

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF AUGUST 9, 2018**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a regular meeting in the Board Room on August 9, 2018. Board President Calvin Harwood called the meeting to order at 6:00 pm.

ROLL CALL:

Trustees Present: Shannon Ford, Shelagh Deveney, Calvin Harwood & Erin Gamble

Administrators Present: Joan Potter and Tim Henry

Student Representative: None

B. PUBLIC INPUT re CLOSED SESSION ITEMS:

C. CLOSED SESSION AGENDA:

<i>CS-1</i>	CONSIDERATION OF STUDENT EXPULSION (Request for Readmission)	<i>CS-1</i>
<i>CS-2:</i>	PUBLIC EMPLOYEE APPOINTMENT Title: Coaches, 6 th Grade Job Share (0.5 FTE), Instructional Assistant, SPED Instructional Assistant, Continuation/ISOP Teacher, Transportation Coordinator, English Learner Teacher (.29 FTE)	<i>CS-2</i>
<i>CS-3:</i>	CONSIDERATION OF INTERDISTRICT TRANSFER REQUEST <i>STUDENT # IDT 2018/19-A, STUDENT # IDT 2018/19-B</i>	<i>CS-3</i>
<i>CS-4</i>	PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE	<i>CS-4</i>

D. ANNOUNCEMENTS FROM CLOSED SESSION:

Board President Calvin Harwood announced that on closed session item CS-1, Consideration of Student Expulsion, Shannon Ford motioned to deny readmission due to the terms of expulsion not being met, seconded by Erin Gamble, unanimously approved with a 4-0 vote. Next, on closed session item CS-3, Consideration of Inter-district transfer request, the Board voted unanimously to approve transfers IDT 2018/19-A and IDT 2018/19-B. No other action was taken in closed session.

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

F. ACCEPTANCE OF AGENDA:

- **Motion** to approve the Agenda by Shelagh Deveney, seconded by Shannon Ford, unanimously approved with a 4-0 vote.

G. CORRESPONDENCE: None

H. PUBLIC INPUT: None

I. REPORTS AND COMMENTS:

Superintendent's Report:

Mrs. Potter shared that new carpet was installed in both Preschool classrooms, Kindergarten and a middle school classroom. Security camera installation at the Elementary school will begin

very soon Mrs. Potter reminded everyone that Back to School night will take place on August 23rd at 5:30 pm.

The following reports were given:

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

J. ACTION: CONSENT AGENDA

- **Motion** to accept the Consent Agenda by Shannon Ford, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

K. ACTION:

K.1. Declaration of Need for Fully Qualified Teachers

- This Declaration of Need must be filed with the California Commission for Teacher Credentialing (CCTC) when a District anticipates having to employ teachers who are not fully credentialed. With this declaration on file the district may consider teacher interns who have met certain minimum requirements. The Board's approval of the Declaration of Need provides the Board and public an "*opportunity to see the number of emergency permits that the district reasonably expects to request in each category and understand the reasons for such requests.*"
- Our application is for 3 Limited Assignment Permits and up to 4 permits that will provide certification for up to 4 interns at Laytonville Elementary School and 1 Provisional Internship permit.
- Additionally, we are applying for 3 emergency CLAD permits.
- **Motion** to approve the Declaration of Need for Fully Qualified Educators by Shelagh Deveney, seconded by Erin Gamble, unanimously approved with a 4-0 vote.

K.2. Staff Development Plans for 2018/19

- Staff development days this year include:
 - August 20, 2018, November 1, 2018, April 12 (?) or May 10, 2019 and June 14, 2019 for Certificated Staff and
 - August 20 and 21, 2018 for Classified Instructional Staff. (Other dates may be utilized and staff will receive supplemental pay for participating.)
- Staff Development activities for 2018/2019 include goals that have been outlined in our Local Control Accountability Plan (LCAP). Some activities are taking place this summer. We have built the following activities in to the 2018/2019 budget:
 - Provide a variety of professional development opportunities for both classified and certificated staff including but not limited to: the use of math and ELA newly adopted curriculum, integrating curriculum, Socratic Seminar, NGSS, VPA, World Languages, use of the new social studies framework, ERWC and articulation, ELD strategies for access and use of technology
 - Provide professional development for both classified and certificated staff with a focus on attaining common core curriculum

- Provide staff development for CTE teachers to integrate standards based curriculum into their programs
- Provide training for staff, parents, and students to use AERIES .net for monitoring student progress on assignments/grades
- Support for the implementation of a Multi-tiered System of Support/PBIS
- Develop comprehensive health and PE curriculum and purchase materials to support it.
- Throughout the school year, the staff will also continue to utilize the Tuesday Minimum Day schedules to survey their academic programs, as well as strategies which promote a positive school climate, including intervention techniques and Project Based Learning.
- **Motion** to approve the 2018/19 Staff Development Plan by Shelagh Deveney, seconded by Shannon Ford, unanimously approved with a 4-0 vote.

L. DISCUSSION / ACTION:

L.1. District Goal Setting

- The following goals continue to be a part of our Local Accountability Plan. I recommend discussing and reviewing these goals to ensure that they encompass what the Board views as central to our mission.

Laytonville Unified School District Local Accountability Plan Goals 2017-2020

- Basic Services. Recruit and retain caring, committed, exemplary, qualified, credentialed staff; provide standards aligned instructional materials, including technology, to support implementation for all students, while maintaining a clean and safe learning environment.
- Implementation of State Academic Standards. Provide high quality staff development for both classified and certificated staff in common core implementation with a focus on effective instructional strategies, ELD strategies, peer coaching, use of technology, and curriculum alignment.
- Parent Engagement. Provide a variety of venues to build strong connections between parents and their child's educational experience.
- Pupil Achievement. Provide support for all students to achieve proficiency of the Common Core standards ensuring that they are prepared to pursue any avenue of their choosing.
- Pupil Engagement and Course Access. Provide access to a broad course of study to all students inclusive of both College and Career pathways.
- School Climate. Provide social, emotional, and academic supports for all students in a safe environment in which our students can achieve the knowledge, skills and attitudes needed now and for the future.
- Other Pupil Outcomes. Provide a comprehensive program promoting health education and physical activity for all students in order to strengthen the link between student health and learning.
- **Motion** to approve the District Goal Setting by Shannon Ford, seconded by Erin Gamble, unanimously approved with a 4-0 vote.

L.2. 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.

- Hersel “Ben” Harwood 1 FTE Teacher Grades 7/8th GELAP Waiver
- Elise Harrleson 1 FTE Resource Specialist Teacher Grade 9-12 STSP Waiver
- Ryan Jensen .50 FTE Job Share Grade 6 TPSL Waiver
- **Interns:**
 - Josh Firks
 - Amber Lemmer (Jensen)
 - Casey Watkins
 - Lindsay Jacobson
- **Motion** to approve employing Hersel “Ben” Harwood, Patricia Elise Harrleson, and Ryan Jensen on the basis of a Credential Waiver by Shelagh Deveney, seconded by Erin Gamble, unanimously approved with a 4-0 vote.

