

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF FEBRUARY 7, 2013**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a regular meeting in the Board Room on February 7, 2013. Board President Calvin Harwood called the meeting to order at 6:02pm.

ROLL CALL:

Trustees Present: Calvin Harwood, Shannon Ford, Cecelia Gillespie, Meagen Hedley and Tina Tineo.
Administrators Present: Joan Potter, Lorre Stange and Daniel Regelbrugge.
Student Representative: Mitzi Pierson.

B. PUBLIC INPUT re CLOSED SESSION ITEMS: No public input.

C. CLOSED SESSION AGENDA:

CS-1: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED
LITIGATION (*No Additional Information Required*)

CS-1

CS-2: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
(*No Additional Information Required*)

CS-2

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that no actions were 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 Cecelia Gillespie, seconded by Shannon Ford, unanimously approved.

G. CORRESPONDENCE: Gil Lemmon, Commissioner of Athletics, North Coast Section, CIF Letter: Mrs. Potter presented the letter from North Coast Section, CIF regarding the necessary training for coaches and other individuals in regards to concussion injuries during sports. She then reported that we are in compliance with the new regulations.

H. PUBLIC INPUT: None.

I. REPORTS AND COMMENTS:

Superintendent's Report: Mrs. Potter shared that the Governor's new proposal includes a "Local Control Funding Formula," meaning that schools will receive a set "base" dollar amount and additional sums for ELL, Free and Reduced Lunch, etc. With this formula schools are guaranteed to not receive anything less than they are currently getting. Currently, the amount that Laytonville Unified School District receives includes a 22% deficit. Mrs. Potter reiterated that this is only in regards to state funds. Federal funds are proposed to be reduced by 8% or more. Mrs. Potter shared that at the high school everybody was back in their own classrooms after break, except for the science room, which was back in by the end of that week. She commended ServPro for doing a great job and completing the project on time. Additionally, she commended the "First Responders," Sue Carberry, Pedro Salmeron, Mike Kotte, and Anna Salmeron. In Laytonville Unified School District
March 7, 2013

addition to repairing the damaged classrooms, the District has put in new drainage systems at the high school, which seem to be working thus far. Mrs. Potter shared that she is currently working with a civil engineer to get an opinion for the cause of the flooding. Mrs. Potter announced that last Friday she held a P-12 All Staff meeting to discuss mandated reporting, the internet use policy and school safety.

The following reports were given:

Elementary Principal	High School Principal	Healthy Start – No Report
LES/LMS Site Council	LHS Site Council	DAC
Student Representative	LVTA	CSEA

J. ACTION: CONSENT AGENDA

- **Motion** to accept the Consent Agenda by Meagen Headley, seconded by Tina Tineo, unanimously approved.

K. ACTION:

K.1. Students of the Month:

- Mr. Regelbrugge introduced Hannah Dale and Russell Kaser as the students of the month.
- **Motion** to recognize the Students of the Month and their families by Tina Tineo, seconded by Meagen Hedley, unanimously approved.

K.2. Employee Recognition Award – Resolution No. 425:

- Twice a year the Board of Trustees receives recommendations for the Board's Employee Recognition Awards. Staff, students and community members can recommend employees for the award. The award recipients are recognized with a Board Resolution in their honor, a gift and their name is placed on a perpetual plaque which hangs in the District Office. We are very pleased to present this year's Employee Recognition Award to Anna Salmeron.
- **Motion** to adopt Resolution No. 425 by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

K.3. Request for Allowance of Attendance Because of Emergency Conditions

- California Education Code Section 41422 allows for schools to obtain approval for attendance and instructional time credit for a variety of events, including water damage. Laytonville High School was closed on December 3rd, December 5th and December 6th because of the extensive water damage and the need to move to temporary facilities.
- **Motion** to approve the request for Allowance of Attendance Because of Emergency Conditions by Tina Tineo, seconded by Mitzi Pierson, unanimously approved.

K.4. Workers' Compensation Coverage for Volunteer Personnel – Resolution No. 426

- Keenan, Laytonville Unified School District's Workers' Compensation Insurance Company, is requiring all districts to adopt a resolution that approves providing Workers' Compensation for volunteer personnel. The current BP 1240 supports this practice.
- **Motion** to adopt Resolution No. 426 – Workers' Compensation Coverage for Volunteer Personnel by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

L. DISCUSSION / ACTION:

L.1. AR 3543 for Transportation Safety and Emergencies, First Reading

- In meeting with the CHP to review the District's Transportation Policy it was discovered that the District has not adopted AR 3543. This policy is necessary in order to support CHP requirements.
- **Motion** to bring back AR 3543 to the March Board Meeting for a Second Reading/Approval by Meagen Hedley, seconded by Tina Tineo, unanimously approved.

L.2. BP and AR 1240 for Volunteer Assistance, First Reading

- The current BP 1240 needs revising and currently the District does not have an AR 1240.
- **Motion** to bring back BP and AR 1240 by Mitzi Pierson, seconded by Shannon Ford, unanimously approved.

L.3. Audit Certification: 2011-12 Financial Report & Audit

- EC 41020.3 requires the Governing Board to review and accept the prior year's Financial Report and Audit at a public meeting. The audit presents an examination of the district's books and operating procedures. The auditor's letter to the Board regarding internal control and compliance over financial reporting notes no reportable conditions considered to be material weaknesses and no instances of noncompliance to be reported under the Government Auditing Standards. However, the auditors did identify certain deficiencies in internal control over financial reporting that are considered to be "significant deficiencies." These deficiencies are less severe than a material weakness, but are important for us to address and pay attention to.
- Bette is again to be commended for her commitment to keeping our district in excellent standing.
- Report highlights include:
 - Assets & Expenses

▪ District's Total Net Assets:	\$8,747,457
▪ Overall Revenues:	\$5,227,529
▪ Expenses:	\$5,328,370
 - Resource Allocation

▪ Curriculum & Inst.	58%
▪ Pupil services	12%
▪ Administration	8%
▪ Maint. & Operations	9%
▪ Ancillary&Long-term debt	13%
 - Issues Affecting Future Budgets: It is unclear how the Governor's proposed Local Control Funding Formula will impact the District; for the budget year it is expected to be revenue neutral but in future years it may result in lost revenue. The federal sequestration is still a concern as our federal dollars continue to decrease.
 - General Obligation Bonds: issued 2000-01: \$3,646,096 payments ending 2026. Total Gen. Bond Obligation: \$5,661,347.
 - Leases (Loans): Zion Public Finance Serv's: issued 2003-04: \$600,000; \$71,525/yr; pmnts end 2013. Total Lease Purchase Obligations: \$71,524 remaining.
 - Net OPEB Obligation/Long Term Obligation: Covering other Post Employment Benefit Plan: \$51,435.

- Control Deficiencies: None.
- **Motion** to approve the 2011-12 Financial Report & Audit by Cecelia Gillespie, seconded by Meagen Hedley, unanimously approved.

L4. Review & Internet Distribution of 2011-12 LHS, LES, Branscomb, Spy Rock, Community Day and Continuation High School Accountability Report Cards (SARC)

- The principals each reviewed their School Accountability Report Cards (SARC) highlights for the Board. The reports provided an overview of the schools, including statistics regarding the number of students and staff, credentialing information, test results, facilities, budgets and much more. Ed Code requires that the Board review each school's SARC and approve its posting on the Internet.
- **Motion** to approve the posting of the 2011-12 LHS, LES, Branscomb, Spy Rock, Community Day and Continuation High SARC's on the Internet by Shannon Ford, seconded by Tina Tineo, unanimously approved.

L5. Potential G.O. Bond Election

- Mrs. Potter shared that she has spoken with Eastshore Consulting regarding the timeline for holding a Bond Election. She explained that if the District wanted to make the decision to move forward with their services and recommendations it had to be made then.
- She gave her recommendation, which was that the District proceeds with the bond election. She went on to explain that in order to be eligible to apply for Hardship Funding the district would need to hold at least two bond elections, (prior to applying,) in order to try to get the bond to pass.
- When questioned about Eastshore Consulting's reputation, Mrs. Potter explained that she has spoken with 3 other schools that have used Eastshore Consulting recently and that they come highly recommended. Additionally, she expressed that Eastshore Consulting seems to have extensive knowledge about Mendocino County and are very transparent with their work. Lastly, explained that Eastshore Consulting's fees were reasonably in line with other firms, and they are very willing to work with the District and its goals.
- Mrs. Potter explained that the next step in this bond process would be to determine what facilities the District would want to improve/build, determine costs for those projects, and prioritize building. She explained that committing to use Eastshore Consulting to consult with the District would only be to get the bond process going, but that there would be no commitment to hold bond election at a specific date.
- **Motion** to move forward with Eastshore Consulting's services and recommendations by Tine Tineo, seconded Mitzi Pierson, unanimously approved.

M. INFORMATION ITEMS:

M1. Safety Plan

- California *Education Code* mandates that each school site have a current, effective, and comprehensive safe school plan. This plan must be drafted in consultation with representatives from law enforcement and emergency services personnel, and must be updated by March 1 of each year. The plan shall contain, but not be limited to, an assessment of current school crime, appropriate strategies and programs that maintain a high level of school safety, discrimination and harassment policies, and procedures to ensure the creation of a safe and orderly environment conducive to learning. An integral part of each safe school plan is the crisis preparedness and response component.
- In addressing the above mandates as well as addressing concerns related to the recent school shooting in Connecticut all schools are reviewing crisis preparedness and updating the district's Safe School Plan. The fire department, the tribal police and the sheriff's office are integral to Laytonville Unified School District's safe school planning and are involved with our efforts. Mrs. Potter explained that currently she has met with Sheriff's Department and that they have given her examples of what materials they need for various emergency scenarios. She will continue to work with each agency to come up with a plan that addresses all the most recent concerns.
- In addition, Mrs. Potter explained that already the District has begun to take safety precautions by changing gate locks around the campuses, continually practicing emergency evacuation drills at each site, and working on each site individually to minimize hazards.

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

O. COMMENTS FROM THE BOARD: Mitzi Pierson encouraged everyone to come to the last few basketball games. Cecelia Gillespie congratulated the Laytonville High School Mock Trial team on their recent victory and advancing to the State Competition in Riverside, California. Additionally, Cecelia commended the Rock Band on their recent rock concert that they performed for the community. Shannon Ford congratulated the Fall 2012 football team on the scholastic award that they received and congratulated the LHS Mock Trial team on their victory at the Mendocino County Competition. Shannon expressed that she is concerned about the future of Booster Club and reiterated that they need volunteer help. Calvin Harwood thanked Mrs. Potter for taking care of the High School flood damage and getting everything repaired in a timely manner. Mrs. Potter congratulated the LHS Mock Trial team on their victory at the County Competition.

P. ADJOURNMENT:

Motion to adjourn the meeting, by Cecelia Gillespie, seconded by Tina Tineo, unanimously approved. The meeting was adjourned at 8:31p.m. The next regular meeting will be held March 7, 2013.

Respectfully submitted,

Adopted as Final

February 7, 2012

Joan Viada Potter
Secretary to the Board

Shannon Ford
Clerk of the Board

LAYTONVILLE UNIFIED SCHOOL DISTRICT
PERSONNEL ASSIGNMENT ORDER #7 2012-13

March 7, 2013

<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
<u>Certificated Appointment</u>			
<u>Certificated Resignation</u>			
<u>Certificated Leave of Absence:</u>			
<u>Certificated Transfer</u>			
<u>Classified Appointment</u>			
<u>Classified/Confidential Appointment</u>			
<u>Classified Resignation</u>			
<u>Classified Layoff</u>			
<u>Coaching Positions</u>			
Arkelian, Abbe	LMS Softball Coach	Stipend	\$1,400 02/22/13
Cabezut, Katy	LHS Softball Coach	Stipend	\$1,800 02/22/13
Walczak, Jason	LHS Baseball Coach	Stipend	\$1,800 02/22/13

LAYTONVILLE UNIFIED SCHOOL DISTRICT
REVOLVING CASH FUND #7 2012-13

March 7, 2013

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
02/06/2013	1994	U.S.P.S.	Postage	\$8.44
02/26/2013	1995	U.S.P.S.	Postage	\$145.12

LAYTONVILLE UNIFIED SCHOOL DISTRICT

WARRANT LIST

March 7, 2013

APY250 H.02.09

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 01/31/2013

01/30/13 PAGE 1

DISTRICT: 48 LAYTONVILLE UNIFIED
BATCH: 0028 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
13770676	000197/	ADMINISTRATIVE SRV CORP												
		PO-018851	1.	68-0000-0-5600-001-0000-6000-0000									DENTAL	128.25
			2.	69-0000-0-5600-001-0000-6000-0000									VISION	55.00
				WARRANT TOTAL										\$183.25
13770677	002129/	BAY WEST SUPPLY INC												
		PO-019075	1.	01-0000-0-4300-001-0000-8200-0000									279110	207.13
				WARRANT TOTAL										\$207.13
13770678	000231/	BLUE SHIELD OF CALIFORNIA												
		PO-018828	1.	01-0000-0-9514-000-0000-0000-0000									F05082, OCBA, F05090, F05091	9,048.28
				WARRANT TOTAL										\$9,048.28
13770679	002727/	BRANSCOMB STORE												
		PO-018918	1.	01-0000-0-5600-008-1110-1000-0000									#1: FEB 2013	700.00
				WARRANT TOTAL										\$700.00
13770680	003381/	SUE CARBERRY												
		PV-130097		01-7230-0-4365-001-0000-3600-0000									REIMBURSEMENT	42.81
				WARRANT TOTAL										\$42.81
13770681	005991/	IRA CAUGHNOR III												
		PV-130098		01-7240-0-5800-001-7110-3600-0000									MILEAGE REIMBURSEMENT	424.88
		PV-130099		01-7240-0-5800-001-7110-3600-0000									MILEAGE REIMBURSEMENT	531.10
				WARRANT TOTAL										\$955.98
13770682	000039/	CHEVRON BUSINESS CARD SERVICES												
		PO-018856	2.	01-0000-0-4361-001-0000-8110-0000									ACCT. 7898860577	203.74
			1.	01-7230-0-4361-001-0000-3600-0000									ACCT. 7898860577	477.08
				WARRANT TOTAL										\$680.82
13770683	003893/	DEVCO HEATING AND AIR												
		PO-018920	1.	14-0620-0-4300-001-0000-8110-0000									34389, 34401, 34499	483.90
			2.	14-0620-0-5600-001-0000-8110-0000									34389, 34401, 34499	1,104.00
				WARRANT TOTAL										\$1,587.90

