonville Elementary	04/23/20	The information reported by Laytonville Elementary School on their School Accountability Report Card (SARC) on the California Department of Education website <b>matches</b> the Instructional Materials inspection performed on 09/16/19. Laytonville Elementary School has successfully completed and proven sufficiency in materials for the 2019-20 year.	The information reported by Laytonville Elementary School on their School Accountability Report Card (SARC) on the California Department of Education website <b>matches</b> the FIT inspection performed on 09/06/2019. The overall rating was <b>GOOD</b> . 96.12%

Completed by: DM

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

**UNIFORM COMPLAINTS:**

The number of complaints filed within the district during the 3<sup>rd</sup> Quarter 2019-2020, their nature, and resolution are noted below:

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

Completed by: DM

Page 2

## **BOARD DISCUSSION/ACTION ITEM K1**

Board Meeting Date: May 7, 2020

Subject: Approval of 2020/21 Instructional Minutes for Laytonville School District

From: Joan Potter, Superintendent

---

### Explanation:

The State requires minimum instructional minutes for each grade level. Our instructional minutes schedules for 2020/21 are attached.

### Recommendation:

Approve the 2020/21 Instructional Minutes Schedules for LES, Spy Rock, and LHS.

### Attachments:

Instructional Minutes Schedules for 2020/21



## **BOARD DISCUSSION/ACTION ITEM K2**

Board Meeting Date: May 7, 2020

Subject: Single School Plan for Student Achievement (SPSA) Review and Revision

From: Joan Potter, Superintendent

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### Explanation:

Each site has a Single School Plan for Student Achievement which is revised annually by the Site Council and approved by the Board. The SSPSA's for next year have been revised by staff and the Site Councils. Mr. Henry and Ms. Stange will review their Single School Plan for Student Achievement for the Board.

### Recommendation:

Approve the LHS and LEMS Single School Plan for Student Achievement

### Attachments:

The LHS Single School Plan for Student Achievement

The LEMS Single School Plan for Student Achievement



### **BOARD DISCUSSION/ACTION ITEM K3**

Board Meeting Date: May 7, 2020

Subject: Approval of Contract for Abatement and Demolition of Old High School Buildings & Resolution No. 580

From: Joan Potter, Superintendent

---

Explanation:

The District sent out a request for bids for the abatement and demolition of the old high school buildings. We received five (5) proposals from:

- Asbestos Instant Response, INC.
- Walberg, Inc.
- Central Valley Environmental
- Resource Environmental, INC.
- Done Right Demolition

Attached are the bid results. We are required to accept the lowest bid.

Recommendation:

- 1) Award the Abatement and Demolition Contract for the Old High School Buildings to Central Valley Environmental
- 2) Approve Resolution No. 580 for Awarding the Abatement and Demolition Contractor

Attachments:

Bid Results for Abatement and Demolition Contract  
Contract for Abatement and Demolition Contractor  
Resolution No. 580



### **Old High School Asbestos Removal and Demolition Bid Proposals**

<b>Company</b>	<b>Total Project Bid</b>	<b>Total Project –Demolition</b>	<b>Rank</b>	<b>Packet Complete?</b>
Asbestos Instant Response, INC.	\$122,413	0	5	YES
Walberg, INC.	\$113,552	\$62,215	4	YES
Central Valley Environmental	\$96,500	\$63,500	1	YES
Resources Environmental, INC.	\$108,000	\$53,000	3	YES
Done Right Demolition	\$97,000	0	2	YES

## CONTRACT

This Contract ("Contract") is made by and between the Laytonville Unified School District ("District"), and Central Valley Environmental, INC ("Contractor").

District and Contractor hereby agree as follows:

### 1. Description of Work

The Contractor agrees to furnish all labor, materials, equipment, tools, supervision, appurtenances, and services, including transportation and utilities, required to perform and satisfactorily complete all work required for the following project ("Project") in full conformance with the Contract

Documents:

**Old Laytonville High School Abatement and Demolition Project  
200 Branscomb Road, Laytonville, CA 95454**

#### Scope of Work:

- Demolition, removal, and disposing of existing 5,520 sq. ft. of building consisting of five classrooms, two restrooms and storage closets, and adjoining covered walkways
- Demolition of covered walkways attached and/or connected to classrooms
- Abatement of required materials as outlined in the Asbestos pre-demolition inspection
- All necessary electrical and plumbing disconnects and capping
- Drywall is less than 1% so removal should be included as part of demolition cost not abatement cost.
- Each bidder shall possess at the time the bid is awarded the following classification(s) of California State Contractor's license: Class B or Asbestos Contractor C -22/ Certified Asbestos contractor DOSH and Demolition Contractor C-21
- Bids should include both the total cost and the deductive cost for demolition.