L.3. Resolution No. 547 for Establishment of School Warrant/Pass-Through Fund

- As the County completed the first payroll run in ESCAPE, they realized ESCAPE utilizes Fund 76, a warrant/pass-through fund to account for payroll liabilities. In order to open a Fund 76 at the County Treasurers Office the Board must adopt the attached resolution.
- **Motion** to adopt Resolution No. 547 for Establishment of School Warrant/Pass-through Fund by Shannon Ford, Seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

L.4. Public Hearing: Public Hearing: Adoption of Revised AR 1261: Indian Policies and Procedures

- At a regular meeting on November 2, 2017 the Board held a Public Hearing to discuss the Federal Impact Aid and Indian Policies and Procedures. The Indian Policies and Procedures (IPP’s) were submitted for Federal Compliance and returned with feedback that required minor modifications. The attached IPP’s reflect the changes. On approval of the changes the IPP’s were resubmitted and the District is in full compliance to receive Impact Aid funding.
- The Public Hearing was Opened
- No input was given
- The public hearing was closed
- **Motion** to approve the revised AR 1261 for Indian Policies and Procedures by Erin Gamble, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

L.5. Revised Classified Salary Schedule

- Due to a difference in rounding, there were multiple cells that were unknowingly affected in the classified salary schedule that was adopted in July. These cells have been recalculated and are reflected in the attached revised salary schedule.
- **Motion** to adopt the attached revised classified salary schedule by Shannon Ford, seconded by Shelagh Deveney, unanimously approved with a 4 -0 vote.

L.6. Course Description for Freshman Foundation

- The high school is adding a new course for all freshman. The course is called Freshman Foundation and is becoming a popular new required course for many high schools. The following is the proposed course description.
- Freshman Foundation is a semester long course that will be using a curriculum called Career Choices and Changes. This curriculum is designed to help students increase their

self-knowledge, assess their preferred work style and occupational environment. It focuses on solving problems, setting goals, making decisions, taking risks, tolerating anxiety, and promoting the skills and attitudes fundamentally necessary to thrive in a rapidly changing marketplace. Students will also be learning how to budget and plan in order to create goals and will ultimately create an online ten year plan that students will revise and update on an annual basis.

- **Motion** to approve the Freshman Foundation course description by Shannon Ford, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

L.7. Proposed BP 6146.1 for High School Graduation Requirements, First Reading

- Currently a semester course of Driver's Education is a graduation requirement. Over the years some students have elected to take the course through Independent Study or on their own as opposed to in the classroom. Additionally changes in enrollment and more limited course offerings, necessitates reviewing graduation requirements in order to ensure that we are providing courses that align with a strong College and Career pathway. Mr. Henry proposed dropping Driver's Education as a graduation requirement though students may still enroll in an online course for Driver's Education and receive elective credit for taking it.
- Additionally, the high school is proposing the following:
 - Add the aforementioned Freshman Foundation course as a graduation requirement beginning with the graduating class of 2022.
 - Computer Literacy will continue to be a graduation requirement. Effective with the 2020/2021 school year Advanced Computing will no longer be a graduation requirement.

L.8. School Site Cell Phone Policies

- Mr. Henry went over the high school cell phone policy that is sent to all families in the first day packet and reviewed with students the first week of school.
 - Sample board policies and examples of other district procedures to be discussed at the Board meeting on October 4, 2018.

L.9. BP 2300 for Conflict of Interest Code, Biennial Review

- Public Reform Act of 1974 (Government code Section 87306.5) requires the school district to review its conflict of interest code biennially prior to October 1.
- The Board reviewed both documents and agree that no amendments are necessary.

L.10. Recommendation for Architect for the Culinary Arts Facility

- The District put out an RFQ for an architect to provide services for the Culinary Arts building. One proposal was received from Alameida Architecture. The Superintendent is recommending the District enlist the services of Alameida Architecture.
- **Motion** to approve the recommendation and direct the Superintendent to meet with and enter into contract with Alameida Architecture by Erin Gamble, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

M. INFORMATION ITEMS:

M.1. Summer School Report

- Summer School focused on Language Arts and Math, with Science and Art integrated into projects at the elementary level. The high school offered its program through Independent Study due to a smaller number of students needing to take Summer School, and focused on graduation requirements. Healthy Start also offered their Summer Program, now in its sixteenth year. Additionally, the high school offered a Freshman Academy which concluded today with a field trip to College of the Redwoods and Humboldt State. Students also visited UC Davis last week.
- All programs were once again extremely successful and well attended.

M.2. Superintendent's Goals

- Each year the Superintendent presents the Board with specific goals for the upcoming school year. This year the Superintendent has again created her goals based on the district's LCAP goals. The following outlines her goals:
 1. Basic Services. Recruit and retain caring, committed, exemplary, qualified, credentialed staff; provide standards aligned instructional materials, including technology, to support implementation for all students, while maintaining a clean and safe learning environment.
 - a. Work closely with the Business Manager to ensure that our budget accommodates the needs associated with recruiting and retaining staff.
 - b. Work closely with the Administrative Assistant in advertising for, recruiting and interviewing new staff.
 - c. Provide budget to support purchase of instructional materials
 - d. Work with site principals in ensuring review and adoption of Common Core curriculum and materials
 - e. Work with maintenance staff in creating efficient strategies and practices for maintaining the campus
 - f. Create ongoing facility needs assessments and long range projections for budgetary and staffing support.
 - g. Support the new building project and take steps necessary to get phase 2 of the elementary project moving forward.
 2. Implementation of State Academic Standards. Provide high quality staff development for both classified and certificated staff in common core implementation with a focus on effective instructional strategies, ELD strategies, peer coaching, use of technology, and curriculum alignment.
 - a. Promote and provide funds to implement staff development programs for all staff.
 - b. Work with site principals to support staff in strong curricular and instructional practices
 3. Parent Engagement. Provide a variety of venues to build strong connections between parents and their child's educational experience.
 - a. Work with MCOE, DAC, and school sites in creating some new strategies for increased parent engagement
 4. Pupil Achievement. Provide support for all students to achieve proficiency of the Common Core standards ensuring that they are prepared to pursue any avenue of their choosing.
 - a. Create a budget that supports enough staffing and student supports for increasing pupil achievement