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FLNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
13770684	005686/	FORT BRAGG ELECTRIC INC.											
		PO-019079	1.	14-0620-0-5600-001-0000-8110-0000							268152		9,836.31
		PO-019082	1.	14-0620-0-5600-001-0000-8110-0000							268153		7,211.25
		WARRANT TOTAL											\$17,047.56
13770685	000095/	LAYTONVILLE AUTO PARTS											
		PO-018852	1.	01-7230-0-4364-001-0000-3600-0000							3240		8.69
		WARRANT TOTAL											\$8.69
13770686	000191/	LAYTONVILLE UNIFIED REVOLVING											
		RC-130007		01-0000-0-5800-001-0000-7200-0000									10.00
				01-0000-0-5904-001-0000-7200-0000									46.30
		WARRANT TOTAL											\$56.30
13770687	004358/	BETTE LOFLIN											
		PV-130100		01-0000-0-5200-001-0000-7200-0000							REIMBURSEMENT		55.37
		WARRANT TOTAL											\$55.37
13770688	005891/	LONG VALLEY AUTO SUPPLY											
		PO-019067	1.	01-7230-0-4364-001-0000-3600-0000							44444, 45390, 45402		195.07
		WARRANT TOTAL											\$195.07
13770689	000240/	MENDOCINO COUNTY OBSERVER											
		PO-019080	1.	01-0000-0-4300-001-0000-7200-0000							1 YR. SUB JAN.		30.00
			2.	01-0000-0-4300-002-0000-2700-0000							1 YR. SUB JAN.		30.00
		WARRANT TOTAL											\$60.00
13770690	000622/	MENDOCINO COUNTY OFFICE OF ED											
		PO-019085	1.	01-3310-0-4300-001-5770-1120-0000							130168		250.00
		WARRANT TOTAL											\$250.00
13770691	004793/	PETERSON											
		PO-019081	1.	01-7230-0-5800-001-0000-3600-0000							SW260003021		487.83
		WARRANT TOTAL											\$487.83
13770692	005789/	PRO-FLAME OF WILLITS #218											
		PO-018867	1.	01-0000-0-5520-001-0000-8200-0000							405711		174.73
		WARRANT TOTAL											\$174.73
13770693	002696/	RITCHIES FOOD SERVICE											
		PO-018970	1.	13-5310-0-4300-001-0000-3700-0000							796114		54.40
			1.	13-5310-0-4300-001-0000-3700-0000							616963, 796134, 796159		370.11
			2.	13-5310-0-4700-001-0000-3700-0000							796114		81.85
			2.	13-5310-0-4700-001-0000-3700-0000							616963, 796134, 796159		228.70
		WARRANT TOTAL											\$735.06
13770694	005987/	MARBRY SIPILA											
		PO-019077	1.	13-5310-0-4700-001-0000-3700-0000							575903		45.00
		WARRANT TOTAL											\$45.00
13770695	003434/	SYSCO FD SCVS OF SAN FRANCISCO											
		PO-018924	2.	13-5310-0-4700-001-0000-3700-0000							301140319		1,426.90
			2.	13-5310-0-4700-001-0000-3700-0000							301210272, 301280322		2,530.20
		WARRANT TOTAL											\$3,957.10
13770696	000043/	VERIZON CALIFORNIA											
		PO-019074	1.	01-0000-0-5903-001-0000-7200-0000							707-984-1155		9.81
		WARRANT TOTAL											\$9.81
13770697	005532/	WILLITS ONLINE LLC											
		PO-018826	1.	01-0811-0-5901-001-0000-2100-0000							380181		69.95
		WARRANT TOTAL											\$69.95
13770698	003863/	XEROX CORPORATION											
		PO-018872	1.	01-0790-0-5600-010-3200-1000-0000							065964899		74.70
		WARRANT TOTAL											\$74.70
***	BATCH TOTALS ***												
											TOTAL NUMBER OF WARRANTS:	23	
											TOTAL AMOUNT OF WARRANTS:		\$36,633.34*
***	DISTRICT TOTALS ***												
											TOTAL NUMBER OF WARRANTS:	23	
											TOTAL AMOUNT OF WARRANTS:		\$36,633.34*

DISTRICT: 48 LAYTONVILLE UNIFIED
BATCH: 0029 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
13771193	003694/	CAROLYN CARPENTER												
		PV-130101			01-0714-0-4300-003-1110-1000-0000								REIMBURSEMENT	73.40
					WARRANT TOTAL									\$73.40
13771194	005991/	IRA CAUGHNOR III												
		PV-130102			01-7240-0-5800-001-7110-3600-0000								MILEAGE REIMBURSEMENT	424.88
					WARRANT TOTAL									\$424.88
13771195	002486/	EVAN-MOOR												
		PO-019047	1.		01-0000-0-4300-002-1110-1000-2662							1184382		33.30
					WARRANT TOTAL									\$33.30
13771196	000063/	GEIGER'S LONG VALLEY MARKET												
		PO-018887	1.		01-0002-0-4300-001-1110-1000-0000							8239,4206,8409,4323:	ACCT 1205	67.59
		PO-018922	1.		01-0024-0-4300-001-1110-1000-0000							4349:	ACCT. 810	97.21
		PO-018988	1.		13-5310-0-4700-001-0000-3700-0000							0499, 8773:	ACCT. 2004	14.66
		PO-018992	1.		01-6012-0-4300-001-1110-4100-0000							2599, 4665, 4709:	ACCT. 1221	16.41
		PO-019108	1.		01-0000-0-4300-001-0000-8200-0000							0751:	ACCT. 1205	16.13
					WARRANT TOTAL									\$212.00
13771197	005658/	MELISSA GOWAN												
		PV-130103			01-0000-0-4300-002-1110-1000-2662								REIMBURSEMENT	170.43
					WARRANT TOTAL									\$170.43
13771198	005611/	JONES SCHOOL SUPPLY												
		PO-019086	1.		01-0000-0-4300-002-1110-1000-2662							1071336		64.87
			1.		01-0000-0-4300-002-1110-1000-2662							1071336		4.75
					WARRANT TOTAL									\$69.62
13771199	005891/	LONG VALLEY AUTO SUPPLY												
		PO-019067	1.		01-7230-0-4364-001-0000-3600-0000							45867		9.11
					WARRANT TOTAL									\$9.11
13771200	000061/	LONG VALLEY LUMBER												
		PO-018863	1.		01-0000-0-4300-001-0000-8110-0000							66389:	ACCT. 1276	217.05

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT	
		PO-018936	1.	01-0676-0-4300-003-1110-1000-0000								66389:	ACCT. 1276	19.38	
		PO-019072	1.	01-0640-0-4300-001-0000-8300-0000								66389:	ACCT. 1276	217.78	
				WARRANT TOTAL										\$454.21	
13771201	005923/	LIBBE MADSEN													
		PV-130104		01-9065-0-5800-001-7110-3110-0000								1/9 - 1/30/13		1,300.00	
				WARRANT TOTAL										\$1,300.00	
13771202	005409/	NATIONAL TRAINING CONSULTANTS													
		PV-130106		01-9065-0-5800-001-7110-3110-0000								JAN. 7-31, 2013		2,800.00	
				WARRANT TOTAL										\$2,800.00	
13771203	001534/	ORIENTAL TRADING COMPANY													
		PO-019043	1.	01-0676-0-4300-002-1110-1000-0000								655635313-01		54.00	
			1.	01-0676-0-4300-002-1110-1000-0000								655635313-01		11.99	
				WARRANT TOTAL										\$65.99	
13771204	000124/	PACIFIC GAS & ELECTRIC													
		PO-018854	1.	01-0000-0-5510-001-0000-8200-0000								ACCT. 5075063012-6		43.71	
			2.	01-0811-0-5510-001-0000-8200-0000								ACCT. 7979025834-1		132.91	
				WARRANT TOTAL										\$176.62	
13771205	001308/	JOAN POTTER													
		PV-130105		01-0000-0-5200-003-1110-4100-6000								REIMBURSEMENT		29.38	
				01-0000-0-5800-003-1110-4100-6000								REIMBURSEMENT		52.39	
				01-6535-0-5200-001-7110-1120-0000								REIMBURSEMENT		32.21	
				WARRANT TOTAL										\$113.98	
13771206	005987/	MARBRY SIPILA													
		PO-019101	1.	13-5310-0-4700-001-0000-3700-0000								575905, 575907		85.00	
				WARRANT TOTAL										\$85.00	
13771207	003078/	SOLID WASTE OF WILLITS													
		PO-018868	1.	01-0000-0-5540-001-0000-8200-0000								266: ACCT. 5145-6		752.89	
			1.	01-0000-0-5540-001-0000-8200-0000								L16225: ACCT. 411087		46.50	
				WARRANT TOTAL										\$799.39	
13771208	002582/	SPORT & CYCLE													
		PO-019046	1.	01-1100-0-4300-004-1110-4200-0000								185781		30.33	
			1.	01-1100-0-4300-004-1110-4200-0000								185828		216.19	
			1.	01-1100-0-4300-004-1110-4200-0000								186164		51.96	
				WARRANT TOTAL										\$298.48	
13771209	005340/	SPRINT													
		PO-018869	1.	01-0000-0-5903-001-0000-7200-0000								CUST. #924289408		131.97	
			2.	01-0811-0-5903-001-0000-2100-0000								CUST. #924289408		35.91	
				WARRANT TOTAL										\$167.88	
13771210	004056/	TAG/AMS INC													
		PO-019107	1.	01-7230-0-5800-001-0000-3600-0000								2651562		125.00	
				WARRANT TOTAL										\$125.00	
13771211	005522/	VERITABLE VEGETABLE													
		PO-018888	1.	01-9010-0-4300-002-7110-1000-5453								810107		84.00	
				WARRANT TOTAL										\$84.00	
13771212	003863/	XEROX CORPORATION													
		PO-018872	1.	01-0790-0-5600-010-3200-1000-0000								66357588		37.89	
		PO-018873	1.	01-0000-0-5600-003-1110-1000-0000								66357591		360.63	
		PO-018876	2.	01-0000-0-5600-002-1110-1000-0000								65804907		822.71	
				WARRANT TOTAL										\$1,221.23	
***	BATCH TOTALS ***											TOTAL NUMBER OF WARRANTS:	20	TOTAL AMOUNT OF WARRANTS:	\$8,684.52*
***	DISTRICT TOTALS ***											TOTAL NUMBER OF WARRANTS:	20	TOTAL AMOUNT OF WARRANTS:	\$8,684.52*

APY250 H.02.09

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 02/14/2013

02/13/13 PAGE 1

DISTRICT: 48 LAYTONVILLE UNIFIED
BATCH: 0030 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
13771704	005992/	AMERICAN FLOOR MATS												
		PO-019069	1.	01-0000-0-4300-001-0000-8200-0000									ORDER 219597	708.00
			1.	01-0000-0-4300-001-0000-8200-0000									ORDER 219600	138.00
													WARRANT TOTAL	\$846.00
13771705	004523/	CA REDWOOD REGION OOTM												
		PO-019103	1.	01-0714-0-5800-002-1110-4100-0000									LEMS TM A#3326 PROB. 5 DIV 2	55.00
		PO-019104	1.	01-0714-0-5800-002-1110-4100-0000									LEMS TM B#41391 PROB. 5 DIV 1	55.00
													WARRANT TOTAL	\$110.00
13771706	005991/	IRA CAUGHRON III												
		PV-130107		01-7240-0-5800-001-7110-3600-0000									MILEAGE REIMBURSEMENT	531.10
													WARRANT TOTAL	\$531.10
13771707	001804/	CDE												
		PO-018997	1.	13-5310-0-4700-001-0000-3700-0000									13 SF-08678	208.00
													WARRANT TOTAL	\$208.00
13771708	001793/	CLOVER STORNETTA FARMS INC.												
		PO-018962	1.	13-5310-0-4700-001-0000-3700-0000									1/7-1/31	1,250.22
													WARRANT TOTAL	\$1,250.22
13771709	000046/	DEMCO												
		PO-019010	1.	01-5826-0-4300-003-0000-2420-0000									4864878	130.60
													WARRANT TOTAL	\$130.60
13771710	004873/	SUZANNE DUNHAM												
		PV-130108		01-0000-0-4300-002-1110-1000-2662									REIMBURSEMENT	21.62
				01-0676-0-4300-008-1110-1000-0000									REIMBURSEMENT	174.58
													WARRANT TOTAL	\$196.20
13771711	005362/	FERRELLGAS												
		PO-018960	1.	01-0000-0-5520-001-0000-8200-0000									302914,6,695,700,30,983,715247	6,598.89
			2.	01-9010-0-5520-001-0000-8200-5375									1074575734, RNT4797971	298.71
													WARRANT TOTAL	\$6,897.60

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
13771712	000063/	GEIGER'S LONG VALLEY MARKET											
		PO-018971	1.	01-0000-0-4300-001-0000-7110-0000							5366, 5388:	ACCT. 1221	32.75
		WARRANT TOTAL											\$32.75
13771713	000191/	LAYTONVILLE UNIFIED REVOLVING											
		RC-130008		01-0000-0-5904-001-0000-7200-0000								REIMBURSEMENT	8.44
		WARRANT TOTAL											\$8.44
13771714	003136/	MATHESON TRI-GAS INC											
		PO-018864	1.	01-7230-0-5600-001-0000-3600-0000							06293109		31.61
		WARRANT TOTAL											\$31.61
13771715	004464/	MENDOCINO COMMUNITY NETWORK											
		PO-018841	1.	01-0002-0-5901-001-1110-1000-0000							1374039		10.00
		WARRANT TOTAL											\$10.00
13771716	000096/	PETTY CASH											
		PV-130109		01-0000-0-5904-002-0000-2700-0000								LEMS PETTY CASH	332.35
				01-0811-0-4300-002-0000-3140-0000								LEMS PETTY CASH	7.58
				01-7090-0-4300-002-1110-1000-0000								LEMS PETTY CASH	6.50
		WARRANT TOTAL											\$346.43
13771717	002696/	RITCHIES FOOD SERVICE											
		PO-018970	1.	13-5310-0-4300-001-0000-3700-0000							796187		54.40
			2.	13-5310-0-4700-001-0000-3700-0000							796187		76.55
		WARRANT TOTAL											\$130.95
13771718	005987/	MARBRY SIPILA											
		PO-019101	1.	13-5310-0-4700-001-0000-3700-0000							575908		40.00
		WARRANT TOTAL											\$40.00
13771719	003078/	SOLID WASTE OF WILLITS											
		PO-018868	1.	01-0000-0-5540-001-0000-8200-0000							L16317:	ACCT. 411087	52.50
		WARRANT TOTAL											\$52.50
13771720	003434/	SYSO FD SCVS OF SAN FRANCISCO											
		PO-018924	2.	13-5310-0-4700-001-0000-3700-0000							302040319		1,676.18
		WARRANT TOTAL											\$1,676.18
13771721	005993/	TEACHER CREATED RESOURCES											
		PO-019036	1.	01-0000-0-4300-002-1110-1000-2662							5688990		172.70
		WARRANT TOTAL											\$172.70
***	BATCH TOTALS ***												
		TOTAL NUMBER OF WARRANTS:	18									TOTAL AMOUNT OF WARRANTS:	\$12,671.28*
***	DISTRICT TOTALS ***												
		TOTAL NUMBER OF WARRANTS:	18									TOTAL AMOUNT OF WARRANTS:	\$12,671.28*