### 2. Contract Documents

The Contract Documents consist of the executed Contract and all Addenda, all approved change orders, the completed Bid Form, the required Bonds and the Insurance forms, the Notice Inviting Bids, the Instructions to Bidders, the Notice of Award, the Notice to Proceed, the General Conditions and any supplemental conditions, the Technical Specifications, the Drawings, the completed Bidder's Questionnaire, Disabled Veteran Business Enterprises Requirements (if applicable).

### 3. Compensation

As full compensation for the Contractor's complete and satisfactory performance of the work and activities described in the Contract Documents, the District agrees to pay Contractor, and Contractor agrees to accept the sum of Ninety-six thousand, five hundred Dollars (\$ 96,500), which shall be paid to the Contractor according to the Contract Documents.

4. Prevailing Wages

This Project is subject to prevailing wage requirements and Contractor and its Subcontractors are required to pay all workers employed for the performance of this Contract no less than the applicable prevailing wage rate for each such worker. If this Contract is for a public works project over \$25,000 or for a maintenance project over \$15,000, Contractor acknowledges that the project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations in accordance with California Labor Code sections 1725.5 and 1770 et seq.

5. Time for Completion

The starting date of the Contract shall be the day listed by the District in the Notice to Proceed and the Contractor shall fully complete all the work before the expiration of sixty (60) calendar days from the starting date. Time is of the essence in the performance of this Contract.

6. Liquidated Damages

Liquidated damages for the Contractor's failure to complete the Contract within the time fixed for completion are established in the amount of \$500.00 per calendar day.

IN WITNESS WHEREOF, the parties agree to the terms of this Contract on the day and year written below.

\_\_\_\_\_  
District  
Joan Viada Potter, Superintendent

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Contractor License No.  
and Expiration Date

By: \_\_\_\_\_

\_\_\_\_\_  
Individual Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

For: \_\_\_\_\_  
Corporation or Partnership

If Corporation, Seal Below:

## RESOLUTION NO. 580

### A RESOLUTION AWARDING AN ABATEMENT & DEMOLITION CONTRACT FOR THE OLD LAYTONVILLE HIGH SCHOOL TO CENTRAL VALLEY ENVIRONMENTAL AND AUTHORIZING THE SUPERINTENDENT, TO EXECUTE THE CONTRACT

**WHEREAS**, on May 4, 2020 the bids were opened for the material abatement and Demolition of the Old Laytonville High School project; and

**WHEREAS**, Five (5) bid were received and the results are as follows:

<u>Bidder</u>	<u>Bid</u>
Asbestos Instant Response, INC.	\$122,413
Walberg, INC.	\$113,552
Central Valley Environmental	\$96,500
Resources Environmental, INC.	\$108,000
Done Right Demolition	\$97,000

**WHEREAS**, it was determined that Central Valley Environmental was the lowest bidder with a bid of \$96,500; and

**WHEREAS**, this project is funded by General Fund Special Reserve; and

**WHEREAS**, the funding for the execution of the contract shall come from Special Reserve Capital Outlay Fund 40

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

1. Authorizes award of the contract for the material abatement and demolition of the Old Laytonville High School described herein to the lowest responsible and responsive contractor from the bids received as determined by the Superintendent, Joan Potter, and
2. Authorizes the Superintendent to execute the contract

APPROVED AND ADOPTED this 7th day of May, 2020 by the following vote :

AYES :

NOES:

ABSENT:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
Joan Potter, Superintendent

\_\_\_\_\_  
Calvin Harwood, President

\_\_\_\_\_  
Meagen Hedley, Clerk

Laytonville Unified School District  
May 7, 2020

DISCUSSION/ACTION  
Page 10.4



## **BOARD DISCUSSION/ACTION ITEM K4**

Board Meeting Date: May 7, 2020

Subject: Resolution No. 581 for Designating Certain Public Works Projects as an Essential Government Function

From: Joan Potter, Superintendent

---

### Explanation:

Additional requirements are necessary for building projects that take place during the shelter-in-place order. The attachments outline these requirements.