- b. Develop strategies for reviewing data, creating needs assessments based on data review and plans for improvement.
- 5. Pupil Engagement and Course Access. Provide access to a broad course of study to all students inclusive of both College and Career pathways.
 - a. Work with site principals in supporting the various activities and programs needed to achieve this goal
 - b. Work with MCOE and other outside agencies to maximize opportunities for our students.
- 6. School Climate. Provide social, emotional, and academic supports for all students in a safe environment in which our students can achieve the knowledge, skills and attitudes needed now and for the future.
 - a. Support for the implementation of a Multi-Tiered System of Support/PBIS
 - b. Continue to work closely with Healthy Start in providing services to our students and families
- 7. Other Pupil Outcomes. Provide a comprehensive program promoting health education and physical activity for all students in order to strengthen the link between student health and learning
 - a. Work with site principals, DAC and the Food Service Director in providing healthy foods and activities for our students.
- 8. Human Resources
 - a. Recruit and retain caring, committed, exemplary, qualified staff
 - i. Work with Site Principals to provide supports to retain our teachers
- 9. Financial Stability
 - I will continue to work closely with the Business Manager to achieve our LCAP goals while maintaining financial stability.
- 10. Leadership
 - Work with Site Principals in establishing strategies for improving attendance district wide.
 - Build on communication strategies and develop a plan for improving
 - Work closely with the Board in good governance practices and seek out training and conferences
 - Ensure ongoing communication with all board members in a timely manner
 - Work closely with both unions, site administrators, the Board and other district staff by modeling and providing support for attainment of our district goals will be central to my activities with the Business Manager to achieve our LCAP goals while maintaining financial stability.

M.3.Budget Update

Revisions in Revenues and Expenditures to the Adopted 2018/2019 LUSD Budget

- Since the board adopted the budget on June 21, 2018, the Governor signed the State Budget. There are a few changes from the May Budget Revision. As a result of these changes, districts are required to share at a public meeting in August 2018, the effect of the revenue changes on the adopted budget.
- Potential changes are: Decreased funding for One Time Discretionary (approximately \$55,000)
- Changes will be implemented at 1st Interim or Unaudited Actuals.

M.4. Janus v. AFSCME and California Senate Bill SB 866

- On June 27, 2018 the Supreme Court decided in favor of Janus in regards to Janus v. AFSCME. This decision states that requiring public employees to pay mandatory agency fees of “fair share” fees, to public sector unions is unconstitutional.
- The attached document advises districts on how to proceed with the new laws.

M.5. Facilities Report

- Mrs. Potter reviewed with the Board a PowerPoint of the status of the building project provided by Don Alameida.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: Phone Policies from other Districts and Sample Board Policies on Cell Phones

COMMENTS FROM THE BOARD: None

P. ADJOURNMENT:

Motion to adjourn the meeting by Shelagh Deveney, seconded by Erin Gamble, unanimously approved with a 4-0 vote. The meeting was adjourned at 8:38 P.M. The next regular meeting will be held on September 13, 2018.

Respectfully submitted,

Adopted as Final
September 13, 2018

Joan Viada Potter
Secretary to the Board

Shannon Ford
Clerk of the Board

LAYTONVILLE UNIFIED SCHOOL DISTRICT
PERSONNEL ASSIGNMENT ORDER #2 2018/19

September 13, 2018

<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
<u>Certificated Appointment</u>			
<u>Certificated Resignation</u>			
<u>Certificated Layoff</u>			
<u>Certificated Leave of Absence</u>			
<u>Certificated Transfer</u>			
<u>Classified Appointment</u>			
Berglund, Leah (3hr) 7 th Grade IA	Prob.	\$12/hr	8/21/2018
Frost, Misty (1hr) Aftercare Assist.	Prob.	\$12/hr	8/28/2018
Harlan, Debbie Cook	Prob.	\$12/hr	8/20/2018
Marquez, Rosie (3hr) Preschool Assist	Prob.	\$12/hr	8/20/2018
<u>Classified/Confidential Appointment</u>			
Zumwalt, Wendy Food Service Director	Prob.	\$16.94	8/17/2018
<u>Classified/Confidential Resignation</u>			
<u>Classified/Confidential Reduction</u>			
Marquez, Rosie 2.5 hrs Custodial	Perm.		8/21/2018
<u>Classified Transfer</u>			
<u>Classified Resignation/Retirement</u>			
<u>Classified Termination</u>			
<u>Classified Layoff</u>			
<u>Coaching Positions</u>			

LAYTONVILLE UNIFIED SCHOOL DISTRICT
REVOLVING CASH FUND #2 2018/19

September 13, 2018

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
8.14.18	2137	DMV	Bus 8 & 6 Dup. Titles	\$42.00
8.17.18	2138	Wendy Zumwalt	Reimbursement	\$449.76

LAYTONVILLE UNIFIED SCHOOL DISTRICT

WARRANT LIST

September 13, 2018

Checks Dated 07/30/2018 through 08/31/2018					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
737686	08/02/2018	ACCREDITING COMM FOR SCHOOLS	01-5800		1,020.00
737687	08/02/2018	AMAZON	01-9500	2,851.33	
			Unpaid Tax	92.72-	2,758.61
737688	08/02/2018	CDE	13-9500		150.80
737689	08/02/2018	CHEVRON BUSINESS CARD SERVICES	01-4361		142.40
737690	08/02/2018	FORT BRAGG ELECTRIC INC.	01-6170		9,725.41
737691	08/02/2018	KELLY MOORE PAINT CO INC	01-4300		1,366.13
737692	08/02/2018	LAYTONVILLE UNIFIED REVOLVING	01-5904		200.00
737693	08/02/2018	PACIFIC GAS & ELECTRIC	01-5510		10,610.23
737694	08/02/2018	SAN JOAQUIN COE	01-5811		450.00
738047	08/09/2018	ALAMEIDA ARCHITECTURE	21-6200		22,929.64
738048	08/09/2018	BLUE SHIELD OF CALIFORNIA	01-9514		3,113.10
738049	08/09/2018	CALIF. DEPT. OF TAX & FEE ADM.	01-9500		5.26
738050	08/09/2018	D AND D LANDSCAPING INC.	01-5800		233.97
738051	08/09/2018	DEPT OF FORESTRY/FIRE PROTECT. ACCOUNTING OFFICE	01-9500		1,142.00
738052	08/09/2018	EUREKA OXYGEN	01-5600	1,228.00	
			13-5600	120.00	1,348.00
738053	08/09/2018	FRONTIER	01-5903	286.44	
			01-9500	277.61	564.05
738054	08/09/2018	GEIGER'S LONG VALLEY MARKET	01-4300		235.08
738055	08/09/2018	TIMOTHY J. HENRY	01-5800		75.00
738056	08/09/2018	INTL. ACADEMY OF SCIENCE	01-5800		2,709.50
738057	08/09/2018	MARY B. JOENS-POULTON	01-4300		35.28
738058	08/09/2018	LEARNING A-Z	01-5800		799.50
738059	08/09/2018	TAMMY LYONS	01-5200		345.11
738060	08/09/2018	MATHESON TRI-GAS INC	01-5600		59.33
738061	08/09/2018	MENDES SUPPLY COMPANY	01-4300		292.55
738062	08/09/2018	MORTON, PHILIP	21-6200		1,280.00
738063	08/09/2018	ORANGE CO. OFFICE OF ED	01-5200		474.98
738064	08/09/2018	PENNY'S TROPHIES AND GIFTS	01-4300		23.90
738065	08/09/2018	SHN CONSULTING ENGINEERS & GEO	21-9500		968.75
738066	08/09/2018	SOLID WASTE OF WILLITS	01-5540		801.05
738067	08/09/2018	LORRE STANGE	01-5200		316.45
738068	08/09/2018	STAPLES CREDIT PLAN	01-9500		68.90
738069	08/09/2018	TEAMTALK NETWORK	01-5800		1,156.68
738070	08/09/2018	WILLIAM V MACGILL & CO.	01-4300		245.19
738071	08/09/2018	WILLITS WEEKLY	01-5811		42.00
738450	08/16/2018	ARROW BENEFITS GROUP	68-5800		34.00
738451	08/16/2018	CDW GOVERNMENT INC.	01-4300		451.93
738452	08/16/2018	D AND D LANDSCAPING INC.	01-5800		435.00
738453	08/16/2018	FRONTIER	01-5903		602.82
738454	08/16/2018	GEIGER'S LONG VALLEY MARKET	01-4300	8.62	
			13-4300	.88	