APY250 H.02.09

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 02/21/2013

02/20/13 PAGE 1

DISTRICT: 48 LAYTONVILLE UNIFIED
BATCH: 0031 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FU RESO P OBJE SCH GOAL FUNC DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
13772211	005277/	AMAZON				
		PO-019083	1. 01-0000-0-4300-001-0000-8200-0000		052638237124	117.60
		PO-019090	1. 01-0000-0-4300-002-1110-1000-2662		074396005822	23.58
			1. 01-0000-0-4300-002-1110-1000-2662		075717517754	10.48
			1. 01-0000-0-4300-002-1110-1000-2662		000344376529	27.50
		PO-019102	1. 01-0676-0-4300-003-1110-1000-0000		188976760194	86.35
		PO-019105	1. 01-0000-0-4300-003-0000-2700-0000		250181920281	31.16
			2. 01-0640-0-4300-001-0000-8300-0000		250181920281	7.03
			WARRANT TOTAL			\$303.70
13772212	003755/	BUSINESS CARD				
		PV-130110	01-0000-0-4300-003-1110-4100-6000		ACCT. 4339-XXX-9466	606.06
			01-0000-0-5800-003-1110-4100-6000		ACCT. 4339-XXX-9466	795.25
			01-0635-0-4300-003-1110-1000-0000		ACCT. 4339-XXX-9466	64.98
			01-0640-0-4300-001-0000-8300-0000		ACCT. 4339-XXX-9466	43.31
			01-9010-0-4300-003-1110-1000-5870		ACCT. 4339-XXX-9466	181.56
			13-5310-0-4300-001-0000-3700-0000		ACCT. 4339-XXX-9466	70.64
			WARRANT TOTAL			\$1,620.52
13772213	005991/	IRA CAUGHNOWN III				
		PV-130111	01-7240-0-5800-001-7110-3600-0000		2/11-2/14	424.88
			WARRANT TOTAL			\$424.88
13772214	004792/	DEPT. OF JUSTICE				
		PO-018980	1. 01-0000-0-5814-001-0000-7400-0000		953785	64.00
			WARRANT TOTAL			\$64.00
13772215	005989/	ETUNDRA.COM				
		PO-019078	1. 13-5310-0-4300-001-0000-3700-0000		50079044-00	610.50
			WARRANT TOTAL			\$610.50

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
13772216	002486/	EVAN-MOOR												
		PO-019039	1.	01-0000-0-4300-002-1110-1000-2662								1184710		33.30
		PO-019047	1.	01-0000-0-4300-002-1110-1000-2662								1184710		216.09
		WARRANT TOTAL												\$249.39
13772217	000063/	GEIGER'S LONG VALLEY MARKET												
		PO-018922	1.	01-0024-0-4300-001-1110-1000-0000								5132: ACCT. 810		25.11
		PO-018990	1.	01-9065-0-4300-001-7110-2100-0000								5839: ACCT. 810		15.07
		WARRANT TOTAL												\$40.18
13772218	000220/	LAYTONVILLE WATER DISTRICT												
		PO-018862	1.	01-0000-0-5530-001-0000-8200-0000								LES, LMS, LHS-AG, NEW & OLD		55.68
		PO-019111	1.	01-0000-0-5530-001-0000-8200-0000								LES, LMS, LHS-AG, NEW & OLD		1,136.28
		WARRANT TOTAL												\$1,191.96
13772219	005891/	LONG VALLEY AUTO SUPPLY												
		PO-019067	2.	01-0000-0-4300-001-0000-8200-0000								46450		3.64
			1.	01-7230-0-4364-001-0000-3600-0000								46193, 46375		130.00
		WARRANT TOTAL												\$133.64
13772220	000622/	MENDOCINO COUNTY OFFICE OF ED												
		PO-019088	1.	01-3010-0-5200-001-1110-1000-0000								130212		35.00
		WARRANT TOTAL												\$35.00
13772221	003629/	OFFICE DEPOT												
		PO-019011	1.	01-0000-0-4300-003-1110-1000-3663								307.29		307.29
		WARRANT TOTAL												\$307.29
13772222	005789/	PRO-FLAME OF WILLITS #218												
		PO-018867	1.	01-0000-0-5520-001-0000-8200-0000								357087		656.26
		WARRANT TOTAL												\$656.26
13772223	005148/	REALLY GOOD STUFF												
		PO-019087	1.	01-0000-0-4300-002-1110-1000-2662								4195940		157.90
			1.	01-0000-0-4300-002-1110-1000-2662								4195940		20.53

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL														\$178.43
13772224	005714/	JAYMA SHIELDS												
		PV-130112		01-0811-0-5200-001-0000-2100-0000									REIMBURSEMENT	50.85
				01-9065-0-5200-001-7110-2100-0000									REIMBURSEMENT	49.72
WARRANT TOTAL														\$100.57
13772225	005670/	SOUND & SIGNAL INC.												
		PO-019115	1.	01-0640-0-5600-001-0000-8300-0000								26442		805.51
WARRANT TOTAL														\$805.51
13772226	003434/	SYSCO FD SCVS OF SAN FRANCISCO												
		PO-018924	2.	13-5310-0-4700-001-0000-3700-0000								302110256		1,298.34
WARRANT TOTAL														\$1,298.34
13772227	001485/	THE WILLITS NEWS												
		PO-019114	1.	01-0000-0-5811-001-0000-7400-0000								ACCT. 2113336		449.20
WARRANT TOTAL														\$449.20
13772228	000043/	VERIZON CALIFORNIA												
		PO-019061	1.	01-0811-0-5903-001-0000-2100-0000								707-984-8089		36.73
WARRANT TOTAL														\$36.73
13772229	003863/	XEROX CORPORATION												
		PO-018876	2.	01-0000-0-5600-002-1110-1000-0000								066357590		462.14
		PO-019112	1.	01-0000-0-5600-002-1110-1000-0000								066357590		258.05
WARRANT TOTAL														\$720.19
13772230	003863/01	XEROX CORPORATION												
		PO-018839	1.	01-0000-0-5600-001-0000-7200-0000								066357592		111.53
WARRANT TOTAL														\$111.53
*** BATCH TOTALS ***			TOTAL NUMBER OF WARRANTS:		20		TOTAL AMOUNT OF WARRANTS:		\$9,337.82*					
*** DISTRICT TOTALS ***			TOTAL NUMBER OF WARRANTS:		20		TOTAL AMOUNT OF WARRANTS:		\$9,337.82*					

LAYTONVILLE UNIFIED SCHOOL DISTRICT

MONTHLY BUDGET REPORT

March 7, 2013

48 Laytonville Unified School Dis J1434

BUDGET REPORT

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FROM 07/01/2012 TO 06/30/2013
UNAPPROVED TRANSACTIONS INCLUDED

FUND :01 GENERAL FUND

OBJECT CLASSIFICATION	APPROVED BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE	%	ENCUMBERED	UNENCUMBERED BALANCE	%
8000 BEGINNING BALANCE	1,071,223.75	0.00	0.00	0.00	1,071,223.75	100.0
8011 REV LIMIT STATE AID - CURR YR	797,468.34	123,321.00	123,321.00	15.4	674,147.34	84.5
8021 HOMEOWNERS' EXEMPTION	18,822.00	9,410.98	9,410.98	49.9	9,411.02	50.0
8022 TIMBER YIELD TAX	4,781.00	3,461.42	3,461.42	72.3	1,319.58	27.6
8029 OTHER SUBVENTIONS/IN-LIEU TAX	0.00	213.26	213.26	100.0	213.26	100.0
8041 SECURED ROLLS TAX	1,731,141.00	963,569.92	963,569.92	55.6	767,571.08	44.3
8042 UNSECURED ROLL TAXES	58,260.00	59,731.44	59,731.44	100.0	1,471.44	2.5
8043 PRIOR YEARS' TAXES	6,137.00	0.00	0.00	0.0	6,137.00	100.0
8044 SUPPLEMENTAL TAXES	0.00	4,710.38	4,710.38	100.0	4,710.38	100.0
8045 EDUC REVENUE AUGMENTATION FUND	11,883.00	0.00	0.00	0.0	11,883.00	100.0
8092 PERS REDUCTION TRANSFER	7,775.00	5,189.72	5,189.72	66.7	2,585.28	33.2
8110 MAINTENANCE & OPER (PL 81-874)	25,000.00	23,136.63	23,136.63	92.5	1,863.37	7.4
8181 SPECIAL EDUCATION - ENTITLEMENT	80,009.00	40,004.00	40,004.00	49.9	40,005.00	50.0
8182 SPECIAL EDUCATION - DISC GRANTS	3,200.00	1,600.00	1,600.00	50.0	1,600.00	50.0
8285 INTERAGENCY CONTRACTS BETW LEAS	140,156.00	51,024.62	51,024.62	36.4	89,131.38	63.5
8290 ALL OTHER FEDERAL REVENUE	342,557.63	104,806.43	104,806.43	30.5	237,751.20	69.4
8311 OTHER STATE APPORT - CURR YEAR	221,007.00	111,762.00	111,762.00	50.5	109,245.00	49.4
8434 CLASS SIZE REDUCTION, GRDS K-3	78,631.00	19,868.09	19,868.09	25.2	58,762.91	74.7
8560 STATE LOTTERY REVENUE	54,333.25	17,316.61	17,316.61	31.8	37,016.64	68.1
8590 ALL OTHER STATE REVENUE	371,261.00	201,742.25	201,742.25	54.3	169,518.75	45.6
8650 LEASES & RENTALS	12,500.00	6,375.00	6,375.00	51.0	6,125.00	49.0
8660 INTEREST	2,500.00	1,258.25	1,258.25	50.3	1,241.75	49.6
8677 INTERAGENCY SERVICES BETW LEAS	62,825.00	0.00	0.00	0.0	62,825.00	100.0
8699 ALL OTHER LOCAL REVENUE	141,366.13	278,508.28	278,508.28	100.0	137,142.15	96.3
8792 TP OF APPORTIONMENT FROM COES	223,727.00	111,956.00	111,956.00	50.0	111,771.00	49.9
TOTAL: 8xxx	5,466,564.10	2,129,545.52	2,129,545.52	38.9	3,337,018.58	61.0
1100 TEACHERS' SALARIES	1,385,398.68	839,145.10	839,145.10	60.5	546,253.58	39.4
1170 TEACHER - SUBSTITUTE	29,342.00	14,125.00	14,125.00	48.1	15,217.00	51.8
1200 CERT FUPIL SUPPORT SALARIES	28,857.00	18,705.75	18,705.75	64.8	10,151.25	35.1
1300 CERT SUPERVISOR/ADMIN SALARIES	288,513.00	197,451.36	197,451.36	68.4	91,061.64	31.5
1900 OTHER CERTIFICATED SALARIES	5,639.64	0.00	0.00	0.0	5,639.64	100.0
TOTAL: 1xxx	1,737,750.32	1,069,427.21	1,069,427.21	61.5	668,323.11	38.4
2100 INSTRUCTIONAL AIDES' SALARIES	258,212.31	164,617.41	164,617.41	63.7	93,594.90	36.2
2170 INSTRUCTIONAL AIDE -SUBSTITUTE	1,500.00	1,088.05	1,088.05	72.5	411.95	27.4
2200 CLASSIFIED SUPPORT SALARIES	273,480.00	178,626.05	178,626.05	65.3	94,853.95	34.6
2250 CLASSIFIED SUPP - P.T./ADDIT'L	2,000.00	1,689.70	1,689.70	84.4	310.30	15.5
2260 CLASSIFIED SUPPORT - OVER-TIME	3,500.00	2,128.64	2,128.64	60.8	1,371.36	39.1
2270 CLASSIFIED SUPPORT -SUBSTITUTE	5,000.00	3,525.98	3,525.98	70.5	1,474.02	29.4
2300 CLASS. SUPRVSR/ADMIN SALARIES	142,681.00	74,333.06	74,333.06	52.0	68,347.94	47.9
2400 CLERICAL,TECH,OFFICE SALARIES	191,283.00	124,662.58	124,662.58	65.1	66,620.42	34.8
2470 CLERICAL,TECH,OFFICE-SUBSTITUT	250.00	120.41	120.41	48.1	129.59	51.8
2900 OTHER CLASSIFIED SALARIES	8,835.00	5,596.92	5,596.92	63.3	3,238.08	36.6
2970 OTHER CLASSIFIED - SUBSTITUTE	420.00	50.51	50.51	12.0	369.49	87.9
TOTAL: 2xxx	887,161.31	556,439.31	556,439.31	62.7	330,722.00	37.2
3101 STRS, CERTIFICATED	128,389.75	79,094.28	79,094.28	61.6	49,295.47	38.3
3102 STRS, CLASSIFIED	1,444.00	99.00	99.00	6.8	1,345.00	93.1
3201 PERS, CERTIFICATED	6,063.00	3,730.35	3,730.35	61.5	2,332.65	38.4
3202 PERS, CLASSIFIED	89,406.00	57,085.37	57,085.37	63.8	32,320.63	36.1
3301 OASDI, CERTIFICATED	4,149.00	2,059.27	2,059.27	49.6	2,089.73	50.3
3302 OASDI, CLASSIFIED	52,968.00	33,541.05	33,541.05	63.3	19,426.95	36.6
3311 MEDICARE, CERTIFICATED	24,687.50	14,699.63	14,699.63	59.5	9,987.87	40.4
3312 MEDICARE, CLASSIFIED	12,730.00	7,887.60	7,887.60	61.9	4,842.40	38.0
3401 HEALTH & WELFARE, CERTIFICATED	232,293.00	165,739.37	165,739.37	71.3	66,553.63	28.6
3402 HEALTH & WELFARE, CLASSIFIED	259,096.94	164,956.87	164,956.87	63.6	94,140.07	36.3
3501 UNEMPLOYMENT INS, CERTIFICATED	18,634.00	11,151.96	11,151.96	59.8	7,482.04	40.1
3502 UNEMPLOYMENT INS, CLASSIFIED	9,453.00	5,983.39	5,983.39	63.2	3,469.61	36.7
3599 SUI - NO BENEFIT MAP	1,700.00	686.69	686.69	40.3	1,013.31	59.6
3601 WORKERS' COMP, CERTIFICATED	86,210.23	51,935.43	51,935.43	60.2	34,274.80	39.7
3602 WORKERS' COMP, CLASSIFIED	43,700.00	27,867.34	27,867.34	63.7	15,832.66	36.2
3701 OFEE ALLOCATED CERTIFICATED	40,081.00	13,637.94	13,637.94	34.0	26,443.06	65.9
3702 OFEE ALLOCATED CLASSIFIED	1,990.00	0.00	0.00	0.0	1,990.00	100.0
3801 PERS REDUCTION, CERTIFICATED	526.00	328.11	328.11	62.3	197.89	37.6
3802 PERS REDUCTION, CLASSIFIED	6,754.00	4,538.55	4,538.55	67.1	2,215.45	32.8
3901 OTHER BENEFITS, CERTIFICATED	28,000.00	13,317.88	13,317.88	47.5	14,682.12	52.4
3902 OTHER BENEFITS, CLASSIFIED	500.00	0.00	0.00	0.0	500.00	100.0
TOTAL: 3xxx	1,048,775.42	658,340.08	658,340.08	62.7	390,435.34	37.2
4100 APPRVD TEXTBOOKS/CORE CURRICULA	41,909.34	17,121.60	17,121.60	40.8	24,787.74	59.1
4200 BOOKS/OTHER REFERENCE MATERIAL	0.00	164.40	164.40	100.0	164.40	100.0
4300 MATERIALS & SUPPLIES	164,362.27	53,878.12	53,878.12	32.7	110,484.15	67.2
4361 FUEL - GASOLINE,DIESEL	36,385.00	35,486.08	35,486.08	97.5	898.92	2.4
4362 TRANSP - OIL,GREASE	1,640.00	1,636.15	1,636.15	99.7	3.85	0.2
4363 TIRES & ACCESSORIES	2,000.00	1,967.53	1,967.53	98.3	32.47	1.6
4364 REPLACEMENT PARTS	8,500.00	2,575.49	2,575.49	30.2	5,924.51	69.7
4365 TRANSP - OTHER SUPPLIES	3,000.00	2,680.54	2,680.54	89.3	319.46	10.6
4400 NON-CAPITALIZED EQUIPMENT	2,020.64	1,556.63	1,556.63	77.0	464.01	22.9