### Recommendation:

Adopt Resolution No. 581 for Designating Certain Public Work Projects as an Essential Government Function

### Attachments:

Resolution No. 581

Exhibits A and B

Acknowledgment of Social Distancing and Hygiene Protocol

Laytonville Unified School District  
May 7, 2020

DISCUSSION/ACTION  
Page 11



**RESOLUTION NO. 581**  
**RESOLUTION OF THE GOVERNING BOARD OF THE**  
**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**DESIGNATING CERTAIN PUBLIC WORKS PROJECTS AS AN ESSENTIAL**  
**GOVERNMENTAL FUNCTION AND**  
**DELEGATING AUTHORITY TO DESIGNATE FURTHER PUBLIC WORKS PROJECTS**  
**AS AN ESSENTIAL GOVERNMENT FUNCTION**

**WHEREAS**, as a result of the COVID-19 pandemic (“Pandemic”), the County of Mendocino (“County”) issued Order No. April 24, 2020 (“Order”) extending the County’s Shelter in Place dated March 24, 2020 (“Prior Order”) to May 19, 2020;

**WHEREAS**, the Order clarifies, strengthens and extends certain terms of the Prior Order to increase social distancing and further reduce person-to-person contact in order to further slow transmission of COVID-19;

**WHEREAS**, the Order contains an exemption for Essential Governmental Functions as determined by the governmental entity performing those functions in the County and requires that each governmental entity and its contractors employ all necessary emergency protective measures to prevent, mitigate, respond to and recover from the COVID-19 pandemic, and that all essential functions be performed in compliance with Social Distancing and Hygiene Requirements to the greatest extent feasible;

**WHEREAS**, the Order contains an exemption for Essential Businesses, which includes, among other things, public works construction projects if specifically designated as an Essential Governmental Function by the lead governmental agency;

**WHEREAS**, the Order also contains an exemption for educational institutions—including public and private K-12 schools, colleges, and universities—for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six-feet per person is maintained;

**WHEREAS**, the Laytonville Unified School District (“District”), as lead governmental agency, has ongoing public works projects (“Projects”) as further described in Exhibit A attached hereto;

**WHEREAS**, the Projects are essential governmental functions of the District as timely completion of the Project(s) is required to ensure continued operations with facilities that are safe, secure and updated to provide the District’s educational programs to students and to support student health and safety; and

**WHEREAS**, the Order instituted social distancing requirements and protocols, the text of an exemplar is attached hereto as Exhibit B (“Protocol”).

**NOW, THEREFORE**, the Governing Board of the Laytonville Unified School District hereby finds, determines, declares, orders and resolves as follows:

1. The above recitals are true and correct.
2. The Projects as identified in Exhibit A attached hereto are each declared essential to the District, are essential to ensure the District’s function and for the District to provide safe, secure and updated educational and administrative facilities.
3. All Contractors, their subcontractors of every tier, and suppliers to the Contractors and subcontractors, are specifically designated as the entities responsible to perform work on the respective Project(s).



4. The Superintendent or his designee may designate applicable District staff or consultants as responsible for overseeing contractors' work on the Project(s).
5. The Superintendent or his designee may take any and all actions reasonably necessary to adopt, implement and to ensure the Contractors adopt and implement the Protocol attached hereto as Exhibit B, and to the extent applicable to the essential Project or services in support of the essential Project, and may make any reasonable changes thereto as may be required for the Project. The District shall post the Protocol at or near the entrance of all District facilities and shall be reasonably viewable by the public and employees. Further, the District shall ensure that the Contractors provide the Protocol to each employee performing work at the Project sites. District staff shall also request from each Contractor an updated safety plan consistent with the Protocol and any applicable public health directives.
6. The Superintendent or his designee may take any and all actions reasonably necessary to continue the construction of each Project as essential to the District.
7. The Board delegates authority to the Superintendent or his designee to determine that other activities for the construction, modernization, repair, or maintenance of educational and administrative facilities are essential to the District.
8. Nothing herein shall or is intended to relieve Contractors or others performing essential services from their contractual obligations to provide a safe worksite for their employees and to adhere to all governmental Orders.

This Resolution shall take effect upon its adoption.