Checks Dated 07/30/2018 through 08/31/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
738454	08/16/2018	GEIGER'S LONG VALLEY MARKET	13-4700	18.52	28.02
738455	08/16/2018	GREENWIRED	01-6200		12,708.74
738456	08/16/2018	INDOOR ENVIRONMENTAL SERVICES	01-5800		24,345.90
738457	08/16/2018	KELLY MOORE PAINT CO INC	01-4300		425.24
738458	08/16/2018	LAYTONVILLE WATER DISTRICT	01-5530		2,704.39
738459	08/16/2018	LONG VALLEY LUMBER	01-4300		99.74
738460	08/16/2018	MCGRAW-HILL	01-9500		13,087.53
738461	08/16/2018	PACIFIC GAS & ELECTRIC	01-5510		377.10
738462	08/16/2018	SCHOOL SPECIALTY	01-4300		499.31
738463	08/16/2018	VERIZON WIRELESS	01-5800		228.06
738464	08/16/2018	XEROX CORPORATION	01-5600		665.77
738465	08/16/2018	WENDY A. ZUMWALT	13-4300		51.01
738783	08/23/2018	A-Z BUS SALES INC	01-4364		346.81
738784	08/23/2018	ADVANCED SECURITY SYSTEMS	01-5600		815.07
738785	08/23/2018	ARROW BENEFITS GROUP	Cancelled		480.02 *
Cancelled on 08/24/2018. Cancel Register # 191903					
738786	08/23/2018	BUSINESS CARD, BANK OF AMERICA	01-4300	394.16	
			01-5600	123.81	
			01-5800	221.21	
			13-4300	42.77	
			40-4300	59.84	
			Unpaid Tax	7.17-	834.62
738787	08/23/2018	D AND D LANDSCAPING INC.	01-5800		213.50
738788	08/23/2018	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5814		64.00
738789	08/23/2018	KELLY K. ELLIOTT	01-4300		3.76
738790	08/23/2018	JOSH C. FIRKS	01-4300		263.04
738791	08/23/2018	GEIGER'S LONG VALLEY MARKET	01-4300		246.79
738792	08/23/2018	GRAYBILL, OSCAR SOCRATIC SEMINARS INTL	01-5800		3,550.00
738793	08/23/2018	LAYTONVILLE UNIFIED REVOLVING	01-5800		42.00
738794	08/23/2018	MENDES SUPPLY COMPANY	01-4300		1,319.79
738795	08/23/2018	MENDO MILL	01-4300		65.02
738796	08/23/2018	MOODY, MIKE	01-5600		355.99
738797	08/23/2018	PINCHES, GEORGE	01-5530		300.00
738798	08/23/2018	ROUND TREE GLASS	01-5600		501.79
738799	08/23/2018	SCHOLASTIC INC.	01-4300		274.73
738800	08/23/2018	TIM HURT	13-4700		900.00
739495	08/30/2018	AMAZON	01-4100	336.40	
			01-4300	1,227.20	
			01-9500	116.49	
			13-4300	83.05	
			Unpaid Tax	39.12-	1,724.02
739496	08/30/2018	ARROW BENEFITS GROUP	68-5600	147.00	
			69-5600	70.50	217.50

Checks Dated 07/30/2018 through 08/31/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
739497	08/30/2018	CA STATE UNIV, SACRAMENTO	01-9500		750.00
739498	08/30/2018	JENET M. CARBAUGH	01-4300		17.21
739499	08/30/2018	CARBERRY, SUE	01-4300		184.33
739500	08/30/2018	CAROLINA BIOLOGICAL SUPPLY CO.	01-4300		508.59
739501	08/30/2018	CLOVER STORNETTA FARMS INC.	13-4700		376.00
739502	08/30/2018	COMMITTEE FOR CHILDREN	01-4300	2,728.16	
			Unpaid Tax	199.16-	2,529.00
739503	08/30/2018	MICHAEL E. DEMARTINI	01-4300		31.56
739504	08/30/2018	EHLERT'S PETROLEUM MAINTENANCE	01-5800		108.75
739505	08/30/2018	GEIGER'S LONG VALLEY MARKET	01-4300		152.18
739506	08/30/2018	KNOWATOM LLC	01-4100	26,459.05	
			Unpaid Tax	1,931.54-	24,527.51
739507	08/30/2018	LAYTONVILLE UNIFIED REVOLVING	01-4300	180.03	
			13-4700	269.73	449.76
739508	08/30/2018	LONG VALLEY AUTO SUPPLY	01-4365		12.08
739509	08/30/2018	MCGRW-HILL	01-4100	4,942.59	
			01-9500	12,359.32	
			Unpaid Tax	902.24-	16,399.67
739510	08/30/2018	MIKE'S AUTOMOTIVE	01-5800		219.19
739511	08/30/2018	RENAISSANCE LEARNING INC.	01-5800		2,279.00
739512	08/30/2018	ROUND TREE GLASS	01-5600		1,003.58
739513	08/30/2018	ALEXANDRA L. SAXON	01-4300		158.78
739514	08/30/2018	LORRE STANGE	01-4300		89.41
739515	08/30/2018	UKIAH UNIFIED SCHOOL DISTRICT	01-5200		1,000.00
739516	08/30/2018	WILLITS UNIFIED SCHL DISTRICT	01-9500		41,579.98
Total Number of Checks			90		227,328.44

	Count	Amount
Cancel	1	480.02
Net Issue		226,848.42

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	80	202,517.88
13	CAFETERIA SPECIAL REVENUE FL	9	2,012.76
21	BUILDING FUND	3	25,178.39
40	SPECIAL RESERVE-CAPITAL OUTL	1	59.84
68	SELF-INSURANCE (dental)	2	181.00
69	SELF-INSURANCE (vision)	1	70.50
Total Number of Checks		89	230,020.37
Less Unpaid Tax Liability			3,171.95-
Net (Check Amount)			226,848.42

LAYTONVILLE UNIFIED SCHOOL DISTRICT
MONTHLY BUDGET REPORT

September 13, 2018

Balances through August					Fiscal Year 2018/19	
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Fund 01 - GENERAL						
9791	BEGINNING FUND BALANCE	1,721,014.00	1,721,014.00			.00
	Total for Starting Balance accounts	1,721,014.00	1,721,014.00	.00	.00	.00
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8011	REV LIMIT STATE AID - CURR YR	1,736,733.00	1,736,733.00		88,531.00	1,648,202.00
8012	EDUCATION PROTECTION ACCOUNT	135,759.00	135,759.00			135,759.00
8021	HOMEOWNERS' EXEMPTION	20,203.00	20,203.00			20,203.00
8022	TIMBER YIELD TAX	10,390.00	10,390.00			10,390.00
8041	SECURED ROLLS TAX	2,129,067.00	2,129,067.00			2,129,067.00
8042	UNSECURED ROLL TAXES	60,935.00	60,935.00			60,935.00
8043	PRIOR YEARS' TAXES	2,396.00-	2,396.00-			2,396.00-
8044	SUPPLEMENTAL TAXES	15,563.00	15,563.00			15,563.00
8045	EDUC REVENUE AUGMENTATION FUND	83,198.00	83,198.00			83,198.00
8091	REVENUE LIMIT TRANSFER CY	19,603.00-	19,603.00-			19,603.00-
8110	MAINTENANCE & OPER (PL 81-874)	30,000.00	30,000.00		6,383.33	23,616.67
8181	SPECIAL EDUCATION -ENTITLEMENT	69,570.00	69,570.00			69,570.00
8182	SPECIAL EDUCATION- DISC GRANTS	3,200.00	3,200.00			3,200.00
8290	ALL OTHER FEDERAL REVENUE	209,277.00	209,277.00		8,103.53	201,173.47
8550	MANDATED COSTS REIMBURSEMENTS	132,913.00	132,913.00			132,913.00
8560	STATE LOTTERY REVENUE	68,040.00	68,040.00			68,040.00
8590	ALL OTHER STATE REVENUE	315,977.00	315,977.00			315,977.00
8650	LEASES & RENTALS	11,000.00	11,000.00			11,000.00
8660	INTEREST	20,000.00	20,000.00			20,000.00
8677	INTERAGENCY SERVICES BETW LEAS	23,500.00	23,500.00			23,500.00
8699	ALL OTHER LOCAL REVENUE	87,502.00	87,502.00		4,752.78	82,749.22
8792	TF OF APPORTIONMENT FROM COEs	300,847.00	300,847.00			300,847.00
8980	CONTRIBUTIONS FR UNRESTRCT REV					.00
	Total for Revenue accounts	5,441,675.00	5,441,675.00		107,770.64	5,333,904.36
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
1100	TEACHERS' SALARIES	1,483,803.00	1,483,803.00		141,430.92	1,342,372.08
1150	TEACHER - P.T./ADDIT'L DUTY	35,185.00	35,185.00			35,185.00
1170	TEACHER - SUBSTITUTE	34,897.00	34,897.00			34,897.00
1200	CERT PUPIL SUPPORT SALARIES	169,914.00	169,914.00		21,045.58	148,868.42

Balances through August						Fiscal Year 2018/19
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - GENERAL (continued)						
1300	CERT SUPERVISOR/ADMIN SALARIES	331,991.00	331,991.00		55,793.65	276,197.35
2100	INSTRUCTIONAL AIDES' SALARIES	338,473.00	338,473.00		26,748.39	311,724.61
2150	INSTL AIDE- P.T./ADDIT'L DUTY	4,500.00	4,500.00			4,500.00
2170	INSTRUCTIONAL AIDE -SUBSTITUTE	3,750.00	3,750.00			3,750.00
2200	CLASSIFIED SUPPORT SALARIES	265,575.00	265,575.00		30,014.49	235,560.51
2240	CLASSIFIED SUPPORT- EXTRA HIRE	511.00	511.00			511.00
2250	CLASSIFIED SUPP - P.T./ADDIT'L	5,591.00	5,591.00		528.38	5,062.62
2260	CLASSIFIED SUPPORT - OVER-TIME	3,052.00	3,052.00		44.67	3,007.33
2270	CLASSIFIED SUPPORT -SUBSTITUTE	7,849.00	7,849.00			7,849.00
2300	CLASS. SUPRVSR/ADMIN SALARIES	164,659.00	164,659.00		20,257.60	144,401.40
2400	CLERICAL,TECH,OFFICE SALARIES	222,063.00	222,063.00		29,294.42	192,768.58
2440	CLERICAL,TECH,OFFICE-EX-HIRE	1,531.00	1,531.00			1,531.00
2900	OTHER CLASSIFIED SALARIES	13,680.00	13,680.00		1,203.86	12,476.14
2970	OTHER CLASSIFIED - SUBSTITUTE	511.00	511.00			511.00
3101	STRS, CERTIFICATED	439,600.00	439,600.00		34,034.46	405,565.54
3201	PERS, CERTIFICATED	6,913.00	6,913.00		628.62	6,284.38
3202	PERS, CLASSIFIED	162,115.00	162,115.00		19,101.82	143,013.18
3301	OASDI, CERTIFICATED	4,402.00	4,402.00		195.50	4,206.50
3302	OASDI, CLASSIFIED	56,456.00	56,456.00		6,376.26	50,079.74
3311	MEDICARE, CERTIFICATED	24,222.00	24,222.00		3,003.10	21,218.90
3312	MEDICARE, CLASSIFIED	13,217.00	13,217.00		1,491.26	11,725.74
3401	HEALTH & WELFARE, CERTIFICATED	267,849.00	267,849.00		28,281.34	239,567.66
3402	HEALTH & WELFARE, CLASSIFIED	230,416.00	230,416.00		43,650.92	186,765.08
3501	UNEMPLOYMENT INS, CERTIFICATED	899.00	899.00		109.04	789.96
3502	UNEMPLOYMENT INS, CLASSIFIED	486.00	486.00		53.99	432.01
3601	WORKERS' COMP, CERTIFICATED	53,626.00	53,626.00		6,275.46	47,350.54
3602	WORKERS' COMP, CLASSIFIED	29,179.00	29,179.00		3,116.11	26,062.89
3901	OTHER BENEFITS, CERTIFICATED	5,500.00	5,500.00		6.00	5,494.00
4100	APPRVD TEXTBOOKS/CORE CURRICULA	101,100.00	101,100.00	979.85	31,738.04	68,382.11
4300	MATERIALS & SUPPLIES	162,723.00	162,723.00	25,177.93	14,835.82	122,709.25
4361	FUEL - GASOLINE,DIESEL	22,000.00	22,000.00	11,657.60	142.40	10,200.00
4362	TRANSP - OIL,GREASE	750.00	750.00	500.00		250.00
4363	TIRES & ACCESSORIES	5,540.00	5,540.00			5,540.00
4364	REPLACEMENT PARTS	35,007.00	35,007.00	1,903.19	346.81	32,757.00
4365	TRANSP - OTHER SUPPLIES	10,000.00	10,000.00	187.92	573.03	9,239.05
4400	NON-CAPITALIZED EQUIPMENT	129,034.00	129,034.00	10,000.00		119,034.00
5200	TRAVEL & CONFERENCES	23,466.00	23,466.00	75.00	2,306.50	21,084.50

Balances through August						Fiscal Year 2018/19
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Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - GENERAL (continued)						
5300	DUES & MEMBERSHIPS	3,500.00	3,500.00		1,400.14	2,099.86
5450	OTHER INSURANCE	49,000.00	49,000.00		50,943.00	1,943.00-
5510	LIGHTS & POWER	127,601.00	127,601.00	116,612.67	10,987.33	1.00
5520	HEATING FUEL	30,800.00	30,800.00	25,800.00		5,000.00
5530	WATER & SEWER	20,000.00	20,000.00	12,295.61	3,004.39	4,700.00
5540	WASTE DISPOSAL	12,250.00	12,250.00	10,698.95	801.05	750.00
5600	RENT,LEASES,REPAIR NON CAP IMP	44,409.00	44,409.00	11,513.54	4,753.34	28,142.12
5710	TRANSFER OF DIRECT COSTS					.00
5750	TRANSFR DIRECT COSTS-INTERFUND	12,000.00-	12,000.00-			12,000.00-
5800	PROFES'L/CONSULTG SVCS/OP EXP	399,613.00	399,613.00	195,784.63	41,589.56	162,238.81
5801	AUDIT FEES	14,040.00	14,040.00	7,914.50	6,475.50	350.00-
5802	LEGAL FEES	5,750.00	5,750.00			5,750.00
5811	ADVERTISING	2,500.00	2,500.00	58.00	492.00	1,950.00
5814	FINGERPRINTING	950.00	950.00	886.00	64.00	.00
5903	COMMUNIC - TELEPHONE SERVICES	22,750.00	22,750.00	17,318.87	2,931.13	2,500.00
5904	COMMUNIC - POSTAGE/DELIVERY	3,750.00	3,750.00		200.00	3,550.00
6170	LAND IMPROVEMENTS				9,725.41	9,725.41-
6200	BUILDINGS/IMPROVEMENT OF BLDGS			18,749.03	12,708.74	31,457.77-
7310	TRANSFER OF INDIRECT COSTS					.00
7350	TRANSFER INDIRECT COSTS-INTRFD	4,500.00-	4,500.00-			4,500.00-
7616	INT-FD TF FR GENERAL TO CAFE	16,000.00	16,000.00			16,000.00
Total for Expense accounts		5,608,448.00	5,608,448.00	468,113.29	668,704.03	4,471,630.68
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9711	FNDBAL-RESERVE REVOLVING CASH	5,000.00	5,000.00			.00
9720				148,045.05	616,158.34	468,113.29
9740	FNDBAL- RESTRICTED (calc)	71,000.00	71,000.00			.00
9750	FNDBAL - STABILIZATION ARGMENT	336,248.00	336,248.00			.00
9780	FUND BAL- OTHER ASSIGNMENTS	917,826.00	917,826.00			.00
9789	FND BAL - RSRVE ECONOMIC UNCR	224,165.00	224,165.00			.00
9790	FUND BAL-UNASSIGNED/UNAPPROP	2.00	2.00			.00
Total for Ending Balance accounts		1,554,241.00	1,554,241.00	148,045.05	616,158.34	468,113.29

Balances through August						Fiscal Year 2018/19
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Total for Org 048 and Fund 01						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	1,721,014.00	5,441,675.00		5,608,448.00		1,554,241.00
Actual	0.00	107,770.64	468,113.29	668,704.03		1,029,046.68-

LAYTONVILLE UNIFIED SCHOOL DISTRICT
BUDGET TRANSFERS
September 13, 2018

NONE TO REPORT

BOARD ACTION ITEM K1

Board Meeting Date: September 13, 2018
Subject: Resolution No. 548 for GANN Limit
From: Joan Potter, Superintendent

Explanation:

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

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

Recommendation:

Adopt Resolution No. 548 for the GANN Limit

Attachments:

Resolution No. 548 for GANN Limit
Form GANN
Letter from the State Department of Finance

LAYTONVILLE UNIFIED SCHOOL DISTRICT
RESOLUTION # 548
RESOLUTION FOR ADOPTING THE “GANN” LIMIT
(Normal, no increase to Limit pursuant to G.C. 7902.1)

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

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

WHEREAS, the District must establish a revised Gann limit for the 2017/18 fiscal year and a projected Gann Limit for the 2018/19 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2017/18 and 2018/19 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2017/18 and 2018/19 fiscal years do not exceed the limitations imposed by Proposition 4;

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

AYES: _____
NAYES: _____
ABSTAINING: _____
ABSENT: _____

Superintendent, Secretary to the Board

Calvin Harwood, Board President

Date

Date

Adopted: September 13, 2018

DISCUSSION/ACTION ITEM L1

Board Meeting Date: September 13, 2018

Subject: PUBLIC HEARING: Notification of Compliance with EC 60119
(Instructional Materials) for 2018/19

From: Joan Potter, Superintendent

Explanation:

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

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

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

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

Recommendation:

Declare a Public Hearing to encourage participation by members of the school and community at large regarding sufficiency of textbooks and instructional materials for the 2018/19 school year.

Attachments:

EC 60119
Core Curriculum Adopted Textbook Matrix

EC 60119 - Pupil Textbook and Instructional Materials Incentive Program;

Eligibility for funds

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

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

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

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

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

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

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

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

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

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

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

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

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

Reference:

Education Code 60252 Education Code 60605

DISCUSSION/ACTION ITEM L2

Board Meeting Date: September 13, 2018

Subject: Resolution No. 549 for Compliance with EC 60119 for the 2018/19 School Year and Certification of Provisions of Standards-Aligned Instructional Materials

From: Joan Potter, Superintendent

Explanation:

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

If the Board has determined that there are sufficient materials as prescribed by law in all the subject areas listed in EC 60119, and that the textbook adoptions follow the state cycles, then Resolution No. 549 can indicate the Board's findings and state that we are in compliance with EC 60119.

Recommendation:

Adopt Resolution No. 549 for Certification of Provisions of Standards-Aligned Instructional Materials

Attachments:

Resolution No. 549 for Certification of Provisions of Standards-Aligned Instructional Materials

RESOLUTION NO. 549
SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Whereas, the local governing board of the Laytonville Unified School District, pursuant to Education Code § 60119, held a public hearing on September 13, 2018 to provide the public and board of education detailed information regarding the sufficiency of textbooks and instructional materials for all students; and

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

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

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

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

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

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

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

Now Therefore Be It Resolved, by the Laytonville Unified Board of Education, that for the 2018/19 school year, the Laytonville Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycle and content of the curriculum frameworks.

LAYTONVILLE UNIFIED SCHOOL DISTRICT

Certification of Provision of Standards-Aligned Instructional Materials

The Governing Board of the Laytonville Unified School District hereby certifies that as of this date, September 13, 2018, each pupil in the district, in kindergarten through grade twelve, has been provided with a standards-aligned textbook or basic instructional materials in each of the following areas:

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

By Order of the Laytonville Unified School District Board of Education
Dated September 13, 2018

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

Calvin Harwood, Board President
Laytonville USD Board of Education

DISCUSSION/ACTION ITEM L3

Board Meeting Date: September 13, 2018
Subject: Approval of Unaudited Actuals
From: Joan Potter, Superintendent

Explanation:

The 2017/18 unaudited actuals represent the expenditures completed and revenues received when the books were closed. The 2017/18 unaudited actuals have an impact on the 2018/19 budget which will be reflected in the First Interim Budget Report. The First Interim will be presented at the December meeting. Board review and adoption of the 2017/18 actuals is required.

The 2017/18 unaudited actuals include changes to:

The unrestricted ending balance increased by \$400,118.

The general fund contributions to restricted accounts decreased \$56,170

Cafeteria encroachment decreased \$1,407.

The restricted ending balance increased \$26,673.

The next budget revision occurs with the First Interim Budget on October 31; the report will be presented in December.

Recommendation:

Approve the Unaudited Actuals for 2017/18

Attachments:

Unaudited Actuals for 2017/18

DISCUSSION/ACTION ITEM L4

Board Meeting Date: September 13, 2018

Subject: BP 6146.1 for High School Graduation Requirements,
Second Reading/Approval

From: Joan Potter, Superintendent

Explanation:

At our meeting on August 9, 2018, Mr. Henry proposed removing Driver's Education from the list of graduation requirements.

Mr. Henry also proposed a new graduation requirement for students to complete any two CTE pathways; or to complete one CTE pathway and the A-G requirements. Currently completing a CTE pathway means two successive years of either Graphic Arts and Marketing, Culinary Arts, Emergency Response, Information Technology, or 2 semesters of dual enrollment Building Trades.

Recommendation:

Approve the proposed BP 6146.1 for High School Graduation Requirements

Attachments:

BP 6146.1 for High School Graduation Requirements

High School Graduation Requirements

Students shall receive high school graduation diplomas only after completing the prescribed course of study meeting the standards of proficiency established by the District. The Governing Board's intent is to provide students with opportunities for post-secondary education and employment. To obtain a graduation diploma from high school, students shall complete the following courses in grades 9-12, with each course being one year in duration unless otherwise specified:

- 1) Four courses in English.
- 2) Two courses in Mathematics.
Beginning in the 2003-04 school year, at least one mathematics course, or a combination of the two mathematics courses required for completion in grades 9-12, shall meet or exceed state academic content standards for Algebra 1. Completion of algebra coursework in grades 7-8 shall not exempt a student from the requirements to complete two mathematics courses in grades 9-12.
- 3) Two courses in science, including biological and physical sciences.
- 4) Three courses in social studies, including United States history, world history, and a one semester course in American government and civics, and a one semester course in economics.
- 5) One course in visual or performing arts, foreign language or American Sign Language.
- 6) Three courses in physical education unless the student has been exempted pursuant to Ed. Code section 51241; one course in the sophomore, junior or senior year may be waived, if a college preparation requirement is substituted for the third course in physical education.
- 7) One course in Computer Literacy.
- 8) One course in Freshman Foundation and Health (one semester each).
- 9) One course in Advanced Computers and Careers. (*Eliminate in 2019/2020*)
- 10) Seven elective courses (see Exhibit 6146.1)
- 11) Completion of any two CTE pathways; or completion of one CTE pathway and completion of the A-G requirements beginning with the class of 2021.

The Governing Board, with the active involvement of parents, administrators, teachers, and pupils, shall adopt alternative means for pupils to complete the prescribed course of study which may include practical demonstration of skills and competencies, supervised work experience or other outside school experience, career technical education classes offered in high schools, courses offered by regional occupational centers or programs, interdisciplinary study, independent study, and credit earned at a post-secondary institution. Requirements for graduation and specified alternative modes for completing the prescribed course of study shall be made available to pupils, parents and the public.

PE Credit

Students in grade 9 shall take a one year course in Physical Education.

Students may earn additional PE credits through participation in the interscholastic athletic program at the rate of 2.5 credits per program (sport).

Continuation High School Requirements

Students enrolled in the Continuation High School may earn a Continuation High School Diploma; to earn this diploma students must complete all state mandated and regular high school graduation requirements, except for PE and electives as listed on Exhibit 6146.1. Students completing Continuation High School requirements who are enrolled in the continuation program for at least the final semester prior to graduation shall be eligible to receive a Continuation High School Diploma.

Students who have been enrolled at the Continuation High School, but who have completed all regular high school requirements, and who attend Laytonville High School during the final semester prior to graduation, may receive a regular high school graduation diploma.

cf: BP: 5127 (a) Graduation ceremonies and activities
6146.2 Certificate of Proficiency / High School Equivalency / Certificate of Completion
6146.4 Differential graduation & competency standards
6184 Continuation education

Legal References

Ed. Code:

51224.5 Algebra instruction
51225.3 Requirements for Graduation
51228 Graduation Requirements
51230 American Government & Civics
51241 Exemptions from requirements--PE
51242 Exemptions from requirements--PE/Interscholastic programs
51243-45 Credit for foreign languages-private schools
51246 Exemptions from requirements--PE
51410-12 Diplomas
56390 Certificates of achievement and completion

Adopted 1/11/1990
Laytonville USD

Revised 12/1993; 6/1997; 3/2004; 4/2004; 8/04; 8/2016; 9/2018

DISCUSSION/ACTION ITEM L5

Board Meeting Date: September 13, 2018

Subject: Revised Start/End Times for Elementary/Middle School

From: Joan Potter, Superintendent

Explanation:

Ms. Stange requested to have the elementary school (K-5) begin five minutes earlier in order to have the same start time for all K-8 students. The earlier start time results in an earlier release time. The instructional minutes have not changed.

Recommendation:

Approve the modified instructional minutes

Attachments:

Revised Instructional Minutes

Laytonville Elementary School Schedule of Instructional Minutes
2018-2019

132 Regular days

48 Minimum days which include: every Tuesday, 7 conference days and 3 other days.

- The conference days are 4 days in November and 5 days in March.
- The other minimum days are 8/22/18, 12/20/18 and 6/13/19.

Kindergarten:

Regular: 8:25 to 1:15 **8:20 to 1:30**
290 **310** minutes – 35 min. lunch = 255 **275** minutes
255 **275** minutes x 180 days = 45,900 **49,500** minutes (36,000 required)

1st - 3rd:

Regular: 8:25 to 2:40 **8:20 to 2:35**
375 minutes - 35 min. lunch, 30 min. recess = 310 min.
310 minutes x 132 days = 40,920

Minimum: 8:25 **8:20** to 1:30
305 **310** minutes - 35 min. lunch, 15 min. recess = 255 **260** min.
255 **260** minutes x 48 days = 12,240 **12,480** minutes
40,920 + 12,240 **12,480** = 53,160 **53,400** (50,400 required)

4th - 5th:

Regular: 8:25 to 2:40 **8:20 to 2:35**
375 minutes – 35 min. lunch, 15 min. recess = 325 min.
325 minutes x 132 days = 42,900 minutes

Minimum: 8:25 **8:20** - 1:30
305 **310** minutes - 35 min. lunch, 15 min. recess = 255 **260** min.
255 **260** minutes x 48 days = 12,240 **12,480** minutes
42,900 + 12,240 **12,480** = 55,140 **55,380** (50,400 required)

6th - 8th:

Regular: 8:25 to 2:45 **8:20 to 2:40**
380 minutes - 38 min. lunch, 18 min. recess = 324 min.
324 minutes x 132 days = 42,768 minutes

Minimum: 8:25 to 1:30 **8:20 to 1:35**
305 **315** minutes - 38 min. lunch, 18 min. recess = 249 **259** min.
249 **259** minutes x 48 days = 11,952 **12,432** minutes
42,768 + 11,952 **12,432** = 54,720 **55,200** minutes (54,000 required)

DISCUSSION/ACTION ITEM L6

Board Meeting Date: September 13, 2018

Subject: Revised E 1312.4 for Uniform Complaint Procedures (Williams Supplement)

From: Joan Potter, Superintendent

Explanation:

As the CAHSEE exam is no longer a requirement for graduation, the language on the Exhibit 1312.4 is no longer relevant. The revised document reflects this change

Recommendation:

Approve the revised E 1312.4 for Uniform Complaint Procedures

Attachments:

None

UNIFORM COMPLAINT PROCEDURES (WILLIAMS SUPPLEMENT)**Uniform Complaint Procedure Form For EC 35186 Complaints**

Education Code Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: ☐ Yes ☐ No

Name: _____ Address: _____

Phone Number: Day: _____ Evening: _____

Issue of complaint (please check all that apply):**1. Textbooks and Instructional Materials** (*Education Code 35186; Title 5, Section 4681*)

- ☐ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- ☐ A pupil does not have access to textbooks or instructional materials to use at home or after school.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ☐ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions (*Education Code 35186, 35292.5; Title 5, Section 4681*)

- ☐ A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- ☐ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- ☐ The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when closing of the restrooms is necessary for student safety or to make repairs.

3. Teacher Vacancy or Misassignment (*Education Code 35186; Title 5, Section 4681*)

- ☐ Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- ☐ Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- ☐ Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

4. ~~Post 12th Grade CAHSEE Intensive Instructional Services~~

- ☐ ~~Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.~~

5. Local Control Accountability Plan

- ☐ The school district has not complied with Education Code Sections 52060 through 52076 or Sections 47606.5 and 47607.3

Date of Problem: _____

Location of Problem (School Name, Address, and Room Number or Location): _____

Course or Grade Level and Teacher Name: _____

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation.

Please file this complaint at the following location:

Joan Viada Potter, Superintendent, Laytonville USD, PO Box 868, Laytonville, CA 95454 984-6414
Adopted 2/3/05; revised 4/6/06, 9/13/07, 9/11/08, 12/11/14, 9/13/18

Laytonville USD, Laytonville, CA

DISCUSSION/ACTION ITEM L7

Board Meeting Date: September 13, 2018
Subject: Approval of Contract for Architect
From: Joan Potter, Superintendent

Explanation:

I have worked with our legal counsel and Don Alameida to create the attached contract for architect services for the Career Technical Education building project.

Recommendation:

Approve the Contract for Architect with Alameida Architecture

Attachments:

Proposed Contract with Alameida Architecture

INFORMATION ITEM M1

Board Meeting Date: September 13, 2018
Subject: Opening Enrollments
From: Joan Potter, Superintendent

Explanation:

Enrollment has declined at LES and remains steady at the High school and Spy Rock.

Enrollment	07	08	09	10	11	12	13	14	15	16	17	18
*K-8, ISOP	236	243	258	259	268	274	286	280	278	270	271	247
LHS, ISOP	148	127	132	129	126	131	125	119	119	120	110	109
Continuation High	1	2	3	2	2	2	2	1	1	1	0	0
Com. Day School	8	9	6	6	9	0	0	0	0	0	0	0
District Totals	393	381	399	396	405	407	413	400	398	391	381	356

*Note: K-8 includes Spy Rock (10).

INFORMATION ITEM M2

Board Meeting Date: September 13, 2018

Subject: Fall Sports Program

From: Joan Potter, Superintendent

Explanation:

The Fall Sports program consists of 21 high school students playing soccer being coached by Brandon Davis, a high school volleyball team coached by Evonne Elliott and a middle school volleyball team coached by Alyssa Craver. Unfortunately, we did not have enough interested students to field a football team this year.

BOARD INFORMATION ITEM M3

Board Meeting Date: September 13, 2018

Subject: Facilities Update

From: Joan Potter, Superintendent

Explanation:

Don Alameida will provide an update on the status of the building project.