OBJECT CLASSIFICATION	APPROVED BUDGET	EXPENDED/RECEIVED			%	ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
TOTAL: 4xxx	259,817.25	117,066.54	117,066.54	45.0		20,739.65	122,011.06	46.9
5200 TRAVEL & CONFERENCES	24,887.20	7,479.61	7,479.61	30.0		460.00	16,947.59	68.0
5300 DUES & MEMBERSHIPS	1,593.00	1,647.50	1,647.50	100.0		0.00	54.50-	.0
5450 OTHER INSURANCE	42,992.00	42,992.00	42,992.00	100.0		0.00	0.00	.0
5510 LIGHTS & POWER	93,000.00	69,736.01	69,736.01	74.9		16,663.99	6,600.00	7.0
5520 HEATING FUEL	58,000.00	25,415.90	25,415.90	43.8		22,215.66	10,368.44	17.8
5530 WATER & SEWER	16,300.00	14,718.78	14,718.78	90.2		5,581.22	4,000.00-	.0
5540 WASTE DISPOSAL	13,000.00	6,843.95	6,843.95	52.6		2,576.05	3,580.00	27.5
5600 RENT,LEASES,REPAIR NON CAP IMP	41,744.70	19,720.95	19,720.95	47.2		10,962.43	11,061.32	26.4
5710 TRANSFER OF DIRECT COSTS	0.10-	0.00	0.00	100.0		0.00	0.10-	.0
5750 TRANSFR DIRECT COSTS-INTERFUND	5,000.00-	0.00	0.00	100.0		0.00	5,000.00-	.0
5800 PROFES'L/CONSULTG SVCS/OF EXP	297,187.24	94,827.63	94,827.63	31.9		31,830.82	170,528.79	57.3
5801 AUDIT FEES	18,000.00	16,218.90	16,218.90	90.1		1,802.10	21.00-	.0
5802 LEGAL FEES	8,500.00	4,162.50	4,162.50	48.9		0.00	4,337.50	51.0
5811 ADVERTISING	1,000.00	743.10	743.10	74.3		206.10	50.80	5.0
5814 FINGERPRINTING	750.00	320.00	320.00	42.6		160.00	270.00	36.0
5901 COMMUNIC - INTERNET SVCS/LINES	2,139.25	659.60	659.60	30.8		299.80	1,179.85	55.1
5903 COMMUNIC - TELEPHONE SERVICES	4,400.00	2,737.68	2,737.68	62.2		2,677.32	1,015.00-	.0
5904 COMMUNIC - POSTAGE/DELIVERY	4,200.00	2,067.39	2,067.39	49.2		0.00	2,132.61	50.7
TOTAL: 5xxx	622,693.29	310,291.50	310,291.50	49.8		95,435.49	216,966.30	34.8
TOTAL: 1xxx - 5xxx	4,556,197.59	2,711,564.64	2,711,564.64	59.5		116,175.14	1,728,457.81	37.9
7350 TRANSFER INDIRECT COSTS-INTRPD	2,805.00-	0.00	0.00	100.0		0.00	2,805.00-	.0
7615 INT-PD TF GEN,SPRES,BLDG TO DM	20,000.00	0.00	0.00	.0		0.00	20,000.00	100.0
7616 INT-PD TF FR GENERAL TO CAFE	14,349.00	0.00	0.00	.0		0.00	14,349.00	100.0
7619 OTHER AUTH INTERFUND TRNFS OUT	71,675.00	71,525.00	71,525.00	99.7		0.00	150.00	.2
7911 BUDG FUND BAL-RESERVE REV CASH	5,000.00	0.00	0.00	.0		0.00	5,000.00	100.0
7950 BUDG FUND BAL- STABILIZATION	276,548.00	0.00	0.00	.0		0.00	276,548.00	100.0
7980 BUDG FUND BAL-OTHER ASSIGNMENT	341,233.51	0.00	0.00	.0		0.00	341,233.51	100.0
7989 BUDG FUND BAL- RSRV ECON UNCER	184,366.00	0.00	0.00	.0		0.00	184,366.00	100.0
TOTAL: 7xxx	910,366.51	71,525.00	71,525.00	7.8		0.00	838,841.51	92.1
TOTAL: 1xxx - 7xxx	5,466,564.10	2,783,089.64	2,783,089.64	50.9		116,175.14	2,567,299.32	46.9
TOTAL INCOME (8000 - 8999)	5,466,564.10	2,129,545.52	2,129,545.52	38.9		0.00	3,337,018.58	61.0
TOTAL: 1xxx - 5xxx	4,556,197.59	2,711,564.64	2,711,564.64	59.5		116,175.14	1,728,457.81	37.9
TOTAL: 1xxx - 6xxx	4,556,197.59	2,711,564.64	2,711,564.64	59.5		116,175.14	1,728,457.81	37.9
TOTAL: 1xxx - 7xxx	5,466,564.10	2,783,089.64	2,783,089.64	50.9		116,175.14	2,567,299.32	46.9
TOTAL EXPENSES (1000 - 7999)	5,466,564.10	2,783,089.64	2,783,089.64	50.9		116,175.14	2,567,299.32	46.9

LAYTONVILLE UNIFIED SCHOOL DISTRICT

BUDGET TRANSFERS

March 7, 2013

48 Laytonville Unified School Dis Budget Transfer Transactions J1437 BT0100 H.00.04 02/28/13 PAGE 1

Date last used from: 00/00/0000 To 99/99/9999

Transaction Number from: 130025 To 130099

Date entered from: 00/00/0000 To 99/99/9999

Approved and Unapproved Transactions

Number	Date	Date Entered	Description	FU RESO P OBJE SCH GOAL FUNC DIST	Debit	Credit
<hr/>						
130025	02/05/2013	02/05/2013	2nd interim transportation	Entered by: BL48 Approved: 02/06/2013 BL48		
1.				01-7230-0-3402-001-0000-3600-0000	11,000.00	
2.				01-7230-0-4363-001-0000-3600-0000		2,000.00
3.				01-7230-0-4365-001-0000-3600-0000		1,500.00
4.				01-7230-0-5800-001-0000-3600-0000		7,500.00
5.				01-7240-0-8677-001-7110-0000-0000	10,622.00	
6.				01-7240-0-5800-001-7110-3600-0000		10,622.00
				TOTAL:	21,622.00*	21,622.00*
130026	02/05/2013	02/05/2013	2nd interim	Entered by: BL48 Approved: 02/06/2013 BL48		
1.				01-1100-0-8560-000-0000-0000-0000	4,533.25	
2.				01-1100-0-5800-003-1110-4200-0000		2,633.25
3.				01-1100-0-5800-004-1110-4200-0000		1,500.00
4.				01-1100-0-4300-003-1110-4200-0000		200.00
5.				01-1100-0-4300-004-1110-4200-0000		200.00
6.			Per 12/12/12 entitlement data	01-7090-0-8311-000-0000-0000-0000	2,060.00	
7.				01-7090-0-2100-002-1110-1000-0000		1,370.00
8.				01-7090-0-2170-002-1110-1000-0000		100.00
9.				01-7090-0-3302-002-1110-1000-0000		84.00
10.				01-7090-0-3312-002-1110-1000-0000		20.00
11.				01-7090-0-3502-002-1110-1000-0000		15.00
12.				01-7090-0-3602-002-1110-1000-0000		70.00
13.				01-7090-0-7310-002-0000-7210-0000		88.00
14.				01-7090-0-4300-003-1110-1000-0000		631.00
15.				01-7090-0-4300-002-1110-1000-0000	318.00	
16.				01-0792-0-5200-001-1110-1000-0000		400.00
17.				01-0792-0-7980-000-0000-0000-0000	400.00	
18.				01-0756-0-4100-001-1110-1000-0000	2,000.00	
19.				01-0756-0-4300-001-1110-1000-0000		2,000.00
20.				01-0729-0-3402-001-0000-7300-0000		135.00
21.				01-0729-0-3802-001-0000-7300-0000		8.00
22.				01-0729-0-7980-000-0000-0000-0000	143.00	
23.				01-0727-0-2200-001-0000-2420-0000		130.00
24.				01-0727-0-3202-001-0000-2420-0000		25.00
25.				01-0727-0-3302-001-0000-2420-0000		9.00
26.				01-0727-0-3402-001-0000-2420-0000		102.00
27.				01-0727-0-3402-001-0000-8200-0000		200.00
28.				01-0727-0-3402-001-0000-7150-0000		108.00
29.				01-0727-0-3802-001-0000-8200-0000		15.00
30.				01-0727-0-7980-000-0000-0000-0000	589.00	
31.				01-0676-0-3402-002-1110-1000-0000		185.00
32.				01-0676-0-4300-002-1110-1000-0000	185.00	
33.			Revised allocation	01-3010-0-8290-000-0000-0000-0000	3,121.00	
34.				01-3010-0-2170-002-1110-1000-0000		150.00
35.				01-3010-0-3201-002-1110-1000-0000		10.00
36.				01-3010-0-3301-002-1110-1000-0000		10.00
37.				01-3010-0-5200-001-1110-1000-0000		1,451.00
38.				01-3010-0-4300-000-1110-1000-0000		1,500.00
				TOTAL:	13,349.25*	13,349.25*
130027	02/08/2013	02/08/2013	2nd interim	Entered by: BL48 Unapproved		
1.				01-0729-0-3802-001-0000-7300-0000	8.00	
2.				01-0729-0-5200-001-1110-1000-0000		8.00
3.				01-0727-0-3802-001-0000-8200-0000	15.00	
4.				01-0727-0-3202-001-0000-7150-0000		15.00
5.				01-0000-0-7310-001-0000-7210-0000	88.00	
6.				01-0000-0-3201-003-1110-1000-0000		88.00
				TOTAL:	111.00*	111.00*
				DISTRICT TOTAL	35,082.25**	35,082.25**
				GRAND TOTAL	35,082.25***	35,082.25**

LAYTONVILLE UNIFIED SCHOOL DISTRICT
CONSOLIDATED APPLICATION, WINTER APPLICATION

BOARD ACTION ITEM K1

Board Meeting Date: March 7, 2013
Subject: Students of the Month
From: Joan Potter, Superintendent

Explanation:

Mr. Regelbrugge will present the Students of the Month for Laytonville High School and introduce their families.

Recommendation:

Recognize the Students of the Month and their families.

Attachments:

None

BOARD ACTION ITEM K2

Board Meeting Date: March 7, 2013

Subject: Second Interim Budget Report and Adoption

From: Joan Potter, Superintendent

Explanation:

The second interim budget report provides the Board with an overview of changes to the financial status of the district through January 31, 2013. The annual budget adoption process includes the following:

- June Proposed budget for the succeeding school year adopted
- September Sept. update: within 45 days of the State's budget adoption
- December The 1st Interim represents the budget through Oct. 31 & compares the adopted budget with subsequent revenues and expenditures
- March The 2nd Interim includes new revenues and expenditures through Jan. 31

Budget highlights at the Second Interim include:

- revenues are up \$35,586
- expenditures are up \$43,518
- we are currently maintaining an economic uncertainty/stabilization reserve of 9.89% (\$460,914)
- we project a 9.76% economic uncertainty/stabilization reserve in 13/14 (\$441,146)
- a 9.23% economic uncertainty/stabilization reserve is projected for 14/15 (\$420,847)

Overview of revenue reductions for 2012/2013 thru 2014/2015

12/13 revenue limit deficit: 22.272% (\$747,564)

13/14 revenue limit deficit: 22.272% (\$745,729)

14/15 revenue limit deficit: 22.272% (\$701,425)

We have the required 4% economic uncertainty reserve for all three years. However in 2014/2015 we are 0.77% short of the board's policy of a 6% stabilization reserve.