PASSED AND ADOPTED this seventh day of May, 2020, by the Governing Board of the Laytonville Unified School District by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

### **CERTIFICATION**

I, Meagen Hedley, Clerk of the Governing Board of the Laytonville Unified School District, do hereby certify that the foregoing Resolution was duly approved and adopted by the Governing Board of said meeting thereof held on the seventh day of May, 2020 with a copy of the Resolution being on file in the Administrative Office of the District.

### **List of Exhibits**

Exhibit A: Project List

Exhibit B: Social Distancing Protocol

Laytonville Unified School District  
May 7, 2020

DISCUSSION/ACTION  
Page 11.2

**Exhibit A**

**Project List**

<b>Name of Project</b>	<b>School Site(s)</b>
Abatement and Demolition Project	Old Laytonville High School

All construction, modernization, repair, maintenance or remodeling of educational and administrative facilities, on-going and undertaken in the future, whether performed by District employees or those under direct contract with District to ensure that District facilities are safe, sanitary and sufficient to promote positive learning outcomes to District students when the Pandemic is over and students return to District facilities. “Projects” shall also include those activities necessary to support these Projects which include, but are not limited to, security, support services and other activities.

## Exhibit B

### **Social Distancing Protocol**

Business name: Laytonville Unified School District ("Old" Laytonville High School)

Facility Address: 200 Branscomb Road, Laytonville, CA

Approximate gross square footage of space open to the public: 0

**BUSINESSES MUST IMPLEMENT ALL APPLICABLE MEASURES LISTED BELOW,  
AND BE PREPARED TO EXPLAIN WHY ANY MEASURE THAT IS NOT  
IMPLEMENTED IS INAPPLICABLE TO THE BUSINESS.**

---

#### **Signage:**

- ☐ Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.
- ☐ Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

---

#### **Measures To Protect Employee Health (check all that apply to the facility):**

- ☐ Everyone who can carry out their work duties from home has been directed to do so.
- ☐ All employees have been told not to come to work if sick.
- ☐ Symptom checks are being conducted before employees may enter the work space.
- ☐ All desks or individual work stations are separated by at least six feet.
- ☐ Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
  - ☐ Break rooms:
  - ☐ Bathrooms:
  - ☐ Other:
- ☐ Disinfectant and related supplies are available to all employees at the following location(s):
- ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
- ☐ Soap and water are available to all employees at the following location(s):
- ☐ Copies of this Protocol have been distributed to all employees.
- ☐ Optional—Describe other measures:

---

#### **Measures To Prevent Crowds From Gathering (check all that apply to the facility):**

- ☐ Limit the number of customers in the store at any one time to \_\_\_\_, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
- ☐ Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- ☐ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain:
- ☐ Optional—Describe other measures:

---

**Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)**

- ☐ Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- ☐ Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- ☐ Separate order areas from delivery areas to prevent customers from gathering.
- ☐ All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ☐ Optional—Describe other measures:

---

**Measures To Prevent Unnecessary Contact (check all that apply to the facility):**

- ☐ Preventing people from self-serving any items that are food-related.
- ☐ Lids for cups and food-bar type items are provided by staff; not to customers to grab.
- ☐ Bulk-item food bins are not available for customer self-service use.
- ☐ Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- ☐ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.  
Describe:

- ☐ Optional—Describe other measures (e.g. providing senior-only hours):

---

**Measures To Increase Sanitization (check all that apply to the facility):**

- ☐ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- ☐ Employee(s) assigned to disinfect carts and baskets regularly.
- ☐ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- ☐ Disinfecting all payment portals, pens, and styluses after each use.
- ☐ Disinfecting all high-contact surfaces frequently.
- ☐ Optional—Describe other measures:

\* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

**You may contact the following person with any questions or comments about this protocol:**

**Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**ACKNOWLEDGMENT OF PUBLIC WORKS PROJECTS AS ESSENTIAL  
GOVERNMENTAL FUNCTION RESOLUTION AND SOCIAL DISTANCING AND  
HYGIENE PROTOCOL**

In accordance with the Laytonville Unified School District Resolution No.581, the Old Laytonville High School Abatement and Demolition Project ("Project") has been declared an Essential Governmental Function and therefore exempt from the County of Mendocino Shelter in Place Order Dated April 24, 2020 as an essential business. \_\_\_\_\_  
("Contractor"), its subcontractors of every tier, and suppliers to the Contractors and subcontractors have been designated as the entities responsible to perform the work on the Project.