Recommendations:

Adopt the Second Interim Budget Report.

Attachments:

Second Interim Budget Report

BOARD DISCUSSION/ACTION ITEM L 1

Board Meeting Date: March 7, 2013

Subject: AR 3543 for Transportation Safety and Emergencies, Second Reading/Approval

From: Joan Potter, Superintendent

Explanation

At last month's meeting we reviewed the proposed AR 3543. This is the second reading.

Recommendation:

Approve the attached AR 3543.

Attachments:

Proposed AR 3543 for Transportation Safety and Emergencies

Business and Non-instructional Operations Transportation Safety and Emergencies

AR 3543 (a)

Safety Equipment

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. (Education Code 39838; 13 CCR 1242)

The Superintendent or designee shall ensure that any school bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

1. Is a Type 1 school bus designed for carrying more than 16 passengers and the driver and is manufactured on or after July 1, 2005
2. Is a Type 2 school bus or student activity bus designed for carrying 16 or fewer passengers and the driver, or designed for carrying 20 or fewer passengers and the driver and having a manufacturer's vehicle weight rating of 10,000 pounds or less, and is manufactured on or after July 1, 2004

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Bus drivers shall be informed of procedures to be followed to reasonably enforce proper use of the passenger restraint system.

Safe Bus Operations

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

(cf. 3516.5 - Emergency Schedules)

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

A person shall not drive a motor vehicle while using a wireless telephone, except under the following conditions: (Vehicle Code 23123, 23125)

1. When he/she uses a wireless telephone that is specifically designed and configured to allow hands-free listening and talking, provided it is used in that manner while driving
2. For emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency service agency or entity
3. In the case of a school bus driver, for work-related purposes

(cf. 3513.1 - Cellular Phone Reimbursement)

(cf. 4040 - Employee Use of Technology)

A person shall not drive a motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication, including, but not limited to, text messages, instant messages, and email. This prohibition does not include reading, selecting, or entering a telephone number or name in an electronic wireless communications device for the purpose of making or receiving a telephone call. (Vehicle Code 23123.5)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

(cf. 3515.2 - Disruptions)

Transportation Safety Plan for Boarding and Exiting Buses

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall include procedures for boarding and exiting a school bus at a school or other trip destination.

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)

Student Instruction

All students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety. (Education Code 39831.5)

1. The Superintendent or designee shall annually provide appropriate instruction in safe riding practices and emergency evacuation drills to each student who receives home-to-school transportation in a school bus. (5 CCR 14102)

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit. (Education Code 39831.5)

Each time the above instruction is given, the following information shall be documented: (Education Code 39831.5)

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the California Highway Patrol. (Education Code 39831.5)

2. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to: (Education Code 39831.5)

- a. Location of emergency exits
- b. Location and use of emergency equipment

This instruction also may include responsibilities of passengers seated next to an emergency exit. (Education Code 39831.5)

Legal Reference:

EDUCATION CODE

39830-39842 Transportation, school buses

51202 Instruction in personal and public health and safety

PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

VEHICLE CODE

415 Definition of motor vehicle

545-546 Definition of school bus and school pupil activity bus

22112 Loading and unloading passengers

23123 Use of wireless telephone prohibited while driving motor vehicle

23123.5 Text communications prohibited while driving motor vehicle

23125 Use of wireless telephone prohibited while driving school bus

27316 Passenger restraint systems

34500 California Highway Patrol responsibility to regulate safe operation of school buses

34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses

34501.6 School buses; reduced visibility

34508 California Highway Patrol responsibility to adopt rules re: equipment and operations of school buses

CODE OF REGULATIONS, TITLE 5

14100-14105 School buses and student activity buses

CODE OF REGULATIONS, TITLE 13

1200-1293 Motor carrier safety

CODE OF FEDERAL REGULATIONS, TITLE 49

571.1-571.500 Motor vehicle standards, including school buses

Management Resources:

WEB SITES

California Association of School Business Officials: <http://www.casbo.org>

California Association of School Transportation Officials: <http://www.castoways.org>

California Department of Education, Office of School Transportation:

<http://www.cde.ca.gov/ls/tn>

California Highway Patrol: <http://www.chp.ca.gov>

National Coalition for School Bus Safety: <http://www.ncsbs.org>

National Transportation Safety Board: <http://www.nts.gov>

U.S. Department of Transportation, National Highway Traffic Safety Administration:

<http://www.nhtsa.dot.gov>

Adopted: March 7, 2013

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Laytonville, California

Laytonville Unified School District
March 7, 2013

DISCUSSION/ACTION
Page 10.4

BOARD DISCUSSION/ACTION ITEM L2

Board Meeting Date: March 7, 2013

Subject: BP and AR 1240 for Volunteer Assistance, Second Reading/Approval

From: Joan Potter, Superintendent

Explanation:

At last month's meeting we reviewed our current BP, an updated proposed BP and a proposed new AR 1240. This is the second reading.

Recommendation:

1. Waive the second reading of these revisions.
2. Approve the attached BP and AR 1240.

Attachments:

Current BP 1240

Proposed BP and AR 1240 for Volunteer Assistance

Laytonville Unified School District

March 7, 2013

DISCUSSION/ACTION

Page 11

Community Relations

Volunteer Assistance

Unsalaries volunteers, community classroom students, and seniors involved in homecoming activities shall be considered employees of the district for Workers' Compensation Insurance purposes. If injured while serving as volunteers in the district, they should file Worker's Compensation Insurance forms provided by the district office (Labor Code 3364.5)

Legal References:

EDUCATION CODE

35021 Volunteer Aides

44227.5 Classroom participation by college level teaching methodology faculty

44815 Noncertified supervisors; compensation

45340-45449 Instructional aides

49406 Examination for tuberculosis

LABOR CODE

3364.5 Persons performing voluntary services for school districts

Policy

Adopted: October 3, 1991

LAYTONVILLE UNIFIED SCHOOL DISTRICT

Laytonville, California

Laytonville Unified School District

March 7, 2013

DISCUSSION/ACTION

Page 11.1

Community Relations VOLUNTEER ASSISTANCE

BP 1240 (a)

The Board of Trustees encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students. Volunteer assistance in schools enriches the educational program, enhances supervision of students and contributes to school safety while strengthening the schools' relationships with the community. The Board also encourages community members to serve as mentors providing support and motivation to students.

(cf. 1000 - Concepts and Roles)
(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)
(cf. 4222 - Teacher Aides/Paraprofessionals)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)
(cf. 6171 - Title I Programs)

The Superintendent or designee shall develop and implement a plan for recruiting, screening and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors and/or make appropriate referrals to community organizations.

(cf. 0420.3 - School-Based Student Motivation and Maintenance Program)
(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee shall establish procedures to protect the safety of students and adults. These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal record checks.

Volunteers shall be provided with information about school goals, programs and practices and shall receive an orientation and other training related to their specific responsibilities as appropriate. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that capitalize on their skills and expertise and maximize their contribution to the educational program.

Volunteers shall act in accordance with district policies, regulations and school rules. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3515.2 - Disruptions)

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads and comply with employee commitments and contracts.

**Community Relations
VOLUNTEER ASSISTANCE**

BP 1240 (b)

For purposes of Workers' Compensation Benefits, an unsalaried person(s) authorized by the Superintendent, or District Board to perform volunteer service for the Laytonville Unified School District shall be deemed to be an employee of the district should they sustain an injury while engaged in services for the district under the direction and control of the Laytonville Unified School District Board, or the Superintendent.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

**Community Relations
VOLUNTEER ASSISTANCE**

BP 1240 (c)

Legal Reference:

EDUCATION CODE

35021 Volunteer aides

35021.1 Automated records check

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

45340-45349 Instructional aides

45360-45367 Teacher aides

49406 Examination for tuberculosis

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

3543.5 Prohibited interference with employees' rights

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

3364.5 Persons performing voluntary services for school districts

PENAL CODE

290 Registration of sex offenders

290.4 Information re sex offenders

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

101216 Health screening, volunteers in child care centers

UNITED STATES CODE, TITLE 20

6319 Qualifications and duties of paraprofessionals, Title I programs

ATTORNEY GENERAL OPINIONS

62 Ops. Cal. Atty. Gen. 325 (1979)

COURT DECISIONS

Whisman Elementary School District, 15 Public Employee Reporter for California, 22043

Management Resources:

NATIONAL PTA PUBLICATIONS

National Standards for Parent/Family Involvement Programs, 1997

Building Successful Partnerships: A Guide for Developing Parent and Family Involvement Programs, 2000

WEB SITES

California PTA: <http://www.capta.org>

National PTA: <http://www.pta.org>

California Partners in Education: <http://www.capie.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

U.S. Department of Education, Partnership for Family Involvement in Education: <http://pfie.ed.gov>

CDE: <http://www.cde.ca.gov>

California Department of Justice, Megan's Law mapping: <http://www.meganslaw.ca.gov>

Adopted: March 7, 2013

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
Laytonville, California**

Duties of Volunteers

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45343, 45344, 45349)

(cf. 4222 - Teacher Aides/Paraprofessionals)

Volunteers may supervise students during lunch and/or breakfast periods or may serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44815)

Volunteers may work on short-term facilities projects pursuant to Board of Trustees policy and administrative regulation.

Qualifications of Volunteers

Volunteers providing supervision or instruction of students pursuant to Education Code 45349 shall give evidence of basic skills proficiency. (Education Code 45344.5, 45349)

(cf. 4212 - Appointment and Conditions of Employment)

Beginning July 1, 2010, any volunteer who supervises, directs, or coaches a student activity program shall be required to obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. This requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021. (Education Code 49024)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 6145 - Extracurricular and Cocurricular Activities)

A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer instructional aide or as a volunteer nonteaching aide under the direct supervision of a certificated employee. (Education Code 35021)

The Superintendent or designee shall verify by reasonable means that persons serving as volunteer instructional aides and nonteaching volunteer aides are not required to register as a sex offender pursuant to Penal Code 290.

(cf. 3515.5 - Sex Offender Notification)

**Community Relations
VOLUNTEER ASSISTANCE**

AR 1240 (b)

No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers who skin test negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406)

The Superintendent or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and must be approved by the principal in advance.

Projects approved by the principal shall also be approved in advance by the Superintendent or designee if they involve the following types of work:

1. Alterations, additions or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet
7. Installation of playground equipment and benches
8. Installation of sprinkler systems
9. Paving
10. Installation of marquees and signs
11. Tree planting, pruning or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise appropriate to the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary. Projects shall be inspected upon completion to ensure that the work was done satisfactorily.

**Community Relations
VOLUNTEER ASSISTANCE**

AR 1240 (c)

(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7140 - Architectural and Engineering Services)

Adopted: March 7, 2013

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Laytonville, California

BOARD DISCUSSION/ACTION ITEM L3

Board Meeting Date: March 7, 2013

Subject: Revised AR 4040 for Employee Use of Technology

From: Joan Potter, Superintendent

Explanation:

The current AR 4040 does not include a signature line. All employees are required to read and sign this use policy before using District technology.

Recommendation:

1. Waive the second reading of these revisions.
2. Approve the revised AR 4040.

Attachments:

Current AR 4040

Revised AR 4040

Laytonville Unified School District
March 7, 2013

On-Line/Internet Services: User Obligations and Responsibilities

Employees are authorized to use district equipment to access the Internet or on-line services in accordance with Governing Board policy and the user obligations and responsibilities specified below.

1. The employee in whose name an on-line services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses and telephone numbers private. They shall use the system only under their own account number.

2. Employees shall use the system responsibly and primarily for work-related purposes.

(cf. [6162.7](#) - Use of Technology in Instruction)

3. Employees shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.

(cf. [4030](#) - Nondiscrimination in Employment), (cf. [4031](#) - Complaints Concerning Discrimination in Employment)
(cf. [4119.11](#)/4219.11/4319.11 - Sexual Harassment)

4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy or administrative regulations.

5. Copyrighted material shall not be placed on the system without the author's permission. Employees may download copyrighted material only in accordance with applicable copyright laws.

(cf. [6162.6](#) - Use of Copyrighted Materials)

6. Employees shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or the data of any other user, including so-called "hacking."

7. Employees shall not read other users' electronic mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.

8. Users shall report any security problem or misuse of the services to the Superintendent or designee.

(cf. [6163.4](#) - Student Use of Technology)

Adopted Dec. 13, 2001

Laytonville USD

Laytonville Unified School District
March 7, 2013

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Page 12.1

All Personnel
EMPLOYEE USE OF TECHNOLOGY

AR 4040 (a)

Online/Internet Services: User Obligations and Responsibilities

Employees are authorized to use district equipment to access the Internet or online services in accordance with Governing Board policy and the user obligations and responsibilities specified below.

1. The employee in whose name an online services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses and telephone numbers private. They shall use the system only under their own account number.

2. Employees shall use the system responsibly and primarily for work-related purposes.
(cf. [6162.7](#) - Use of Technology in Instruction)

3. Employees shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.

(cf. [4030](#) - Nondiscrimination in Employment), (cf. [4031](#) - Complaints Concerning Discrimination in Employment)
(cf. [4119.11](#)/4219.11/4319.11 - Sexual Harassment)

4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy or administrative regulations.

5. Copyrighted material shall not be placed on the system without the author's permission. Employees may download copyrighted material only in accordance with applicable copyright laws.

(cf. [6162.6](#) - Use of Copyrighted Materials)

6. Employees shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or the data of any other user, including so-called "hacking."

7. Employees shall not read other users' electronic mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.

8. Users shall report any security problem or misuse of the services to the Superintendent or designee.

(cf. [6163.4](#) - Student Use of Technology)

My signature indicates that I have read and will abide by the above Employee Use of Technology Administrative Regulations.

Employee Signature

Date

Adopted: December 13, 2001
Revised: 3/7/2013

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Laytonville, California

Laytonville Unified School District
March 7, 2013

DISCUSSION/ACTION
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BOARD DISCUSSION/ACTION ITEM L4

Board Meeting Date: March 7, 2013

Subject: Revised BP and AR 1312.3 for Uniform Complaint Procedures

From: Joan Potter, Superintendent

Explanation:

“...California Assembly Bill (AB) 9, or ‘Seth’s Law,’ effective July 1, 2012 is a new law that reinforces and expands the Safe Place to Learn Act to help safeguard all public school students. ‘Seth’s Law’ is named after a 13-year-old California student who committed suicide after being bullied at school.