In performing all work on the Project, Contractor agrees to implement the District's Social Distancing and Hygiene Protocol and ensure the implementation by its agents, employees, subcontractors and suppliers at all times.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **BOARD DISCUSSION/ACTION ITEM K6**

Board Meeting Date: May 7, 2020

Subject: Revision to Calendar of Regular Board Meeting Dates for 2020

From: Joan Potter, Superintendent

---

Explanation:

Due to COVID-19, the requirements for the LCAP have been changed. Therefore, we no longer have to conduct a Public Hearing for the LCAP at a separate meeting prior to approval. The Public Hearing for the Budget can be held at the same meeting as the Budget approval.

Recommendation:

Approve the cancellation of our regularly scheduled meeting on June 18, 2020

Attachments:

Calendar of Regular Meeting Dates for 2020

## REGULAR BOARD MEETING DATES: 2020

January 9, 2020	Second Thursday	Holidays
February 6, 2020	First Thursday	
March 5, 2020	First Thursday	
April 2, 2020	First Thursday	Spring Break
May 7, 2020	First Thursday	
<del>June 18, 2020</del>	<del>Third Thursday</del>	
June 25, 2020	Fourth Thursday	Budget Adoption
July 2019	No meeting	
August 13, 2020	Second Thursday	Vacations
September 3, 2020	First Thursday	
October 1, 2020	First Thursday	Pending Homecoming
November 5, 2020	First Thursday	
December 10, 2020	Second Thursday	First Interim Budget, Thanksgiving

Adopted: 12/12/2019

## **BOARD DISCUSSION/ACTION ITEM K6**

Board Meeting Date: May 7, 2020

Subject: Adoption of Revised Calendar for 2020/2021 School Year

From: Joan Potter, Superintendent

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Explanation:

When the calendar was presented to the board in March a student day was inadvertently left out of the 2020/2021 calendar. The attached calendar has been revised to include 180- student days and has placed the staff development day for certificated staff at the beginning of the school year.




Recommendation:

Adopt the 2020/2021 School Year Calendar



Attachments:

Calendar for 2020/2021 School Year



 Snow Day 
  Non School Day 
  Holiday

## Laytonville Unified 2020/21 Calendar

 Minimum Day 
  Staff Develop. Day

Board Adopted:

July 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July	
4	Independence day

August	
19	Teacher Inservice Day
20	All Staff Development Day
21	Teacher Work Day/CSEA Inservice Day
24	1st day of School-Release: LES 1:30, LHS 1:45
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

September	
7	Labor Day
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

October	
	LHS 1st Quarter Ending
	LHS Parent/Teacher Conferences-1:45 Dismissal
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

November	
11	Veteran's Day (No Students)
10*	LES 1st Trimester Ending
16-20*	LES Parent Teacher Conferences: 1:30 release
23-27	Thanksgiving Break
	Regularly Scheduled Minimum Days

December	
18	Early Release: LES 1:30, LHS 1:45
18-31	Christmas Break
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

January 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

January	
1	New Year's Day
18	Martin Luther King's Day
	LHS Finals: MWThF: 2:30 dismissal
	LHS 2nd Qtr/1st Semester Ending
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

February	
8	Lincoln's Birthday (No School)
15	President's Day (No School)
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

March	
5*	LES 2nd Trimester Ending
14	Daylight Saving
15	Snow Day
15-19*	LES Parent/Teacher Conferences: 1:30 Dismissal
	LHS 3rd Quarter Ending
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

April	
5-9	Spring Break
	LHS Parent/Teacher Conferences-2:30 Dismissal
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm
4	Easter Sunday

May	
14	Teacher Inservice Day (No School)
21	Snow Day (No School)
31	Memorial Day (No School)
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

June	
10	Last Day of School: LES 1:30, LHS 1:45 Dismissal
10	LES 3rd Trimester/LHS 2nd Semester End
11	Teacher Inservice Day
11	Graduation Day
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

## BOARD INFORMATION ITEM L1

Board Meeting Date: May 7, 2020  
Subject: Deferred Maintenance  
From: Joan Potter, Superintendent

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### Explanation:

Funds are set aside to address Deferred Maintenance needs annually. A five year plan is created to project the maintenance needs that must be addressed over the next five years. The attached document outlines upcoming district needs for the next five years.

### Attachments:

Deferred Maintenance 5 year plan