California public schools are required to adopt policies to protect students who are targets of unlawful discrimination and harassment. Beginning July 1, 2012, the scope was expanded to include complaints alleging unlawful intimidation and bullying due to actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, race or ethnicity, religion, sex, sexual orientation, or a person’s association with a person, or group, with one or more of these actual or perceived characteristics, in any program or activity that receives benefits from state or financial assistance. These complaints will continue to be processed through the LEA’s UCP.”

Attached is the revised policy that includes the most recent state required revisions.

Recommendation:

1. Waive the second reading of these revisions.
2. Approve the revised BP and AR 1312.3

Attachments:

Current BP and AR 1312.3
Revised BP and AR 1312.3

Community Relations UNIFORM COMPLAINT PROCEDURES

BP 1312.3 (50)

The Governing Board recognizes that the district has the primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5CCR 4610). The district shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs. Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4). The district shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination and seek to resolve those complaints in accordance with the district's Uniform Complaint Procedures. (cf. [0410](#) - Nondiscrimination in District Programs and Activities) (cf. [0420.1](#) - School-Based Coordinated Program)(cf. [0430](#) - Comprehensive Local Plan for Special Education) (cf. [3553](#) - Free and Reduced Price Meals) (cf. [5148](#) - Child Care and Development) (cf. [6171](#) - Title I Programs) (cf. [6174](#) - Education for English Language Learners) (cf. [6175](#) - Migrant Education Program) (cf. [6178](#) - Vocational Education)

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

Upon receipt of a written complaint from an individual, public agency or organization, uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis. (cf. [4119.23](#)/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information) (cf. [5125](#) - Student Records) (cf. [9011](#) - Disclosure of Confidential/Privileged Information)

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant. (cf. [1312.1](#) - Complaints Concerning District Employees) (cf. [1312.2](#) - Complaints Concerning Instructional Materials) (cf. [4031](#) - Complaints Concerning Discrimination in Employment) (cf. [5141.4](#) - Child Abuse Reporting Procedures)

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

Adopted 9/12/02, revised 6/22/06, 3/01/12, 6/21/12

Laytonville USD
Laytonville CA

Laytonville Unified School District
March 7, 2013

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Community Relations
UNIFORM COMPLAINT PROCEDURES (WILLIAMS SUPPLEMENT)

AR 1312.4 (51)

Types of Complaints

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code [35186](#))

1. Textbooks & Other Instructional materials:

- a. A student, including an English learner, does not have standards aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- b. A student does not have access to instructional materials to use at home or after school in order to complete required homework assignments.
- c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage. (cf. [6161.1](#) - Selection and Evaluation of Instructional Materials)
- d. A student was provided photocopies sheets from a portion of a textbooks or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment:

- a. A semester begins and a certificated teacher is not assigned to teach the class.

Vacancy means 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. (Education Code [33126](#))

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (Title 5, Section 4600)

- b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class. (cf. [4112.22](#) - Staff Teaching Students of Limited English Proficiency)
- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (EC [35186](#)) (cf. [4112.2](#) - Certification) (cf. [4113](#) - Assignment)

Community Relations
UNIFORM COMPLAINT PROCEDURES (WILLIAMS SUPPLEMENT)

AR 1312.4 (52)

3. Facilities

- a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including but not limited to gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer 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 students or staff; or structural damage creating a hazardous or uninhabitable condition.

(Education Code [17592.72](#))

- b. A school restroom has not been cleaned, maintained or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means, except as necessary for student safety or to make repairs, the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. (Education Code 35292.5)

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.

Filing of Complaint

A complaint alleging any condition(s) specified above shall be filed with the principal or designee. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee within 10 working days. (Ed Code [35186](#))

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code [35186](#))

Community Relations
UNIFORM COMPLAINT PROCEDURES (WILLIAMS SUPPLEMENT)

AR 1312.4 (c)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to his/her complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the principal or designee shall report the same information to the Superintendent or designee. The complainant need not use the Williams Complaint form to file a complaint. (Education Code [35186](#))

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of the complaint, he/she may describe the complaint to the Governing Board at a regularly scheduled hearing. (Education Code 36186)

For complaints concerning a facility condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3 above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within fifteen (15) days of receiving the report. The complainant shall comply with the appeal requirements specified in 5 CCR [4632](#). (Education Code [35186](#); 5 CCR [4687](#)) Complaints and written responses shall be public records. (Education Code [35186](#)) (cf. [1340](#) - Access to District Records)

Reports

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code [35186](#))

Forms and Notices

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code [35186](#))

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code [35186](#). (Ed Code [35186](#))

Legal Reference:

EDUCATION CODE

[1240](#) County superintendent of schools, duties [17592.72](#) Urgent or emergency repairs, School Facility Emergency Repair Account [33126](#) School Accountability Report Card [35186](#) Alternative uniform complaint procedure [60119](#) Hearing on sufficiency of instructional materials

Community Relations
UNIFORM COMPLAINT PROCEDURES (WILLIAMS SUPPLEMENT)

AR 1312.4 (d)

CODE OF REGULATIONS, TITLE 5
[4600-4671](#) Uniform complaint procedures

Adopted 2/3/05
Revised 6/22/06, 9/13/07, 9/11/08, 6/21/12

Laytonville USD
Laytonville, CA

Community Relations UNIFORM COMPLAINT PROCEDURES

BP 1312.3 (a)

This document applies to the filing, investigation and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by a local agency of federal or state law or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, and bullying.

This document presents information about how the Laytonville Unified School District processes UCP complaints concerning particular programs or activities in which we receive state or federal funding. A complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, and bullying. A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation, and bullying in programs and activities funded directly by the state or receiving any financial assistance from the state. If the complainant is unable to put the complaint in writing, due to conditions such as a disability or illiteracy, the public agency shall assist the complainant in the filing of the complaint.

Programs or activities in which the Laytonville Unified School District receives state or federal funding are:

- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Special Education Programs
- Safety Planning Requirements

This document also applies to the filing of complaints which allege unlawful discrimination, harassment, intimidation, and bullying against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including those with actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The following complaints shall be referred to other agencies for appropriate resolution and are not subject to our UCP process set forth in this document unless these procedures are made applicable by separate interagency agreements:

1. Allegations of child abuse shall be referred to County Dept of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.

**Community Relations
UNIFORM COMPLAINT PROCEDURES**

BP 1312.3 (b)

2. Health and safety complaints regarding a Child Development Program shall be referred to Dept. of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.
3. Employment discrimination complaints shall be sent to the State Dept of Fair Employment and Housing (DFEH).
4. Allegations of fraud shall be referred to the Legal, Audits and Compliance Branch in the California Department of Education (CDE).

State and Federal Laws cited:

1. 34 Code of Federal Regulations [CFR] §§ 300.510-511
2. California Code of Regulations [CCR] Title 5 §§ 4600–4687
3. California Code of Regulations [CCR] Title 5 § 4610(b)
4. California Code of Regulations [CCR] Title 5 § 4622
5. California Code of Regulations [CCR] Title 5 §§ 4630–4631
6. California Education Code [EC] §§ 200, 220, 262.3
7. California Education Code [EC] § 262.3(d)
8. California Education Code [EC] § 35186
9. Government Code [GC] §§ 11135, 11138

Adopted: September 12, 2002
Revised: 6/22/06, 3/1/12, 6/21/12, 3/7/13

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Laytonville, California

Laytonville Unified School District
March 7, 2013

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Community Relations
UNIFORM COMPLAINT PROCEDURES (WILLIAMS SUPPLEMENT)

AR 1312.3 (a)

The responsibilities of the Laytonville Unified School District

The Laytonville Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations. We shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination, harassment, intimidation, and bullying and seek to resolve those complaints in accordance with our UCP procedures.

Our UCP policies shall ensure that complainants are protected from retaliation and that the identity of a complainant alleging discrimination, harassment, intimidation, and bullying remain confidential as appropriate. We submitted our UCP policies and procedures to our local governing board for approval and adoption (see the top of this document for final adoption date).

The person responsible for receiving and investigating complaints and ensuring our compliance with state and federal laws and regulations is:

Name or title: Joan Potter, Superintendent
Address: P.O. Box 868, Laytonville, CA 95454
Phone Number: (707) 984-6414

We ensure that the person above, who is responsible for compliance and/or investigations, is knowledgeable about the laws/programs that he/she is assigned to investigate.

We shall annually notify in writing our students, employees, parents or guardians of our students, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties of our UCP process, including the opportunity to appeal to our governing board and the provisions of this document by disseminating the UCP Annual Notice to all of the above required groups each school year. An appeal is a request made in writing to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or a reinvestigation of the lower adjudicating body's decision.

Our UCP Annual Notice shall also advise the recipient of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation, and bullying laws, if applicable, and of the appeal pursuant to Education Code section 262.3. Our UCP Annual Notice shall be in English and in the primary language, pursuant to section 48985 of the Education Code, or mode of communication of the recipient of the notice.

A copy of this UCP complaint policies and procedures document shall be available free of charge.

Community Relations
UNIFORM COMPLAINT PROCEDURES (WILLIAMS SUPPLEMENT)

BP 1312.3 (b)

Filing a complaint with the Laytonville Unified School District

Except for Williams Complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of pupils or staff, and teacher vacancies or misassignments, and complaints that allege discrimination, harassment, intimidation, and bullying, any individual, public agency or organization may file a written complaint with our district superintendent or his or her designee alleging a matter which, if true, would constitute a violation by our LEA of federal or state law or regulation governing a program.

An investigation of alleged unlawful discrimination, harassment, intimidation, and bullying shall be initiated by filing a complaint no later than six months from the date the alleged discrimination, harassment, intimidation, or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, and bullying. The time for filing may be extended in writing by our district superintendent or his or her designee, upon written request by the complainant setting forth the reasons for the extension. The period for filing may be extended by our superintendent or his or her designee for good cause for a period not to exceed 90 calendar days following the expiration of the six month time period. Our superintendent shall respond immediately upon a receipt of a request for extension.

The complaint shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, harassment, intimidation, and bullying or by one who believes an individual or any specific class of individuals has been subjected to discrimination, harassment, intimidation, and bullying prohibited by this part.

An investigation of a discrimination, harassment, intimidation, and bullying complaint shall be conducted in a manner that protects confidentiality of the parties and maintains the integrity of the process.

Except for Williams Complaints, within 60 calendar days from the date of the receipt of the complaint, we shall conduct and complete an investigation of the complaint in accordance with our UCP policies and procedures and prepare a written Decision; also known as a final report. This time period may be extended by written agreement of the complainant.

The investigation shall include an opportunity for the complainant, or the complainant's representative, or both, to present the complaint(s) and evidence or information leading to evidence to support the allegations of non-compliance with state and federal laws and/or regulations.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Community Relations
UNIFORM COMPLAINT PROCEDURES (WILLIAMS SUPPLEMENT)

BP 1312.3 (c)

Refusal by the Laytonville Unified School District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

We shall issue a Decision based on the evidence. The Decision shall be in writing and sent to the complainant within 60 calendar days from receipt of the complaint by the local educational agency. The Decision should contain:

- the findings of fact based on the evidence gathered,
- conclusion of law,
- disposition of the complaint,
- the rationale for such disposition,
- corrective actions, if any are warranted,

- notice of the complainant's right to appeal our LEA Decision to the CDE, and
- procedures to be followed for initiating an appeal to the CDE.

Nothing in this document shall prohibit anyone involved in the complaint from utilizing alternative methods to resolve the allegations, such as mediation. Nor are we prohibited from resolving complaints prior to the formal filing of a written complaint. Mediation is a problem solving activity whereby a third party assists the parties to the dispute in resolving the complaint.

State and Federal Laws cited:

10. 34 Code of Federal Regulations [CFR] §§ 300.510-511
11. California Code of Regulations [CCR] Title 5 §§ 4600–4687
12. California Code of Regulations [CCR] Title 5 § 4610(b)
13. California Code of Regulations [CCR] Title 5 § 4622
14. California Code of Regulations [CCR] Title 5 §§ 4630–4631
15. California Education Code [EC] §§ 200, 220, 262.3
16. California Education Code [EC] § 262.3(d)
17. California Education Code [EC] § 35186
18. Government Code [GC] §§ 11135, 11138

Adopted: September 12, 2002
Revised: 6/22/06, 3/1/12, 6/21/12, 3/7/13

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Laytonville, California

BOARD DISCUSSION/ACTION ITEM L5

Board Meeting Date: March 7, 2013

Subject: BP and AR 6020 for Title I Parent Involvement Policy, Annual Review

From: Joan Potter, Superintendent

Explanation:

Our Board Policy and Administrative Regulations 6020 require that Title 1 schools have parent involvement policies and procedures that participating parents and school staff agree to abide by. We are required to review these policies annually.

Recommendation:

Review BP and AR 6020 for Title I Parent Involvement Policies.

Attachments:

Current BP and AR 6020

PARENT INVOLVEMENT: District Strategies for Title I Schools

The Governing Board recognizes the crucial role that parents/guardians play in the education of their children and that active parental involvement contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home. *(cf. 0420 - School Plans/Site Councils) (cf. 0420.1 - School-Based Program Coordination)(cf. 0420.5 - School-Based Decision Making)(cf. 0520.1 - High Priority Schools Grant Program)(cf. 0520.2 - Title I Program Improvement Schools)(cf. 1220 - Citizen Advisory Committees) (cf. 1230 - School-Connected Organizations)(cf. 1240 - Volunteer Assistance)(cf. 1250 - Visitors/Outsiders)*

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so. *(cf. 5020 - Parent Rights and Responsibilities) (cf. 5145.6 - Parental Notifications)*

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation. *(cf. 0500 - Accountability)*

Title I Schools—annual objectives

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. *(Education Code 11503) (cf. 6171 - Title I Programs)*

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out activities listed in 20 USC 6318. *(20 USC 6318)*

The Superintendent or designee shall consult with parents of participating students in planning and implementing parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. *(20 USC 6318) (cf. 3100 - Budget)*

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

Non-Title I Schools

In the event the district has a school that does not receive Title 1 funds, the Superintendent or designee shall develop and implement strategies to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and those schools will address the purposes and goals described in Education Code 11502. *(Education Code 11504)*

Adopted: March 5, 2009

Revised: 3/1/2012

Reviewed: 3/7/2013

Laytonville Unified School District
March 7, 2013

Laytonville Unified School District
Laytonville, CA

PARENT INVOLVEMENT: District Strategies for Title I Schools

To ensure that parents/guardians of Title I students are provided with opportunities to be involved in their children's education, the Superintendent or designee shall:

1. Involve parents of participating students in the joint development of the Title I local educational agency (LEA) plan pursuant to 20 USC 6312 and the process of school review and improvement pursuant to 20 USC 6316 (20 USC 6318). This shall occur at the school level with the involvement of the School Site Councils and at the district level with the involvement of the District Advisory Committee (DAC). The elementary School Site Council shall represent the satellite schools and Community Day School; and the high school Site Council shall represent the Continuation School. Parents shall be notified of meetings, activities and opportunities for other participation through school newsletters, parent e-mail lists, the district's web site, marquees and other posted announcements.

Additionally:

- a. Parents shall be provided copies of working drafts of the LEA plan in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.
 - b. Parents shall be invited to Board meetings for public comment on the LEA plan prior to the Board's approval of the plan or revisions to the plan. *(cf. 6171 - Title I Programs) (cf. 0420 - School Plans/Site Councils) (cf. 1220 - Citizen Advisory Committees)*
2. Provide coordination, technical assistance, and the support necessary to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance (20 USC 6318). These efforts shall include staff and parent trainings regarding parental involvement, and ongoing reviews of these policies at the district and school level to ensure staff and parent awareness and participation. Parents shall be invited to participate in the development of such trainings. These activities shall include information to schools about the indicators and assessment tools that will be used to monitor student progress.
3. Build the capacity of schools for strong parent involvement (20 USC 6318 mandate). The Superintendent or designee shall:
 - a. Assist parents in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children. Such information shall be disseminated at the district level at Board and DAC meetings and at the school level at Site Council and schoolwide informational meetings such as Back-to-School-Night. *(cf. 6011 - Academic Standards) (cf. 6162.5 - Student Assessment) (cf. 6162.51 -Standardized Testing and Reporting Program) (cf. 6162.52 - High School Exit Examination)*
 - b. Provide materials and training to help parents work with children to improve achievement. Support will include literacy and technology based training and strategies.

- c. Staff, including, teachers, administrators and support personnel shall receive training in the value and utility of parent contributions, parent-teacher cooperation and coordination and the outreach efforts required to facilitate such partnering and interaction. *(cf. 4131 - Staff Development)(cf. 4231 - Staff Development) (cf. 4331 - Staff Development)*
- d. Facilitate the coordination and integration of parent involvement programs and activities with the various school and community groups and agencies that can promote parental involvement in school affairs. These shall include the state preschool, the parents co-op preschool, the Family Resources Center (Healthy Start) and the Long Valley Health Center. *(20 USC 6318) (cf. 6300 - Preschool/Early Childhood Education)*
- e. Ensure that information about school programs, meetings, and other activities is sent to the parents in a format and, as practicable in a language the parents can understand.
- f. Ensure that district staff respond reasonably to parent requests for support of involvement activities.
- g. Inform parents, DAC and the School Site Councils, of the existence and purpose of state level parent information and resource centers that provide training, information, and support.

In addition, the Superintendent or designee may:

- a. Support Title 1 parent participation at meetings and trainings by making available transportation and childcare services to parents who otherwise could not attend such activities.
- b. Arrange meetings at various times so the maximum number of people can attend; if parents are unable to attend, offer to provide a venue for in-home conferences.
- c. Provide trainings that emphasize the important role of parents as mentors for other parents to increase involvement in school activities.
- d. Research, adopt and implement model approaches to improving parent involvement.
- e. Ensure that DAC serves as a district wide parent advisory council to provide advice on parent involvement in Title I programs.
- f. Develop appropriate roles for community-based organizations such as the Family Resource Center, the Long Valley Health Center and the various pre-schools.
- g. Refer families in need to community agencies and organizations that offer parent education programs and related services. *(cf. 1020 - Youth Services)*
- h. Provide a master calendar of district activities and district meetings.
- i. Provide information about opportunities for parent involvement through the school newsletters, web site and e-mail list.
- j. Provide parent involvement training to DAC, Site Councils and the Family Resource Center to encourage them to actively involve parents. *(cf. 1230 - School-Connected Organizations)*
- k. Provide translation services as needed.
- l. Regularly evaluate staff development activities related to parent involvement.
- m. Include expectations for parent outreach and involvement in job descriptions. *(cf. 4115 - Evaluation/Supervision) (cf. 4215 - Evaluation/Supervision) (cf. 4315 - Evaluation/Supervision)*

- n. Develop a cohesive, coordinated plan focused on student needs and shared goals.
4. Coordinate and integrate Title I parent involvement strategies with school committees such as DAC and the Site Councils and with local agencies such as the Family Resource Center, the Long Valley Health Center and the parents preschool co-op. To promote increased parent involvement, school representatives shall participate in the Family Resource Center's Board meetings to share data and information across programs. (20 USC 6318) (*cf.* 6300 - *Preschool/Early Childhood Education*)
5. Conduct, with involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served by Title I (20 USC 6318) Title 1 parents shall be involved in the process; such involvement may take place through DAC and Site Council meetings.

The Superintendent or designee shall:

- a. Ensure program evaluations include the identification of barriers to participation in parent involvement activities, with attention to parents with economic disadvantages, disabilities, limited English proficiency, limited literacy, or who are racial or ethnic minorities. (20 USC 6318)
- b. Use evaluation results to design strategies for more effective involvement and, if necessary, recommend changes in the parent involvement policy. (20 USC 6318)
- c. Assess district progress in meeting annual parent involvement objectives, notify parents of such reviews and assessments and provide them with copies upon request. (Ed. Code 11503)

Additionally, the Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents and staff with the quality and frequency of district communications.
- b. Gather and monitor data regarding the number of parents participating in district activities and the types of activities in which they are engaged.
- c. Assess the impact of the district's parent involvement efforts on student achievement.
- d. Involve parents/guardians in the activities of schools served by Title I. (20 USC 6318)

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians.
- b. Assist schools with translation services or other accommodations needed to encourage participation of parents with special needs.
- c. Encourage parental advice regarding their expectations and concerns for their children.

The district's Board policy and administrative regulation containing parent involvement strategies shall be incorporated into the LEA plan and distributed to parents/guardians of students participating in Title I programs. (20 USC 6318) (*cf.* 5145.6 - *Parental Notifications*)

School-Level Policies for Title I Schools 20 USC 6318

At each school receiving Title I funds, a written policy on parent involvement shall be developed jointly with and agreed upon by parents of participating students. The parents at satellite schools and the Community Day School shall participate in the development of the elementary school policy and be represented by the elementary school Site Council. The Continuation School parents shall participate in the development of the high school policy, with accommodations made for their children's schools, and be represented by the high school Site Council. Such policies shall describe the means by which the schools will: (20 USC 6318)

1. Convene an annual meeting at a convenient time for the majority of parents/guardians, and invite all parents of participating students to inform them of the school's participation in Title I and to explain program requirements and the right of parents to be involved.
2. Offer flexible meeting times for which related transportation, child care, and/or home visits may be provided to maximize parent involvement. The Family Resource Center can be enlisted to facilitate childcare and transportation.
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent involvement policy and, if applicable, the joint development of the plan for school wide programs pursuant to 20 USC 6314 and 6318 and EC 64001. This plan shall be known as the Single Plan for Student Achievement. (SPSA)
4. Provide the parents of participating students:
 - a. Timely information about Title I programs.
 - b. A description and explanation of the school's curriculum, academic assessments used to measure student progress and the proficiency levels students are expected to meet. (*cf. 5121 - Grades/Evaluation of Student Achievement*) (*cf. 5123 - Promotion/Acceleration/Retention*)
 - c. Opportunities for regular meetings for suggestions and participation in decisions related to their children's education, and appropriate responses to parent inquiries.
5. In the event the SPSA is not satisfactory to the parents, an opportunity for comments is to be provided when the school makes the plan available to the district.
6. Jointly develop with the parents a school-parent compact (20 USC 6318) that outlines how the entire school staff, students and parents will share responsibility for improved student academic achievement and the means by which the school and parents will build a partnership to help students achieve state standards, pursuant to EC 51101 (*cf. 0520.1 - High Priority Schools Grant Program*). The school-parent compact shall be part of the SPSA. This compact shall address:
 - a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards.
 - b. Ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and free time including television viewing and other extra-curricular activities.

- c. Parental support for the schools such as volunteering in the classroom, attending school assemblies and events such as Back-to-School Night, Open House, Math and Reading Nights, Parent Conferences and other programs such as the Elocution Contest, the Winter Program the Talent Show and other student presentations, and participating in decisions related to their children's education
(cf. 1240 - Volunteer Assistance) (cf. 5020 - Parent Rights and Responsibilities) (cf. 5113 - Absences and Excuses)
(cf. 6145 - Extracurricular/Cocurricular Activities) (cf. 6154 - Homework/Makeup Work)
- d. The importance of ongoing communication between teachers and parents through:
 - i. biannual parent-teacher conferences during which the compact shall be discussed as it relates to student achievement.
 - ii. regular and frequent reports to parents regarding their children's progress.
 - iii. access to staff and opportunities to volunteer, participate and observe in the classroom.
- 7. Build the capacity of the school and parents for strong involvement by implementing the activities described in items #3a-f in the section "District Strategies for Title I Schools" above.
- 8. Provide opportunities for the participation of parents with limited English proficiency and/or disabilities, and parents of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents can understand.

Each school's parent involvement policy shall be made available to the local community and distributed to parents of participating students in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. (20 USC 6318)

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent involvement policy at appropriately noticed Site Council meetings. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement (SPSA) pursuant to EC 64001. The Site Councils, under the leadership of the principals or designees, and jointly with parents of participating students and staff, shall periodically update the school's policy to meet the changing needs of the parents and the school. (20 USC 6318) (cf 0420)

Parent Involvement - Non-Title I Schools

For each school that does not receive federal Title I funds (EC 11504), the Superintendent or designee shall, at a minimum:

- 1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (EC 11502, 11504). The Superintendent or designee shall direct the school principals to:
 - a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents and enhance their ability to support their children's education.

- b. Provide information, in parent handbooks, newsletters and presentations, about academic expectations and resources to assist parents with the subject matter..
 - c. Provide parents with information about class and homework.
- 2. Inform parents that they can positively affect their children's learning by participating in school sponsored or referred parent education trainings (EC 11502, 11504) on:
 - a. good study habits and effective home study environments.
 - b. regular school attendance, homework completion, and minimal television viewing.
 - c. volunteering in the classroom and participating in school advisory committees.
- 3. Build effective communication between the home and school so that parents may know when and how to assist their children with classroom learning activities (EC11502, 11504) This may include:
 - a. Frequent teacher reports to parents on their children's progress including biannual parent-teacher conferences.
 - b. Opportunities for parents to observe and volunteer in their children's classrooms.
 - c. Information to parents about parent involvement opportunities.
 - d. Notices and information to parents in a format and language they can understand.
 - e. Mechanisms to encourage parent input on district and school issues.
 - f. Identification of barriers to parents restricting participation in school activities, including to parents who are economically disadvantaged, disabled, or have limited English proficiency, literacy, or are of racial or ethnic minority background.
 - g. Adjusting meeting schedules to accommodate parent needs and, to the extent practicable, by providing translation or interpreter services, transportation, and child care, as practicable.
- 4. Training staff to better communicate with parents (EC 11502, 11504), including
 - a. Providing staff development to strengthen communications with parents, including those who have limited English proficiency or limited literacy.
 - b. Inviting input from parents regarding the content of the staff development activities pertaining to home-school communications.

5. Integrating parent involvement programs into school plans for academic accountability by:
 - a. Including parent involvement strategies in school reform/school improvement initiatives.
 - b. Involve parents/guardians in school planning processes.

Adopted: March 5, 2009
Revised: 3/1/2012
Reviewed: 3/7/2013

Laytonville Unified School District
March 7, 2013

Laytonville Unified School District
Laytonville, CA

BOARD DISCUSSION/ACTION ITEM L6

Board Meeting Date: March 7, 2013

Subject: Revised BP and E 4112.9/4212.9/4312.9 for Child Abuse Reporting

From: Joan Potter, Superintendent

Explanation:

Our current Board Policy and Exhibit regarding Child Abuse Reporting have not been updated since 1990. The current policy and exhibit have been revised to include current guidelines.

Recommendation:

1. Waive the second reading of these revisions.
2. Approve the revised BP and E 4112.9/4212.9/4312.9.

Attachments:

Current BP and E 4112.9/4212.9/4312.9
Revised BP and E 4112.9/4212.9/4312.9

All Personnel

Signed Statements

Child Abuse Reporting Statement

The Governing Board requires all employees who are child care custodians, medical practitioners or non-medical practitioners to report known or suspected instances of child abuse. (Penal Code 11165)

Prior to employment, persons in the above positions shall sign a statement to the effect that the employee knows of the legal requirement to report known or suspected instances of child abuse and is prepared to comply with this provision of law.

The Superintendent or designee shall ensure that the provisions of the policy are carried out in accordance with the law.

(cf. 5141.4 Child Abuse and Neglect)

Legal Reference:

EDUCATION CODE

44690 et seq. Staff development in the detection of child abuse and neglect

PENAL CODE

237a Willful cruelty or unjustifiable punishment of child; endangering life or health

11165-11165.5 Definitions relating to child abuse

11166-11170 Reporting known or suspected cases of child abuse

11172 Exemption from civil and criminal liability resulting from required reporting of known or suspected child abuse; failure to report is a misdemeanor

Policy adopted: 1/11/90

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Laytonville, California

Laytonville Unified School District
March 7, 2013

DISCUSSION/ACTION
Page 15.1

Signed Statement
Child Abuse Reporting Requirements

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

“Child care custodian” includes teachers, administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; licensees, administrators, employees of community care facilities or child day care facilities licensed to care for children; Headstart teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents/guardians, group home personnel, and personnel of residential care facilities; social workers or probation officers; administrators or presenters of, or counselors in, a child abuse prevention program in any public or private school; and instructional aides, teacher aides, or teacher assistants employed by any public or private school and classified employees of any public school, who have been trained in the duties of child abuse reporting, if so warranted to the State Department of Education.

“Medical practitioner” includes physicians and surgeon, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, or any other person who is licensed under Division 2 (commencing with Section 500) of the Business and Professions Code or emergency medical technicians I or II, paramedics, or other persons certificated pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code, or psychological assistants registered pursuant to Section 2913 of the Business and Professions Code.

“Non-medical practitioner: includes state or county public health employees who treat minors for venereal disease or any other condition; coroners; paramedics; marriage, family or child counselors; and religious practitioners who diagnose, examine, or treat children.

I have been informed of the above law and will comply with its provisions.

(TYPE EMPLOYEE’S NAME BELOW LINE, REQUIRING SIGNATURE ABOVE)

This statement is a permanent record of the district. The cost of printing, distribution, and filing of these statements is borne by the district.

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Laytonville, California

Laytonville Unified School District
March 7, 2013

DISCUSSION/ACTION
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**All Personnel
SIGNED STATEMENTS**

**BP 4112.9
4212.9
4312.9**

Child Abuse Reporting Statement

The Governing Board requires all employees who are child visitation monitors, health practitioners (nurses, physicians, etc.), commercial or photographic print processors (in specified instances), specified public positions (teachers, social workers, probation officers, etc.), public protection positions (police, sheriff, CPS, etc), clergy members, fire fighters (except volunteer firefighters), animal control officers and humane society officers to report known or suspected instances of child abuse. (Penal Code 11165)

Prior to employment, persons in the above positions shall sign a statement to the effect that the employee knows of the legal requirement to report known or suspected instances of child abuse and is prepared to comply with this provision of law.

The Superintendent or designee shall ensure that the provisions of the policy are carried out in accordance with the law.

(cf. 5141.4 Child Abuse and Neglect)

Legal Reference:

EDUCATION CODE

44690 et seq. Staff development in the detection of child abuse and neglect

PENAL CODE

237a Willful cruelty or unjustifiable punishment of child; endangering life or health

11165-11165.5 Definitions relating to child abuse

11166-11170 Reporting known or suspected cases of child abuse

11172 Exemption from civil and criminal liability resulting from required reporting of known or suspected child abuse; failure to report is a misdemeanor

Policy adopted: January 11, 1990
Revised: March 7, 2013

Laytonville Unified School District
March 7, 2013

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Laytonville, California

DISCUSSION/ACTION
Page 15.3

Required Statement of Mandated Reporter

Child Abuse and Neglect Reporting Law (P.C. 11166.5) Definitions:

The following situations are reportable conditions:

1) Physical abuse, 2) Sexual abuse, 3) Child exploitation, child pornography and child prostitution, 4) Severe or general neglect, 5) Extreme corporal punishment resulting in injury, 6) Willful cruelty or unjustifiable punishment, 7) Abuse or neglect in out-of-home care.

Who Must Report: The following individuals are legally mandated reporters:

- Child visitation monitors
- Health practitioners (nurses, physicians, etc.)
- Commercial or photographic print processors in specified instances
- Specified public positions (teachers, social workers, probation officers, etc.)
- Public protection positions (police, sheriff, CPS, etc.)
- Clergy members
- Fire fighters (except volunteer firefighters), Animal control officers, Humane society officers

When to Report: A telephone report must be made immediately when the reporter observes a child in his/her professional capacity or within the scope of his/her employment and has knowledge of, or has reasonable suspicion that the child has been abused. A written report, on a standard form, must be sent within 36 hours after the telephone report has been made.

To Whom Do You Report: Call 1-866-236-0368, it is the HOT Line. FAX report to 707-468-7908 or Mail to Children's Services, P.O. Box 839, Ukiah, CA 95482. Other Contacts: Family Centers in Willits & Ukiah and tell them you need to make a CPS report. Willits Family Center: 707-456-3700; Ukiah Family Center: 707-467-5810. Laytonville Healthy Start is a good resource for any questions you may have 707 984-8089.

Individual Responsibility: Any individual whose occupation is named in the reporting law must report abuse. If the individual confers with a superior and a decision is made that the superior file the report, one report is sufficient. However if the superior disagrees, the individual with the original suspicion must report.

Anonymous Reporting: Mandated reporters are required to give their names. Non-mandated reporters may report anonymously. Child protective agencies are required to keep the mandated reporter's name confidential, unless a court orders the information disclosed.

Immunity: Any legally mandated reporter has immunity when making a report. In the event a civil suit is filed against the reporter, reimbursement for fees incurred in the suit will occur up to \$50,000 (P.C. Section 11172). No individual can be dismissed, disciplined or harassed for making a report of suspected child abuse.

Liability: Legally mandated reporters can be criminally liable for failing to report suspected abuse. The penalty for this misdemeanor is up to six months in county jail, a fine of not more than \$1,000 or both. Mandated reporters can also be civilly liable for failure to report.

Notification Regarding Abuse: You are not legally required to notify the parents that you are making a report; however, it is often beneficial to let the parents know you are reporting for benefit of a future relationship.

I understand that I am a legally mandated reporter. I have clarified any information listed above which I did not understand, and am now aware of my reporting responsibilities, and am willing to comply. I have also requested an explanation of reporting policies within this agency and understand them.

Employee's Name

Witness (Supervisor)

Date

Laytonville Unified School District
March 7, 2013

DISCUSSION/ACTION
Page 15.4

INFORMATION ITEM M1

Board Meeting Date: March 7, 2013

Subject: Employee Recognition Award

From: Joan Potter, Superintendent

Explanation:

The Governing Board recognizes two employees each year for their contributions to the improvement and effectiveness of the District's educational program. One award is presented in January and one is presented in May. The Governing Board recognizes employees who:

- by exemplary service over an extended period of time have contributed to the improvement or effectiveness of the district educational program.
- perform special acts or services in the public interest.
- by superior accomplishments, make exceptional contributions to the effectiveness, efficiency, economy or improvements of district operations.
- propose ideas or procedures which eliminate or reduce district expenditures or improve the efficiency of district operations.

Our previous awards have been presented to:

Joan Potter	Amy McHenry	Beth Hogan	Dennis Hogan
Nancy Luis	Steve McCaffrey	Carolyn Carpenter	Tammy Lyons
Alicia Linfoot	Sparky Hagan	Binet Payne	Bette Loflin
Bruce Potter	Pedro Salmeron	Konnies Hawkins	Katy Cabezut
Sue Carberry	Anna Salmeron		

Nominations are due in March and the Board will select the award recipient in April for recognition in May. Recipients are presented a certificate and a special gift.

INFORMATION ITEM M2

Board Meeting Date: March 7, 2013
Subject: 2011-2012 Physical Fitness Report
From: Joan Potter, Superintendent

Explanation:

The 2011-2012 Physical Fitness Report for the District will be reviewed by Principal Stange. The report presents an overview of students in grades 5, 7, and 9 and their performance in a variety of physical fitness tests. The test results for LUSD are attached for your review.

Attachments:

2011-2012 Physical Fitness Reports for Grades 5, 7 and 9



CALIFORNIA
DEPARTMENT OF
EDUCATION

2012 California Physical Fitness Report
Overall - Summary of Results
Laytonville Unified District

Additional information can be found at the California Department of Education [Physical Fitness Test Web page](#).

Physical Fitness Area	Total Tested ² in Grade 5	Number Grade 5 Students in HFZ ¹	% Grade 5 Students in HFZ	% Grade 5 Students in Needs Improvement	% Grade 5 Students in Needs Improvement - High Risk	Total Tested ² in Grade 7	Number Grade 7 Students in HFZ ¹	% Grade 7 Students in HFZ	% Grade 7 Students in Needs Improvement	% Grade 7 Students in Needs Improvement - High Risk	Total Tested ² in Grade 9	Number Grade 9 Students in HFZ ¹	% Grade 9 Students in HFZ	% Grade 9 Students in Needs Improvement	% Grade 9 Students in Needs Improvement - High Risk
Aerobic Capacity	26	20	76.9	15.4	7.7	23	11	47.8	39.1	13.1	26	12	46.2	42.3	11.5
Body Composition	26	12	46.2	19.2	34.6	23	11	47.8	13.0	39.2	26	13	50.0	11.5	38.5
Abdominal Strength	26	22	84.6	15.4	n/a	23	19	82.6	17.4	n/a	26	24	92.3	7.7	n/a
Trunk Extension Strength	26	26	100.0	0.0	n/a	23	22	95.7	4.3	n/a	26	25	96.2	3.8	n/a
Upper Body Strength	26	20	76.9	23.1	n/a	23	18	78.3	21.7	n/a	26	19	73.1	26.9	n/a
Flexibility	26	16	61.5	38.5	n/a	23	13	56.5	43.5	n/a	26	20	76.9	23.1	n/a

¹ HFZ is an acronym for Healthy Fitness Zone, a registered trademark of The Cooper Institute.

² Includes partially tested students

n/a Not applicable

The PFT is based on the FITNESSGRAM/ACTIVITYGRAM software, owned by The Cooper Institute, Dallas, TX, and published by Human Kinetics, Champaign, IL. The PFT is created and copyrighted by the California Department of Education (CDE) under a license agreement with Human Kinetics. The FITNESSGRAM is a registered trademark of The Cooper Institute.

The PFT performance standards are available on the [CDE FITNESSGRAM: Healthy Fitness Zone Charts Web page](#). Information about the FITNESSGRAM is available on the [Human Kinetics Web site](#).



CALIFORNIA
DEPARTMENT OF
EDUCATION

2012 California Physical Fitness Report
Overall - Meeting Healthy Fitness Zone¹ Summary of Results
Laytonville Unified District

Additional information can be found at the California Department of Education [Physical Fitness Test Web page](#).

Number of Physical Fitness Areas Meeting the Healthy Fitness Zone	Number in Grade 5	Percent in Grade 5	Cumulative Percent in Grade 5 ³	Number in Grade 7	Percent in Grade 7	Cumulative Percent in Grade 7 ³	Number in Grade 9	Percent in Grade 9	Cumulative Percent in Grade 9 ³
6 of 6 fitness standards	7	26.9	26.9	5	21.7	21.7	6	23.1	23.1
5 of 6 fitness standards	8	30.8	57.7	6	26.1	47.8	7	26.9	50.0
4 of 6 fitness standards	4	15.4	73.1	4	17.4	65.2	5	19.2	69.2
3 of 6 fitness standards	4	15.4	88.5	4	17.4	82.6	6	23.1	92.3
2 of 6 fitness standards	3	11.5	100.0	2	8.7	91.3	2	7.7	100.0
1 of 6 fitness standards	0	0.0	100.0	2	8.7	100.0	0	0.0	100.0
0 of 6 fitness standards	0	0.0	100.0	0	0.0	100.0	0	0.0	100.0
Total tested ²	26	100.0	n/a	23	100.0	n/a	26	100.0	n/a

¹ Healthy Fitness Zone is a registered trademark of The Cooper Institute

² Includes partially tested students

³ Column percents may not add up to 100 percent due to rounding

n/a Not applicable

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The PFT performance standards are available on the [CDE FITNESSGRAM: Healthy Fitness Zone Charts Web page](#). Information about the FITNESSGRAM is available on the [Human Kinetics Web site](#).



CALIFORNIA
DEPARTMENT OF
EDUCATION

2012 California Physical Fitness Report
Female - Meeting Healthy Fitness Zone¹ Summary of Results
Laytonville Unified District

Additional information can be found at the California Department of Education [Physical Fitness Test Web page](#).

Number of Physical Fitness Areas Meeting the Healthy Fitness Zone	Number in Grade 5	Percent in Grade 5	Cumulative Percent in Grade 5 ³	Number in Grade 7	Percent in Grade 7	Cumulative Percent in Grade 7 ³	Number in Grade 9	Percent in Grade 9	Cumulative Percent in Grade 9 ³
6 of 6 fitness standards	4	36.4	36.4	1	11.1	11.1	3	20.0	20.0
5 of 6 fitness standards	1	9.1	45.5	3	33.3	100.0	4	26.7	46.7
4 of 6 fitness standards	2	18.2	63.7	3	33.3	100.0	4	26.7	73.4
3 of 6 fitness standards	3	27.3	91.0	1	11.1	100.0	3	20.0	93.4
2 of 6 fitness standards	1	9.1	100.0	0	0.0	100.0	1	6.7	100.0
1 of 6 fitness standards	0	0.0	100.0	1	11.1	100.0	0	0.0	100.0
0 of 6 fitness standards	0	0.0	100.0	0	0.0	100.0	0	0.0	100.0
Total tested ²	11	100.0	n/a	9	100.0	n/a	15	100.0	n/a

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n/a Not applicable

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CALIFORNIA
DEPARTMENT OF
EDUCATION

2012 California Physical Fitness Report
Male - Meeting Healthy Fitness Zone¹ Summary of Results
Laytonville Unified District

Additional information can be found at the California Department of Education [Physical Fitness Test Web page](#).

Number of Physical Fitness Areas Meeting the Healthy Fitness Zone	Number in Grade 5	Percent in Grade 5	Cumulative Percent in Grade 5 ³	Number in Grade 7	Percent in Grade 7	Cumulative Percent in Grade 7 ³	Number in Grade 9	Percent in Grade 9	Cumulative Percent in Grade 9 ³
6 of 6 fitness standards	3	20.0	20.0	4	28.6	28.6	3	27.3	27.3
5 of 6 fitness standards	7	46.7	66.7	3	21.4	50.0	3	27.3	54.6
4 of 6 fitness standards	2	13.3	80.0	1	7.1	57.1	1	9.1	63.7
3 of 6 fitness standards	1	6.7	86.7	3	21.4	78.5	3	27.3	91.0
2 of 6 fitness standards	2	13.3	100.0	2	14.3	92.8	1	9.1	100.0
1 of 6 fitness standards	0	0.0	100.0	1	7.1	99.9	0	0.0	100.0
0 of 6 fitness standards	0	0.0	100.0	0	0.0	99.9	0	0.0	100.0
Total tested ²	15	100.0	n/a	14	100.0	n/a	11	100.0	n/a

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² Includes partially tested students

³ Column percents may not add up to 100 percent due to rounding

n/a Not applicable

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INFORMATION ITEM M3

Board Meeting Date: March 7, 2013
Subject: Facilities Needs/Potential Bond Timeline
From: Joan Potter, Superintendent

Explanation:

Michael Riemenschneider of Eastshore Consulting visited all of our sites last week and has prepared a presentation with photos that document many of the facilities needs throughout the district. The purpose of the presentation is to begin talking about our needs/priorities and developing a plan. After this process a financial plan to match our needs will be developed.

Attachments: