

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF AUGUST 11, 2016**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a regular meeting in the Board Room on August 11, 2016. Board President Calvin Harwood called the meeting to order at 6:03 pm.

ROLL CALL:

Trustees Present: Calvin Harwood, Shannon Ford, Tina Tineo, Meagen Hedley (Arrived Late) and Shelagh Deveney.

Administrators Present: Joan Potter and Lorre Stange

Student Representative:

B. PUBLIC INPUT re CLOSED SESSION ITEMS:

C. CLOSED SESSION AGENDA:

CS-1:	PUBLIC EMPLOYEE APPOINTMENT Title: Coaches	CS-1
CS-2	CONSIDERATION OF STUDENT MATTER	CS-2
CS-3:	PUBLIC EMPLOYEE APPOINTMENT Title: Certificated Teaching Staff	CS-3
CS-4	PUBLIC EMPLOYEE APPOINTMENT Title: Instructional Assistants	CS-4
CS-5	PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (No additional information required)	CS-5
CS-6:	CONSIDERATION OF INTER-DISTRICT TRANSFER REQUEST, NUMBER IDT 2016/17-A & 2016/17-B	CS-6

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that on Closed Session Item CS-1 Public Employee Appointment/Employment of Coaches, the board approved hiring Abbe Arkelian as the high school JV volleyball coach, Jon Nielson as the high school football coach, Jose Reyes as the high school soccer coach, and Mary “KT” Cabezut as the high school Varsity volleyball coach. On Closed Session Item CS-2 Consideration of a Student Matter, the Board unanimously approved student 2016/17 TK-1 early enrollment into Transitional Kindergarten. On Closed Session Item CS-3 Public Employee Appointment /Employment of Certificated Teaching Staff, the Board unanimously approved hiring Casey Watkins as a 1 FTE 4th Grade teacher, Rosemary Keelan as a 0.67 FTE High School Spanish teacher, and Lindsay Jacobson as a 0.29 FTE ELD. On Closed Session Item CS-4 Public Employee Appointment/Employment of Classified Staff, the Board unanimously approved hiring Theresa Schulz as a 5 hour Instructional Assistant. Lastly, on Closed Session Item CS-6 Consideration of Inter-District Transfer Request, the Board unanimously approved the transfer of students IDT 2016/17-A and IDT 2016/17-B.

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 Shannon Ford, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

Laytonville Unified School District
September 8, 2016

G. CORRESPONDENCE:

1. Letter from Warren Galletti, County Superintendent, regarding the 4th Quarter Wil Report Page 1

H. PUBLIC INPUT: None

I. REPORTS AND COMMENTS:

Superintendent's Report:

None

The following reports were given:

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

J. ACTION: CONSENT AGENDA

- **Motion** to accept the Consent Agenda with the removal of Ashley Martin, and changing Rosemary Keelan to 0.67 FTE and Lindsay Jacobson to 0.29 FTE in the Personnel Assignment Order by Shannon Ford, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

K. ACTION:

K.1. Declaration of Need for Fully Qualified Teachers

- This Declaration of Need must be filed with the California Commission for Teacher Credentialing (CCTC) when a District anticipates having to employ teachers who are not fully credentialed. With this declaration on file the district may consider teacher interns who have met certain minimum requirements. The Board's approval of the Declaration of Need provides the Board and public an "opportunity to see the number of emergency permits that the district reasonably expects to request in each category and understand the reasons for such requests."
- The application is for 5 Limited Assignment Permits including 3 permits that will provide certification for the 3 interns at Laytonville Elementary School and 2 Provisional Internship permits.
- Additionally, the District is applying for 5 emergency CLAD permits.
- **Motion** to approve the Declaration of Need for Fully Qualified Educators by Tina Tineo, seconded by Shelagh Deveney unanimously approved with a 4-0 vote.

K.2. Staff Development Plans for 2016/17

Staff development days this year include:

- August 18, 19, and 22, 2016, May 12, 2017, and June 9, 2017 for Certificated Staff and
- August 18, 19 and 22, 2016 for Classified Instructional Staff.

- Staff Development activities for 2016/2017 include goals that have been outlined in our Local Control Accountability Plan (LCAP). The following activities have been included in the 2016/2017 budget:
- New teachers will participate in the California Teacher Induction Program (CTIP) known as BTSA). Staff development will include weekly meetings with support and monthly trainings provided by the CTIP Regional Program
- K-12 Staff will continue to be provided with training in Common Core implementation with a focus on instructional strategies. Specific strategies include the Socratic Seminar, Project Based Learning, Depth of Knowledge, and integrating technology into the instructional program. Staff development will be for both certificated and classified Staff.
- Training for working with English Language Learner Students will be provided to staff needing it.
- Common planning time for curriculum, articulation and development. Supplemental pay.
- P-12 training in Positive Behavior Intervention Support program development and implementation.
- Training in the use of student information systems-AERIES, SEIS
- Staff development in Physical Education and Health implementation and design
- Technology use and implementation, especially in Chromebooks.
- Training in the use of Peer Observation in improving instructional techniques
- Throughout the school year, the staff will continue to utilize the Tuesday Minimum Day schedules to survey their academic programs, as well as strategies which promote a positive school climate, including intervention techniques and Project Based Learning.
- **Motion** to approve the 2016/17 Staff Development Plan by Tina Tineo, seconded by Shannon Ford, unanimously approved with a 4-0 vote.

K.3. Ratification of Superintendent's Employment Agreement

- During the June 23, 2016 meeting in closed session the Board voted to ratify the Superintendent's contract. The ratification must occur during open session.
- **Motion** to ratify the Superintendent's Employee Agreement for 2016-2020 by Shelagh Deveney, seconded by Tina Tineo, unanimously approved with a 4-0 vote.

L. DISCUSSION / ACTION:

L.1. District Goal Setting

The following goals continue to be a part of our Local Accountability Plan. Mrs. Potter recommended discussing and reviewing these goals to ensure that they encompass what the Board views as central to the District's mission.

Laytonville Unified School District Local Accountability Plan Goals 2016-2019

- Recruit and retain caring, committed, exemplary, qualified credentialed staff to teach in our district.
- Provide standards aligned instructional materials including technology to support implementation of these materials for all students.

- Provide well maintained, safe facilities, and provide structures that support positive learning environments on all campuses.
- Provide high quality professional development in Common Core implementation.
- Provide access to a broad course of study to all students inclusive of both college and career pathways.
- Provide support for all students to achieve proficiency of the Common Core standards ensuring that they are prepared to pursue any avenue of their choosing.
- Provide a variety of venues to build strong connections between parents and their child's educational experience in LUSD.
- Provide social, emotional, and academic skills and support for all students and provide for individual students needing additional support such as mental health services.
- Provide a safe environment in which our students can achieve the knowledge, skills and attitudes necessary for success now and in the future.
- Provide a comprehensive program promoting health education and physical activity for all students in order to strengthen the link between student health and learning.

L.2. Waiver Request for Employing Teachers Who Are Not Fully Credentialed

- The school district has certified that it has made reasonable efforts to recruit fully prepared teachers for all teaching assignments. Despite these efforts, it is necessary to employ candidates who qualify to participate in approved internship programs in our region and/or individuals who are scheduled to complete initial preparation requirements within six months. The following individuals will be employed on the basis of a credential waiver.
- | | | | |
|--------------------|-------------------------------------|-------------|-------------|
| • Casey Watkins | 1 FTE 4 th Grade Teacher | Grades 4 | STSP Waiver |
| • Lindsay Jacobson | .29 FTE ELD Teacher | Grades K-12 | PIP Waiver |
- **Motion** to approve employing Casey Watkins on the basis of a Credential Waiver by Shannon Ford, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.
 - **Motion** to approve employing Lindsay Jacobson on the basis of a Credential Waiver by Shannon Ford, Seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

L.3. Subsequent Variable Term Waiver

- The school district has certified that it has made reasonable efforts to recruit fully prepared teachers for all teaching assignments. Despite these efforts, it is necessary to employ candidates who qualify to participate in approved internship programs in our region and/or individuals who are scheduled to complete initial preparation requirements within six months. The following individual will be employed on the basis of a subsequent credential waiver. Lindsay Hansen's waiver is necessary because she has not yet had the formal training for working with English Language Learner students.
- Lindsay Hansen 0.67 FTE Culinary Arts instructor Grades 6-12 Subsequent
- **Motion** to approve employing Lindsay Hansen as a 0.67 Culinary Arts Instructor on the basis of a subsequent credential waiver by Shelagh Deveney, seconded by Tina Tineo, unanimously approved with a 4-0 vote.

L.4. BP 6152.1 for Placement in Mathematics Courses, Second Reading/Approval

- In the June 23rd meeting the Board reviewed the proposed BP 6152.1
- **Motion** to approve the proposed BP 6152.1 for Placement in Mathematics Courses by Shannon Ford, seconded by Tina Tineo, unanimously approved with a 4-0 vote.

L.5. BP & AR 6146.1 for High School Graduation Requirements, Second Reading/Approval

- In the June 23rd meeting the Board reviewed the proposed BP & AR 6146.1. Page 1
- **Motion** to approve the proposed BP & AR 6146.1 for High School Graduation Requirements by Tina Tineo, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

L.6. BP & AR 3320 for Claims and Action Against the District, First Reading

- The District is required to update BP & AR 3320. Sample language attached for review.

L.7. NCSIG 2016 Claim for Injury Form

- North Coast Schools' Insurance Group has revised their Claim for Injury form. It is attached for review.
- **Motion** to adopt the North Coast School's Insurance Group 2016 Claim for Injury form by Shelagh Deveney, seconded by Tina Tineo, unanimously approved with a 4-0 vote.

L.8. BP 2300 for Conflict of Interest Code, Review

- Public Reform Act of 1974 (Government code Section 87306.5) requires the school district to review its conflict of interest code biennially prior to October 1.
- Attached are fact sheets regarding this requirement as well as current conflict of interest policy.
- **Motion** to approve the current BP 2300 for Conflict of Interest by Shannon Ford, Seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

L.9. Resolution No. 500 for Approval of SAB (State Allocation Board) 50-03 & 50-04

- During the April 7, 2016 Board meeting, the Board approved submitting forms 50-03 & 50-04 to the State. It is now necessary to adopt a resolution regarding the approval.
- **Motion** to approve Resolution No. 500 for approval of SAB 50-03 & 50-04 by Shelagh Deveney, seconded by Tina Tineo, unanimously approved with a 4-0 vote.

L.10. CTE Compliance Documentation for Facility Needs Assessment

- To move forward with approval of State funds for the Elementary school building project it is necessary to review minutes from our local Career Tech Ed Advisory Committee (CTEAC) regarding our local CTE facility needs assessment recommendation and that the CTE facilities needs are being adequately met within the school district. The new construction/modernization project must be addressed in the discussion.
- **Motion** to approve CTE Compliance Documentation for facility needs assessment by Tina Tineo, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.
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M. INFORMATION ITEMS:

M.1. Summer School Report

- Summer School focused on both Language Arts and Math at the elementary level and on Graduation Requirements at the high school level. The high school offered its program

through Independent Study due to a smaller number of students needing to take Summer School. Healthy Start also offered their Summer Program, now in its fifteenth year. Additionally, the high school offered a Freshman Academy which concluded today with a field trip to U.C. Berkeley.

- All programs were once again extremely successful and well attended.

M.2. Summer Maintenance Projects Report

- The custodial, grounds and maintenance staff have worked extremely hard this summer to make the campuses a clean and inviting place for the school community. This is a status report on current and recent projects.

Grounds/Facilities

Pedro, Rosie, Marco, Kelly, and Clarence accomplished a lot this summer despite all of the complications created by the elementary school building project. In addition to the traditional summer projects of waxing floors, cleaning carpets and windows in the classrooms, they completely moved us out of the elementary school wing and set up new classrooms. Additionally they painted the middle school and the kitchen at the high school, replaced the walls in the Arena, built a permanent wall between rooms 18 and 19 at the middle school and refurbished/rebuilt the middle school bathrooms. They are to be commended for their hard work and dedication to our school sites. The Chamberlain Creek Crew was here for a little over a week to help with cutting down weeds and general fire prevention maintenance.

Roofing

Replacing the roof of the woodshop and repairing the roofs of rooms 8, 9, and 10 is scheduled to be completed prior to the rainy season. A specific date has not been provided by the foam roofing company.

Spy Rock

Regular summer maintenance was completed and the Chamberlain Creek fire crew did extensive work on the grounds. The irrigation water supply has a leak that has not been yet solved.

Buses/Vans

Clarence Rhine and Sue Carberry assured a successful CHP inspection of our buses. Clarence continues to assure that our vehicles are all properly maintained with expertise. We are fortunate to have a high quality mechanic in our district.

M.3. Superintendent's Goals

Each year the Superintendent presents the Board with specific goals for the upcoming school year. This year I have again created my goals based on the district's LCAP goals. The following outlines my goals:

- **Student Achievement**
 - Provide access to a broad course of study to all students inclusive of both college and career pathways.
 - Work closely with site principals to ensure that master schedules and course curriculum support providing this access.
 - Access support from other agencies such as Mendocino County Office of Education and Mendocino College
 - Provide support for all students to achieve proficiency of the Common Core standards, ensuring that they are prepared to pursue any avenue of their choosing.
 - Work with the business manager, site principals and certificated and classified staff to provide appropriate staff to support student learning.

- Provide a comprehensive program promoting health education and physical activity for all students in order to strengthen the link between student health and learning.
 - Work with the District Advisory Committee, Healthy Start, Focus on the Family, and school staff to strengthen our programs. Create and facilitate committees to create an articulated PE program and an articulated Health Education program
- Provide standards aligned instructional materials including technology to support implementation of these materials for all students.
 - Maintain a budget that supports the funding of standards aligned materials
 - Provide staff with training and time to learn strategies for successful implementation
 - Work with Site Principals in observation/feedback strategies for supporting instructional staff
- **Support Services**
 - Provide well maintained, safe facilities, and provide structures that support positive learning environments.
 - Support custodial/maintenance staff in keeping facilities safe and well maintained
 - Develop a budget with the Business Manager that supports ongoing maintenance needs
 - Work closely with the Architect in the rebuild/modernization of the elementary school to ensure timelines are adhered to and district needs are being addressed.
 - Provide social, emotional, and academic skills and support for all students and provide for individual students needing additional support such as mental health services.
 - Support and build on relationships with Healthy Start. County social services, and district support staff to implement a strong program.
 - Provide a safe environment in which our students can achieve the knowledge, skills and attitudes necessary for success now and in the future.
 - Access support from the local fire department and law enforcement to help support district staff and students.
 - Create an updated comprehensive safety plan for the District.
 - Create a local SARB to improve attendance especially at the elementary school
- **Human Resources**
 - Recruit and retain caring, committed, exemplary, qualified staff
 - Work with Site Principals to provide supports to retain our teachers
- **Financial Stability**
 - I work closely with the Business Manager to achieve our LCAP goals while maintaining financial stability.
- **Leadership**
 - Provide a variety of venues to build strong connections between parents and their child's educational experience in LUSD.
 - Work with Site Principals in establishing strategies for improving attendance district wide.
 - Build on communication strategies and develop a plan for improving parent communication

- Provide high quality professional development in Common Core implementation.
 - Research and contact high quality professional development providers and recruit them to work with our district.
 - Provide staff with notification of staff development opportunities of the district
- Work closely with the Board in good governance practices
 - Ensure ongoing communication with all board members in a timely manner
 - Pursue attending CSBA conference with all board members

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Working closely with both unions, site administrators, the Board and other district staff by modeling and providing support for attainment of our district goals will be central to my activities.

M.4. Budget Update

- Since the board adopted the budget on June 23, 2016, the Governor signed the State Budget.
- There are a few changes from the May Budget Revision. As a result of these changes, districts are required to share at a public meeting in August 2016, the effect of the revenue changes on the adopted budget.
- The changes to our budget are a decrease in the one-time discretionary funds from \$237 per ADA to \$214 per ADA, approximately \$8,400. A College Readiness Block Grant was added to increase college preparation and college-going rates for English learners, foster youth and low income students. This grant provides the district with the minimum apportionment of \$75,000. The grant has planning and reporting requirements.
- These changes will be implemented at 1st Interim or Unaudited Actuals.

M.5. Facilities Update

- Don Alameida was unable to make it to the meeting but he supplied the Board with a PowerPoint of project updates.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: None

COMMENTS FROM THE BOARD: Meagen is excited school is starting and the construction is finally happening. Shannon thanked everyone in the District for their hard work. Calvin is thankful Mrs. Potter will be the Superintendent at least until 2020.

P. ADJOURNMENT:

Motion to adjourn the meeting by Shelagh Deveney, seconded by Tina Tineo, unanimously approved with a 4-0 vote. The meeting was adjourned at 7:26 P.M. The next regular meeting will be held on September 8, 2016.

Respectfully submitted,

Adopted as Final
September 8, 2016

Joan Viada Potter
Secretary to the Board

Shannon Ford
Clerk of the Board

LAYTONVILLE UNIFIED SCHOOL DISTRICT
PERSONNEL ASSIGNMENT ORDER #2 2016/17

September 8, 2016

<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>	
<u>Certificated Appointment</u>				
<u>Certificated Resignation</u>				
<u>Certificated Layoff</u>				
<u>Certificated Leave of Absence</u>				
<u>Certificated Transfer</u>				
<u>Classified Appointment</u>				
<u>Classified/Confidential Appointment</u>				
<u>Classified/Confidential Resignation</u>				
<u>Classified/Confidential Reduction</u>				
<u>Classified Transfer</u>				
<u>Classified Resignation/Retirement</u>				
Guillins, Rosa	SpEd IA	Perm.	\$11.54	09/01/2016
Schulz, Theresa	SpEd IA/Instruct. Assist.	Prob.	\$10.36	08/29/2016
<u>Classified Termination</u>				
<u>Classified Layoff</u>				
<u>Coaching Positions</u>				
Golightly, Kandi	Middle School VBall Coach	Temp.	\$1400 Stipend	09/07/2016

LAYTONVILLE UNIFIED SCHOOL DISTRICT
REVOLVING CASH FUND #2 2016/17

September 8, 2016

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
08/10/16	2081	U.S.P.S	Certified Mail/Stamps	\$151.45

LAYTONVILLE UNIFIED SCHOOL DISTRICT
WARRANT LIST
September 8, 2016

APY250 L.00.05

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 08/11/2016

08/10/16 PAGE 1

DISTRICT: 048 LAYTONVILLE UNIFIED
BATCH: 0004 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
17777529	004433/	A-Z BUS SALES INC											
		PO-020719	1.	01-0740-0-4364-001-0000-3600-0000								02P414044	56.50
												WARRANT TOTAL	\$56.50
17777530	000002/	ACCREDITING COMMISSION											
		PO-020712	1.	01-0000-0-5800-001-0000-7200-0000								901516	920.00
												WARRANT TOTAL	\$920.00
17777531	006046/	ALAMEIDA ARCHITECTURE											
		PO-020669	1.	21-0000-0-6200-001-0000-8500-0000								LUSD 02-17	5,008.82
												WARRANT TOTAL	\$5,008.82
17777532	006170/	Arrow Benefits Group											
		PO-020670	1.	68-0000-0-5600-001-0000-6000-0000								DENTAL	177.00
			2.	69-0000-0-5600-001-0000-6000-0000								VISION	88.50
												WARRANT TOTAL	\$265.50
17777533	005045/	JENET BOOKOUT											
		PV-170006		01-0000-0-5200-001-0000-2100-0000								REIMBURSEMENT	52.92
												WARRANT TOTAL	\$52.92
17777534	006193/	BRANSCOMB MUTUAL WATER COMPANY											
		PV-170005		01-0000-0-5530-008-0000-8200-0000								JULY WATER AT BRANSCOMB SCHOOL	60.00
												WARRANT TOTAL	\$60.00
17777535	003381/	SUE CARBERRY											
		PV-170007		01-0000-0-5800-001-0000-7110-0000								REIMBURSEMENT	27.57
												WARRANT TOTAL	\$27.57
17777536	006234/	CENTRAL VALLEY ENVIRONMENTAL											
		PO-020723	1.	21-0000-0-6200-001-0000-8500-0000								2555	71,805.00
												WARRANT TOTAL	\$71,805.00
17777537	005945/	CHRISTY WHITE											
		PO-020727	1.	01-0000-0-5801-001-0000-7110-0000								13038	4,500.00
												WARRANT TOTAL	\$4,500.00
17777538	005369/	DELL MARKETING L.P.											
		PO-020705	1.	01-6387-0-4400-001-1110-1000-0000								XX12R85M6	4,989.02
												WARRANT TOTAL	\$4,989.02
17777539	004110/	EHLERT'S PETROLEUM MAINTENANCE											
		PO-020715	1.	01-0740-0-5800-001-0000-3600-0000								4986	277.50
												WARRANT TOTAL	\$277.50
17777540	005074/	EUREKA OXYGEN											
		PO-020722	1.	01-8150-0-5600-001-0000-8110-0000								429571	201.50
			1.	01-8150-0-5600-001-0000-8110-0000								429570	749.00
			1.	01-8150-0-5600-001-0000-8110-0000								429651	102.60
			1.	01-8150-0-5600-001-0000-8110-0000								429569	439.59
												WARRANT TOTAL	\$1,492.69

17777541	006232/	FAST PARTITIONS			
		PO-020663 1. 14-0620-0-4400-001-0000-8110-0000	FP6505		2,433.00
		WARRANT TOTAL			\$2,433.00
17777542	002287/	FOLLETT SCHOOL SOLUTIONS			
		PO-020549 1. 01-6300-0-4100-001-1110-1000-0000	1943618E, 1977745A		202.20
		WARRANT TOTAL			\$202.20
17777543	000043/	FRONTIER			
		PO-020674 2. 01-0811-0-5903-001-0000-2100-0000	707-984-8089		207.65
		WARRANT TOTAL			\$207.65
17777544	002298/	GCR TIRES & SERVICE			
		PO-020724 1. 01-0740-0-4363-001-0000-3600-0000	851-33967		1,665.45
		WARRANT TOTAL			\$1,665.45
17777545	000063/	GEIGER'S LONG VALLEY MARKET			
		PO-020707 2. 01-0000-0-4300-001-0000-8110-0000	4683, 4690: ACCT. 1221		19.16
		1. 01-0000-0-4300-001-0000-8200-0000	6358: ACCT. 2004		29.03
		WARRANT TOTAL			\$48.19
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17777546	004772/	GOPHER			
		CL-160044 01-0000-0-4300-007-1110-1000-0000	9165641		120.00
		CL-160045 01-0000-0-4300-001-1110-1000-0000	9165641		144.05
		WARRANT TOTAL			\$264.05
17777547	006058/	MARY JOENS-POULTON			
		PV-170008 01-0000-0-4300-002-1110-1000-0000	REIMBURSEMENT		178.73
		WARRANT TOTAL			\$178.73
17777548	000899/	KELLY MOORE PAINT CO INC			
		PO-020720 1. 14-0620-0-4300-001-0000-8110-0000	910-00000244718		1,238.20
		WARRANT TOTAL			\$1,238.20
17777549	000220/	LAYTONVILLE WATER DISTRICT			
		PO-020675 1. 01-0000-0-5530-001-0000-8200-0000	LES, LMS, LHS-NEW, OLD, AG		1,406.69
		WARRANT TOTAL			\$1,406.69
17777550	005891/	LONG VALLEY AUTO SUPPLY			
		PO-020676 1. 01-0740-0-4361-001-0000-3600-0000	109615		23.12
		WARRANT TOTAL			\$23.12
17777551	000061/	LONG VALLEY LUMBER			
		PO-020677 1. 01-8150-0-4300-001-0000-8110-0000	ACCT. 1273		1,008.62
		WARRANT TOTAL			\$1,008.62
17777552	003136/	MATHESON TRI-GAS INC			
		PO-020678 1. 01-0740-0-5600-001-0000-3600-0000	13783315		50.03
		WARRANT TOTAL			\$50.03
17777553	005022/	MCGRAW-HILL COMPANIES			
		PO-020546 1. 01-6300-0-4100-001-1110-1000-0000	92649306001		294.63
		1. 01-6300-0-4100-001-1110-1000-0000	92642420001		4,010.19
		WARRANT TOTAL			\$4,304.82
17777554	002129/	MENDES SUPPLY COMPANY			
		PO-020706 1. 01-0000-0-4300-001-0000-8200-0000	M104810-02		5.83

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17777555	002446/	MENDO MILL			
		PO-020716	1. 01-8150-0-4300-001-0000-8110-0000	K75425/2	216.19
			1. 01-8150-0-4300-001-0000-8110-0000	K27866/1	267.00
			1. 01-8150-0-4300-001-0000-8110-0000	K74976/2	20.52
			WARRANT TOTAL		\$503.71
17777556	004464/	MENDOCINO COMMUNITY NETWORK			
		PO-020708	1. 01-0000-0-5901-001-1110-1000-0000	ACCT. 3336	2.00
			WARRANT TOTAL		\$2.00
17777557	006194/	JENNA MUSGRAVE			
		PV-170009	14-0620-0-4300-001-0000-8110-0000	REIMBURSEMENT	88.55
			WARRANT TOTAL		\$88.55
17777558	000124/	PACIFIC GAS & ELECTRIC			
		PO-020679	1. 01-0000-0-5510-001-0000-8200-0000	ACCT. 5075063012-6	18.51
			WARRANT TOTAL		\$18.51
17777559	001308/	JOAN POTTER			
		PV-170010	01-0000-0-5200-001-0000-8110-0000	REIMBURSEMENT	58.54
			WARRANT TOTAL		\$58.54
17777560	004791/	SCHOOL OUTFITTERS			
		PO-020543	1. 01-0000-0-4300-001-1110-1000-0000	INV12029787	821.79
			WARRANT TOTAL		\$821.79
17777561	000018/	SCHOOL SPECIALTY			
		PO-020551	1. 01-0000-0-4300-002-1110-1000-0000	208116609844	106.98
		PO-020687	1. 01-0000-0-4300-002-1110-1000-0000	308102510246	139.88
		PO-020689	1. 01-3310-0-4300-001-5770-1120-0000	208116596316	174.45
			WARRANT TOTAL		\$421.31
17777562	006233/	SHN CONSULTING ENGINEERS & GEO			
		PO-020717	1. 21-0000-0-6200-001-0000-8500-0000	88816	160.00
-----				WARRANT TOTAL	\$160.00
17777563	003078/	SOLID WASTE OF WILLITS			
		PO-020681	1. 01-0000-0-5540-001-0000-8200-0000	285: ACCT. 5145-6	801.41
			WARRANT TOTAL		\$801.41
17777564	005340/	SPRINT			
		PO-020682	1. 01-0000-0-5903-001-0000-7200-0000	CUST. #924289408	111.82
			WARRANT TOTAL		\$111.82
17777565	004819/	TEAMTALK NETWORK			
		PO-020718	1. 01-0740-0-5800-001-0000-3600-0000	048711	1,156.68
			WARRANT TOTAL		\$1,156.68
17777566	001370/	WEATHERTOP NURSERY			
		CL-160046	01-0000-0-4300-003-1110-1000-0000	146459, 146847: ACCT. 40	37.61
		PO-020725	1. 01-0000-0-4300-003-1110-1000-0000	150362: ACCT. 40	13.94
			1. 01-0000-0-4300-003-1110-1000-0000	148847: ACCT. 40	4.20
			WARRANT TOTAL		\$55.75

17777567 003863/ XEROX CORPORATION

PO-020686	2.	01-0000-0-5600-001-0000-7200-0000	085670108	112.51
	1.	01-0000-0-5600-002-1110-1000-0000	085670106	259.52
	3.	01-0000-0-5600-003-1110-1000-0000	085670107	256.74
	4.	01-0000-0-5600-010-3200-1000-0000	0856700103	41.10
		WARRANT TOTAL		\$669.87

*** BATCH TOTALS ***	TOTAL NUMBER OF CHECKS:	39	TOTAL AMOUNT OF CHECKS:	\$107,362.04*
	TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
	TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
	TOTAL PAYMENTS:	39	TOTAL AMOUNT:	\$107,362.04*

*** DISTRICT TOTALS ***	TOTAL NUMBER OF CHECKS:	39	TOTAL AMOUNT OF CHECKS:	\$107,362.04*
	TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
	TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
	TOTAL PAYMENTS:	39	TOTAL AMOUNT:	\$107,362.04*

APY250 L.00.05

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 08/18/2016

08/17/16 PAGE 1

DISTRICT: 048 LAYTONVILLE UNIFIED
BATCH: 0005 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
17777934	003381/	SUE CARBERRY				
		PV-170011	01-1100-0-4300-003-1110-4200-0000		REIMBURSEMENT	48.66
		PV-170013	01-0811-0-4300-003-0000-3140-0000		REIMBURSEMENT	11.63
			01-4035-0-4300-001-1110-1000-0000		REIMBURSEMENT	81.93
			WARRANT TOTAL			\$142.22
17777935	006235/	CCCCD/DIABLO VALLEY COLLEGE				
		PO-020734	1. 01-6387-0-5200-001-1110-1000-0000	894		550.00
			1. 01-6387-0-5200-001-1110-1000-0000	893		600.00
			WARRANT TOTAL			\$1,150.00
17777936	006226/	CUPPLES & SONS CONSTRUCTION				
		PO-020710	1. 21-0000-0-6200-001-0000-8500-0000		APP #03 PROJ #01-115368	122,194.82
			WARRANT TOTAL			\$122,194.82
17777937	000043/	FRONTIER				
		PO-020674	1. 01-0000-0-5903-001-0000-7200-0000		VARIOUS	1,402.49
			WARRANT TOTAL			\$1,402.49
17777938	000899/	KELLY MOORE PAINT CO INC				
		PO-020732	1. 14-0620-0-4300-001-0000-8110-0000		910-00000245653	871.28
			WARRANT TOTAL			\$871.28
17777939	000191/	LAYTONVILLE UNIFIED REVOLVING				
		RC-170001	01-0000-0-5904-001-0000-7200-0000		REVOLVING	151.45
			WARRANT TOTAL			\$151.45
17777940	002129/	MENDES SUPPLY COMPANY				
		PO-020706	1. 01-0000-0-4300-001-0000-8200-0000		M108344-00	422.07
			WARRANT TOTAL			\$422.07
17777941	000096/	PETTY CASH				
		PV-170014	01-0000-0-5904-002-0000-2700-0000		LEMS PETTY CASH	406.91
			01-0811-0-4300-002-0000-3140-0000		LEMS PETTY CASH	3.11
			WARRANT TOTAL			\$410.02

17777942	005780/	SAN JOAQUIN CO. OF EDUCATION							
		PO-020730	1.	01-0000-0-5811-001-0000-7400-0000		46695		450.00	
				WARRANT TOTAL				\$450.00	
17777943	001418/	SCHOLASTIC INC.							
		PV-170012		01-0000-0-4300-003-1110-1000-0000		M5853361 3		19.98	
				WARRANT TOTAL				\$19.98	
17777944	000618/	SCHOOL SPECIALTY							
		PO-020550	1.	01-0000-0-4300-002-1110-1000-0000		308102504182		97.83	
		PO-020688	1.	01-0000-0-4300-002-1110-1000-0000		308102510245		136.35	
				WARRANT TOTAL				\$234.18	
17777945	003411/	THRIFTY SUPPLY COMPANY							
		PO-020731	1.	01-8150-0-4300-001-0000-8110-0000		2136799-01		25.24	
				WARRANT TOTAL				\$25.24	
*** BATCH TOTALS ***		TOTAL NUMBER OF CHECKS:		12	TOTAL AMOUNT OF CHECKS:			\$127,473.75*	
		TOTAL ACH GENERATED:		0	TOTAL AMOUNT OF ACH:			\$.00*	
		TOTAL EFT GENERATED:		0	TOTAL AMOUNT OF EFT:			\$.00*	
		TOTAL PAYMENTS:		12	TOTAL AMOUNT:			\$127,473.75*	
*** DISTRICT TOTALS ***		TOTAL NUMBER OF CHECKS:		12	TOTAL AMOUNT OF CHECKS:			\$127,473.75*	
		TOTAL ACH GENERATED:		0	TOTAL AMOUNT OF ACH:			\$.00*	
		TOTAL EFT GENERATED:		0	TOTAL AMOUNT OF EFT:			\$.00*	
		TOTAL PAYMENTS:		12	TOTAL AMOUNT:			\$127,473.75*	
APY250	L.00.05	MENDOCINO COUNTY SCHOOLS				08/24/16		PAGE	1
DISTRICT: 048 LAYTONVILLE UNIFIED		COMMERCIAL WARRANT REGISTER							
BATCH: 0006 JB		FOR WARRANTS DATED 08/25/2016							
WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE			ABA NUM	ACCOUNT NUM		
	REQ#	REFERENCE LN	FU	RESO	P OBJE SCH GOAL FUNC DIST	DESCRIPTION		AMOUNT	
17778397	000247/	ACSA							
		PO-020741	1.	01-0000-0-5300-001-0000-7100-0000		7/1/15-6/30/16 J. POTTERS DUES		1,359.06	
				WARRANT TOTAL				\$1,359.06	
17778398	003188/	ALPHA ANALYTICAL LAB INC							
		PO-020739	1.	01-8150-0-5800-001-0000-8110-0000		6082489-LAYUSD		138.75	
				WARRANT TOTAL				\$138.75	
17778399	005277/	AMAZON							
		PO-020700	1.	01-0000-0-4300-001-1110-1000-0000		VARIOUS		302.67	
		PO-020721	1.	01-6300-0-4100-001-1110-1000-0000		VARIOUS		571.90	
		PO-020726	1.	01-0000-0-4300-001-0000-8200-0000		VARIOUS		204.66	
		PO-020745	1.	01-0000-0-4300-001-0000-2100-0000		175118126484		64.31	
				WARRANT TOTAL				\$1,143.54	
17778400	006184/	BELNICK INC.							
		PO-020694	1.	01-0000-0-4300-002-0000-2700-0000		INV-3477878		45.77	
			1.	01-0000-0-4300-002-0000-2700-0000		INV-3477878		209.94	
				WARRANT TOTAL				\$255.71	
17778401	003755/	BUSINESS CARD							
		PV-170015		01-0000-0-4300-001-0000-8200-0000		ACCT-XXX-8632		49.21	
				01-0000-0-4300-001-0000-8200-0000		ACCT-XXX-8632		48.99	
				01-0000-0-4300-001-0000-8300-0000		ACCT-XXX-8632		38.75	
				01-0000-0-5800-001-0000-7200-0000		ACCT-XXX-8632		51.00	
				01-0740-0-5800-001-0000-3600-0000		ACCT-XXX-8632		25.00	
				01-6230-0-4300-001-0000-8100-0000		ACCT-XXX-8632		129.69	
				01-8150-0-4300-001-0000-8110-0000		ACCT-XXX-8632		712.17	
				01-8150-0-4300-001-0000-8110-0000		ACCT-XXX-8632		84.49	
				13-5310-0-5200-001-0000-3700-0000		ACCT-XXX-8632		92.25	

		14-0620-0-4300-001-0000-8110-0000	ACCT-XXX-8632	86.86
		WARRANT TOTAL		\$1,318.41
17778402	003381/	SUE CARBERRY		
		PV-170016 01-0000-0-4300-001-0000-2100-0000	REIMBURSEMENT	441.38
		WARRANT TOTAL		\$441.38
17778403	001793/	CLOVER STORNETTA FARMS INC.		
		PO-020684 1. 13-5310-0-4700-001-0000-3700-0000	100534202	355.94
		WARRANT TOTAL		\$355.94
17778404	006180/	CPM EDUCATIONAL PROGRAM		
		PO-020729 1. 01-6300-0-4100-001-1110-1000-0000	1604808-IN	415.28
		WARRANT TOTAL		\$415.28
17778405	000043/	FRONTIER		
		PO-020674 1. 01-0000-0-5903-001-0000-7200-0000	707-984-6904	122.16
		WARRANT TOTAL		\$122.16
17778406	000063/	GEIGER'S LONG VALLEY MARKET		
		PO-020707 4. 01-4035-0-4300-001-1110-1000-0000	7847, 5251, 7821: ACCT. 1221	200.00
		PO-020744 1. 01-4035-0-4300-001-1110-1000-0000	7821: ACCT. 1221	117.13
		WARRANT TOTAL		\$317.13
17778407	004766/	HANDWRITING WITHOUT TEARS		
		PO-020547 1. 01-0000-0-4300-002-1110-1000-0000	1037972-1	94.44
		2. 01-0000-0-4300-007-1110-1000-0000	1037972-1	237.42
		WARRANT TOTAL		\$331.86
17778408	005408/	TIM HENRY		
		PV-170017 01-0079-0-5800-003-1110-1000-0000	REIMBURSEMENT	48.00
		WARRANT TOTAL		\$48.00
17778409	000258/	LAYTONVILLE DISPOSAL CO		
		PO-020740 1. 01-0000-0-5530-001-0000-8200-0000	3 LOADS AT LES	2,100.00
		WARRANT TOTAL		\$2,100.00
17778410	002446/	MENDO MILL		
		PO-020743 1. 01-0000-0-4300-001-0000-8200-0000	K79592/2	72.38
		WARRANT TOTAL		\$72.38
17778411	004464/	MENDOCINO COMMUNITY NETWORK		
		PO-020708 1. 01-0000-0-5901-001-1110-1000-0000	ACCT. 3336	2.00
		WARRANT TOTAL		\$2.00
17778412	000622/	MENDOCINO COUNTY OFFICE OF ED		
		CL-160047 01-0000-0-4300-001-0000-2430-0000	160274	425.21
		WARRANT TOTAL		\$425.21
17778413	006236/	CLARENCE RHINE		
		PV-170018 01-8150-0-4300-001-0000-8110-0000	REIMBURSEMENT	6.29
		WARRANT TOTAL		\$6.29
17778414	000018/	SCHOOL SPECIALTY		
		CL-160036 01-0000-0-4300-002-1120-1000-0000	208116811366	11.45
		PO-020692 1. 01-0000-0-4300-001-1110-1000-0000	208116829800	27.34
		WARRANT TOTAL		\$38.79
17778415	003434/	SYSO FD SCVS OF SAN FRANCISCO		
		PO-020683 1. 13-5310-0-4700-001-0000-3700-0000	608150466	5,580.85
		WARRANT TOTAL		\$5,580.85
17778416	006063/	VERIZON WIRELESS		
		PO-020685 1. 01-0000-0-5800-001-1110-1000-0000	9769851058	114.03
		WARRANT TOTAL		\$114.03
***	BATCH TOTALS ***	TOTAL NUMBER OF CHECKS: 20	TOTAL AMOUNT OF CHECKS:	\$14,586.77*
		TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:	\$.00*
		TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:	\$.00*
		TOTAL PAYMENTS: 20	TOTAL AMOUNT:	\$14,586.77*
***	DISTRICT TOTALS ***	TOTAL NUMBER OF CHECKS: 20	TOTAL AMOUNT OF CHECKS:	\$14,586.77*
		TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:	\$.00*
		TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:	\$.00*
		TOTAL PAYMENTS: 20	TOTAL AMOUNT:	\$14,586.77*

LAYTONVILLE UNIFIED SCHOOL DISTRICT MONTHLY BUDGET REPORT

September 8, 2016

048 Laytonville Unified School Dis J20247

BUDGET REPORT

BDX110 L.00.07 09/02/16 17:06 PAGE 1

FROM 07/01/2016 TO 06/30/2017
UNAPPROVED TRANSACTIONS INCLUDED

FUND :01 GENERAL FUND									
OBJECT CLASSIFICATION		APPROVED BUDGET	EXPENDED/RECEIVED		%	ENCUMBERED	UNENCUMBERED		%
			CURRENT	YEAR TO DATE			BALANCE		
8000	BEGINNING BALANCE	1,658,069.23	0.00	0.00	.0	0.00	1,658,069.23	100.0	
8011	REV LIMIT STATE AID - CURR YR	1,519,064.00	76,299.00	76,299.00	5.0	0.00	1,442,765.00	94.9	
8012	EDUCATION PROTECTION ACCOUNT	466,066.00	0.00	0.00	.0	0.00	466,066.00	100.0	
8021	HOMEOWNERS' EXEMPTION	18,389.00	0.00	0.00	.0	0.00	18,389.00	100.0	
8022	TIMBER YIELD TAX	6,303.00	0.00	0.00	.0	0.00	6,303.00	100.0	
8029	OTHER SUBVENTIONS/IN-LIEU TAX	45.00	0.00	0.00	.0	0.00	45.00	100.0	
8041	SECURED ROLLS TAX	1,926,806.00	0.00	0.00	.0	0.00	1,926,806.00	100.0	
8042	UNSECURED ROLL TAXES	61,806.00	0.00	0.00	.0	0.00	61,806.00	100.0	
8043	PRIOR YEARS' TAXES	789.00	0.00	0.00	.0	0.00	789.00	100.0	
8044	SUPPLEMENTAL TAXES	12,784.00	0.00	0.00	.0	0.00	12,784.00	100.0	
8045	EDUC REVENUE AUGMENTATION FUND	60,688.00	0.00	0.00	.0	0.00	60,688.00	100.0	
8091	REVENUE LIMIT TP - CURRENT YR	19,603.00-	0.00	0.00	100.0	0.00	19,603.00-	.0	
8110	MAINTENANCE & OPER (PL 81-874)	24,000.00	0.00	0.00	.0	0.00	24,000.00	100.0	
8181	SPECIAL EDUCATION -ENTITLEMENT	69,182.00	0.00	0.00	.0	0.00	69,182.00	100.0	
8182	SPECIAL EDUCATION- DISC GRANTS	3,200.00	0.00	0.00	.0	0.00	3,200.00	100.0	
8290	ALL OTHER FEDERAL REVENUE	171,665.00	0.00	0.00	.0	0.00	171,665.00	100.0	
8550	MANDATED COSTS REIMBURSEMENTS	99,031.00	0.00	0.00	.0	0.00	99,031.00	100.0	
8560	STATE LOTTERY REVENUE	66,500.00	0.00	0.00	.0	0.00	66,500.00	100.0	
8590	ALL OTHER STATE REVENUE	241,187.00	150.00	150.00	.0	0.00	241,037.00	99.9	
8650	LEASES & RENTALS	10,000.00	20.00	20.00	.2	0.00	9,980.00	99.8	
8660	INTEREST	3,000.00	0.00	0.00	.0	0.00	3,000.00	100.0	
8677	INTERAGENCY SERVICES BETW LEAS	158,178.00	0.00	0.00	.0	0.00	158,178.00	100.0	
8699	ALL OTHER LOCAL REVENUE	134,602.00	1,594.81	1,594.81	1.1	0.00	133,007.19	98.8	
8792	TF OF APPORTIONMENT FROM COEs	215,161.00	0.00	0.00	.0	0.00	215,161.00	100.0	
TOTAL: 8xxx		6,906,912.23	78,063.81	78,063.81	1.1	0.00	6,828,848.42	98.8	
1100	TEACHERS' SALARIES	1,536,719.00	140,777.22	140,777.22	9.1	0.00	1,395,941.78	90.8	
1150	TEACHER - P.T./ADDIT'L DUTY	54,925.00	706.25	706.25	1.2	0.00	54,218.75	98.7	
1170	TEACHER - SUBSTITUTE	38,608.00	2,938.56	2,938.56	7.6	0.00	35,669.44	92.3	
1200	CERT PUPIL SUPPORT SALARIES	143,086.00	11,096.07	11,096.07	7.7	0.00	131,989.93	92.2	
1300	CERT SUPERVISOR/ADMIN SALARIES	312,680.00	53,803.00	53,803.00	17.2	0.00	258,877.00	82.7	
1900	OTHER CERTIFICATED SALARIES	27,000.00	1,125.00	1,125.00	4.1	0.00	25,875.00	95.8	
TOTAL: 1xxx		2,113,018.00	210,446.10	210,446.10	9.9	0.00	1,902,571.90	90.0	
2100	INSTRUCTIONAL AIDES' SALARIES	301,515.00	28,029.55	28,029.55	9.2	0.00	273,485.45	90.7	
2140	INSTRUCTIONAL AIDE -EXTRA HIRE	8,500.00	434.76	434.76	5.1	0.00	8,065.24	94.8	
2150	INSTL AIDE- P.T./ADDIT'L DUTY	3,500.00	0.00	0.00	.0	0.00	3,500.00	100.0	
2170	INSTRUCTIONAL AIDE -SUBSTITUTE	7,450.00	1,181.06	1,181.06	15.8	0.00	6,268.94	84.1	
2200	CLASSIFIED SUPPORT SALARIES	277,123.00	35,926.32	35,926.32	12.9	0.00	241,196.68	87.0	
2240	CLASSIFIED SUPPORT- EXTRA HIRE	1,000.00	0.00	0.00	.0	0.00	1,000.00	100.0	

FROM 07/01/2016 TO 06/30/2017
UNAPPROVED TRANSACTIONS INCLUDED

FUND :01 GENERAL FUND

OBJECT CLASSIFICATION		APPROVED BUDGET	EXPENDED/RECEIVED			ENCUMBERED	UNENCUMBERED	
			CURRENT	YEAR TO DATE	%		BALANCE	
2250	CLASSIFIED SUPP - P.T./ADDITIONAL	8,400.00	1,000.39	1,000.39	11.9	0.00	7,399.61	88.0
2260	CLASSIFIED SUPPORT - OVER-TIME	5,000.00	404.94	404.94	8.0	0.00	4,595.06	91.9
2270	CLASSIFIED SUPPORT -SUBSTITUTE	7,000.00	734.98	734.98	10.4	0.00	6,265.02	89.5
2300	CLASS. SUPRVRS/ADMIN SALARIES	137,033.00	18,816.84	18,816.84	13.7	0.00	118,216.16	86.2
2400	CLERICAL,TECH,OFFICE SALARIES	209,156.00	28,507.70	28,507.70	13.6	0.00	180,648.30	86.3
2440	CLERICAL,TECH,OFFICE-EX-HIRE	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
2470	CLERICAL,TECH,OFFICE-SUBSTITUT	400.00	0.00	0.00	.0	0.00	400.00	100.0
2900	OTHER CLASSIFIED SALARIES	15,430.00	1,689.28	1,689.28	10.9	0.00	13,740.72	89.0
2970	OTHER CLASSIFIED - SUBSTITUTE	750.00	100.04	100.04	13.3	0.00	649.96	86.6
TOTAL: 2xxx		984,257.00	116,825.86	116,825.86	11.8	0.00	867,431.14	88.1
3101	STRS, CERTIFICATED	362,325.70	23,932.58	23,932.58	6.6	0.00	338,393.12	93.3
3102	STRS, CLASSIFIED	526.44	18.87	18.87	3.5	0.00	507.57	96.4
3201	PERS, CERTIFICATED	4,986.00	473.07	473.07	9.4	0.00	4,512.93	90.5
3202	PERS, CLASSIFIED	117,948.00	15,443.88	15,443.88	13.0	0.00	102,504.12	86.9
3301	OASDI, CERTIFICATED	3,365.00	322.72	322.72	9.5	0.00	3,042.28	90.4
3302	OASDI, CLASSIFIED	57,612.00	6,962.86	6,962.86	12.0	0.00	50,649.14	87.9
3311	MEDICARE, CERTIFICATED	30,160.00	2,938.64	2,938.64	9.7	0.00	27,221.36	90.2
3312	MEDICARE, CLASSIFIED	13,603.10	1,630.71	1,630.71	11.9	0.00	11,972.39	88.0
3401	HEALTH & WELFARE, CERTIFICATED	274,027.00	36,714.48	36,714.48	13.3	0.00	237,312.52	86.6
3402	HEALTH & WELFARE, CLASSIFIED	239,370.00	39,078.73	39,078.73	16.3	0.00	200,291.27	83.6
3501	UNEMPLOYMENT INS, CERTIFICATED	1,054.00	101.42	101.42	9.6	0.00	952.58	90.3
3502	UNEMPLOYMENT INS, CLASSIFIED	471.90	56.27	56.27	11.9	0.00	415.63	88.0
3601	WORKERS' COMP, CERTIFICATED	98,126.00	9,275.96	9,275.96	9.4	0.00	88,850.04	90.5
3602	WORKERS' COMP, CLASSIFIED	44,127.39	5,164.31	5,164.31	11.7	0.00	38,963.08	88.2
3701	OPRB ALLOCATED CERTIFICATED	13,434.00	932.60	932.60	6.9	0.00	12,501.40	93.0
3702	OPRB ALLOCATED CLASSIFIED	5,012.00	0.00	0.00	.0	0.00	5,012.00	100.0
3901	OTHER BENEFITS, CERTIFICATED	9,000.00	0.00	0.00	.0	0.00	9,000.00	100.0
3902	OTHER BENEFITS, CLASSIFIED	500.00	0.00	0.00	.0	0.00	500.00	100.0
TOTAL: 3xxx		1,275,648.53	143,047.10	143,047.10	11.2	0.00	1,132,601.43	88.7
4100	APPRVD TEXTBOOKS/CORE CURRICULA	72,000.00	10,082.33	10,082.33	14.0	416.19	61,501.48	85.4
4300	MATERIALS & SUPPLIES	195,247.09	14,186.11	14,186.11	7.2	18,229.45	162,831.53	83.3
4361	FUEL - GASOLINE,DIESEL	20,500.00	667.56	667.56	3.2	8,432.44	11,400.00	55.6
4362	TRANSP - OIL,GREASE	750.00	0.00	0.00	.0	0.00	750.00	100.0
4363	TIRES & ACCESSORIES	5,250.00	1,665.45	1,665.45	31.7	0.00	3,584.55	68.2
4364	REPLACEMENT PARTS	16,000.00	258.30	258.30	1.6	241.70	15,500.00	96.8
4365	TRANSP - OTHER SUPPLIES	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
4400	NON-CAPITALIZED EQUIPMENT	45,000.00	13,541.64	13,541.64	30.0	0.00	31,458.36	69.9

FROM 07/01/2016 TO 06/30/2017
UNAPPROVED TRANSACTIONS INCLUDED

FUND :01 GENERAL FUND

OBJECT CLASSIFICATION		APPROVED BUDGET	EXPENDED/RECEIVED			ENCUMBERED	UNENCUMBERED	
			CURRENT	YEAR TO DATE	%		BALANCE	%
TOTAL: 4xxx		356,747.09	40,401.39	40,401.39	11.3	27,319.78	289,025.92	81.0
5200	TRAVEL & CONFERENCES	29,112.00	1,261.46	1,261.46	4.3	250.00	27,600.54	94.8
5300	DUES & MEMBERSHIPS	1,875.00	1,359.06	1,359.06	72.4	0.00	515.94	27.5
5450	OTHER INSURANCE	49,000.00	48,275.00	48,275.00	98.5	0.00	725.00	1.4
5510	LIGHTS & POWER	125,000.00	13,732.86	13,732.86	10.9	118,267.14	7,000.00-	.0
5520	HEATING FUEL	30,000.00	0.00	0.00	.0	25,500.00	4,500.00	15.0
5530	WATER & SEWER	30,000.00	3,566.69	3,566.69	11.8	14,993.31	11,440.00	38.1
5540	WASTE DISPOSAL	13,000.00	801.41	801.41	6.1	11,098.59	1,100.00	8.4
5600	RENT,LEASES,REPAIR NON CAP IMP	53,500.00	2,923.48	2,923.48	5.4	12,845.05	37,731.47	70.5
5750	TRANSFR DIRECT COSTS-INTERFUND	7,500.00-	0.00	0.00	100.0	0.00	7,500.00-	.0
5800	PROFES'L/CONSULTG SVCS/OP EXP	488,975.00	6,935.65	6,935.65	1.4	3,582.44	478,456.91	97.8
5801	AUDIT FEES	23,000.00	4,500.00	4,500.00	19.5	10,500.00	8,000.00	34.7
5802	LEGAL FEES	9,500.00	0.00	0.00	.0	0.00	9,500.00	100.0
5811	ADVERTISING	1,500.00	450.00	450.00	30.0	0.00	1,050.00	70.0
5814	FINGERPRINTING	950.00	0.00	0.00	.0	0.00	950.00	100.0
5901	COMMUNIC - INTERNET SVCS/LINES	100.00	4.00	4.00	4.0	16.00	80.00	80.0
5903	COMMUNIC - TELEPHONE SERVICES	11,600.00	3,484.69	3,484.69	30.0	9,315.31	1,200.00-	.0
5904	COMMUNIC - POSTAGE/DELIVERY	3,500.00	558.36	558.36	15.9	0.00	2,941.64	84.0
TOTAL: 5xxx		863,112.00	87,852.66	87,852.66	10.1	206,367.84	568,891.50	65.9
TOTAL: 1xxx - 5xxx		5,592,782.62	598,573.11	598,573.11	10.7	233,687.62	4,760,521.89	85.1
6400	EQUIPMENT	28,000.00	0.00	0.00	.0	0.00	28,000.00	100.0
TOTAL: 6xxx		28,000.00	0.00	0.00	.0	0.00	28,000.00	100.0
TOTAL: 1xxx - 6xxx		5,620,782.62	598,573.11	598,573.11	10.6	233,687.62	4,788,521.89	85.1
7350	TRANSFER INDIRECT COSTS-INTRFD	29.00-	0.00	0.00	100.0	0.00	29.00-	.0
7619	OTHER AUTH INTERFUND TRNPS OUT	13,497.00	0.00	0.00	.0	0.00	13,497.00	100.0
7911	BUDG FUND BAL-RESERVE REV CASH	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0
7940	BUDG FUND BAL-RESTRICTED	14,677.00	0.00	0.00	.0	0.00	14,677.00	100.0
7950	BUDG FUND BAL- STABILIZATION	335,000.00	0.00	0.00	.0	0.00	335,000.00	100.0
7980	BUDG FUND BAL-OTHER ASSIGNMENT	691,985.20	0.00	0.00	.0	0.00	691,985.20	100.0
7989	BUDG FUND BAL- RSRV ECON UNCR	225,999.41	0.00	0.00	.0	0.00	225,999.41	100.0
TOTAL: 7xxx		1,286,129.61	0.00	0.00	.0	0.00	1,286,129.61	100.0
TOTAL: 1xxx - 7xxx		6,906,912.23	598,573.11	598,573.11	8.6	233,687.62	6,074,651.50	87.9

FROM 07/01/2016 TO 06/30/2017
 UNAPPROVED TRANSACTIONS INCLUDED
 Summary

FUND :01 GENERAL FUND								
OBJECT CLASSIFICATION		APPROVED BUDGET	EXPENDED/RECEIVED		%	ENCUMBERED	UNENCUMBERED	%
			CURRENT	YEAR TO DATE			BALANCE	
TOTAL INCOME (8000 - 8999)		6,906,912.23	78,063.81	78,063.81	1.1	0.00	6,828,848.42	98.8
TOTAL: 1xxx - 5xxx		5,592,782.62	598,573.11	598,573.11	10.7	233,687.62	4,760,521.89	85.1
TOTAL: 1xxx - 6xxx		5,620,782.62	598,573.11	598,573.11	10.6	233,687.62	4,788,521.89	85.1
TOTAL: 1xxx - 7xxx		6,906,912.23	598,573.11	598,573.11	8.6	233,687.62	6,074,651.50	87.9
TOTAL EXPENSES (1000 - 7999)		6,906,912.23	598,573.11	598,573.11	8.6	233,687.62	6,074,651.50	87.9

LAYTONVILLE UNIFIED SCHOOL DISTRICT BUDGET TRANSFERS

September 8, 2016

048 Laytonville Unified School Dis				Budget Transfer Transactions				J20249	BT0100	L.00.01	09/02/16	PAGE	1	
				Data last used from: 00/00/0000 To 99/99/9999										
				Transaction Number from: 170000 To 179999										
				Data 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	

170001	08/24/2016	08/24/2016	Goal 3800 to RS6387											
												Entered by: BL48	Approved: 08/30/2016 BL48	
1.				01-6387-0-1150-001-0000-2100-0000								10,000.00		
2.				01-6387-0-3101-001-0000-2100-0000								1,300.00		
3.				01-6387-0-3311-001-0000-2100-0000								185.00		
4.				01-6387-0-3501-001-0000-2100-0000								15.00		
5.				01-6387-0-3601-001-0000-2100-0000								500.00		
6.				01-6387-0-4300-001-1110-1000-0000								40,000.00		
7.				01-6387-0-5200-001-1110-1000-0000								2,250.00		
8.				01-6387-0-5800-001-1110-1000-0000								2,000.00		
9.				01-6387-0-7310-001-0000-7210-0000								3,600.00		
10.				01-6387-0-1150-001-3800-2100-0000									10,000.00	
11.				01-6387-0-3101-001-3800-2100-0000									1,300.00	
12.				01-6387-0-3311-001-3800-2100-0000									185.00	
13.				01-6387-0-3501-001-3800-2100-0000									15.00	
14.				01-6387-0-3601-001-3800-2100-0000									500.00	
15.				01-6387-0-4300-001-3800-2100-0000									20,000.00	
16.				01-6387-0-4400-001-3800-2100-0000									20,000.00	
17.				01-6387-0-5200-001-3800-2100-0000									2,250.00	
18.				01-6387-0-5800-001-3800-2100-0000									2,000.00	
19.				01-6387-0-7310-001-3800-7210-0000									3,600.00	
												TOTAL:	59,850.00*	59,850.00*
170002	08/30/2016	08/30/2016	Balance Fnd14											
												Entered by: BL48	Approved: 08/30/2016 BL48	
1.				14-0620-0-8000-000-0000-0000-0000									550.15	
2.				14-0620-0-5600-001-0000-8110-0000								550.15		
												TOTAL:	550.15*	550.15*
170003	09/02/2016	09/02/2016	Move beg bal to deferred											
												Entered by: BL48	Approved: 09/02/2016 BL48	
1.			Move beg bal to deferred	01-6387-0-8000-000-0000-0000-0000									29,925.00	
2.			Move beg bal to deferred	01-6387-0-8590-000-0000-0000-9652								29,925.00		
												TOTAL:	29,925.00*	29,925.00*
												DISTRICT TOTAL	90,325.15**	90,325.15**
												GRAND TOTAL	90,325.15***	90,325.15**

BOARD ACTION ITEM K1

Board Meeting Date: September 8, 2016
Subject: Resolution No. 501 for GANN Limit
From: Joan Potter, Superintendent

Explanation:

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

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

Recommendation:

Adopt Resolution No. 501 for the GANN Limit

Attachments:

Resolution No. 501 for GANN Limit

LAYTONVILLE UNIFIED SCHOOL DISTRICT
RESOLUTION # 501
RESOLUTION FOR ADOPTING THE “GANN” LIMIT
(Normal, no increase to Limit pursuant to G.C. 7902.1)

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

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

WHEREAS, the District must establish a revised Gann limit for the 2015/16 fiscal year and a projected Gann Limit for the 2016/17 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2015/16 and 2016/17 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2015/16 and 2016/17 fiscal years do not exceed the limitations imposed by Proposition 4;

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

AYES: _____

NAYES: _____

ABSTAINING: _____

ABSENT: _____

Superintendent, Secretary to the Board

Calvin Harwood, Board President

Date

Date

Adopted: September 8, 2016

DISCUSSION/ACTION ITEM L1

Board Meeting Date: September 8, 2016

Subject: PUBLIC HEARING: Notification of Compliance with EC 60119
(Instructional Materials) for 2016/17

From: Joan Potter, Superintendent

Explanation:

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

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

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

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

Recommendation:

Declare a Public Hearing to encourage participation by members of the school and community at large regarding sufficiency of textbooks and instructional materials for the 2016/17 school year.

Attachments:

EC 60119
Core Curriculum Adopted Textbook Matrix

**EC 60119 - Pupil Textbook and Instructional Materials Incentive Program;
Eligibility for funds**

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

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

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

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

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

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

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

- (i) Any funds available for textbooks or instructional materials, or both, from categorical programs, including any funds allocated to school districts that have been appropriated in the annual Budget Act.

- (ii) Any funds of the school district that are in excess of the amount available for each pupil during the prior fiscal year to purchase textbooks or instructional materials, or both.
- (iii) Any other funds available to the school district for textbooks or instructional materials, or both.

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

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

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

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

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

Reference:

Education Code 60252 Education Code 60605

DISCUSSION/ACTION ITEM L2

Board Meeting Date: September 8, 2016

Subject: Resolution No. 502 for Compliance with EC 60119 for the 2016/17 School Year and Certification of Provisions of Standards-Aligned Instructional Materials

From: Joan Potter, Superintendent

Explanation:

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

If the Board has determined that there are sufficient materials as prescribed by law in all the subject areas listed in EC 60119, and that the textbook adoptions follow the state cycles, then Resolution No. 502 can indicate the Board's findings and state that we are in compliance with EC 60119.

Recommendation:

Adopt Resolution No. 502 for Certification of Provisions of Standards-Aligned Instructional Materials

Attachments:

Resolution No. 502 for Certification of Provisions of Standards-Aligned Instructional Materials

DISCUSSION/ACTION

RESOLUTION NO. 502
SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Whereas, the local governing board of the Laytonville Unified School District, pursuant to Education Code § 60119, held a public hearing on September 8, 2016 to provide the public and board of education detailed information regarding the sufficiency of textbooks and instructional materials for all students; and

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

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

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

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

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

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

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

Now Therefore Be It Resolved, by the Laytonville Unified Board of Education, that for the 2016/17 school year, the Laytonville Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycle and content of the curriculum frameworks.

LAYTONVILLE UNIFIED SCHOOL DISTRICT

Certification of Provision of Standards-Aligned Instructional Materials

The Governing Board of the Laytonville Unified School District hereby certifies that as of this date, September 8, 2016, each pupil in the district, in kindergarten through grade twelve, has been provided with a standards-aligned textbook or basic instructional materials in each of the following areas:

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

By Order of the Laytonville Unified School District Board of Education

Dated September 8, 2016

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

Calvin Harwood, Board President
Laytonville USD Board of Education

DISCUSSION/ACTION ITEM L3

Board Meeting Date: September 8, 2016
Subject: Approval of Unaudited Actuals
From: Joan Potter, Superintendent

Explanation:

The 2015/16 unaudited actuals represent the expenditures completed and revenues received when the books were closed. The 2015/16 unaudited actuals have an impact on the 2016/17 budget which will be reflected in the First Interim Budget Report. The First Interim will be presented at the December meeting. Board review and adoption of the 2015/16 actuals is required.

The 2015/16 unaudited actuals include changes to:

The unrestricted ending balance increased by \$400,204.

The general fund contributions to restricted accounts decreased \$4,153

Cafeteria encroachment decreased \$19,875.

The restricted ending balance increased \$5,017.

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

Recommendation:

Approve the Unaudited Actuals for 2015/16

Attachments:

Unaudited Actuals for 2015/16

**LUSD Estimated to Unaudited Actuals Comparison
2015-2016**

A. Revenues	<i>Estimated</i> Unaudited Unrestricted			<i>Estimated</i> Unaudited Restricted		
			<u>Difference</u>			<u>Difference</u>
LCFF Sources	3,897,570	3,908,508	10,938			
Federal Revenue	273,566	284,641	11,075	272,072	246,369	(25,703)
State Revenue	239,466	268,130	28,664	404,498	402,707	(1,791)
Local Revenue	136,324	193,764	57,440	319,688	346,739	27,051
Total Revenues	4,546,926	4,655,043	108,117	996,258	995,815	(443)
B. Expenditures						
Certificated Salaries	1,441,322	1,376,949	(64,373)	214,900	209,232	(5,668)
Cert Admin Salaries	281,495	289,382	7,887	25,515	25,490	(25)
Classified Salaries	674,346	650,552	(23,794)	257,256	243,746	(13,510)
Employee Benefits	829,920	781,203	(48,717)	304,867	320,337	15,470
Books and Supplies	282,393	206,791	(75,602)	65,907	70,927	5,020
Services/Operating	514,975	458,900	(56,075)	149,186	125,698	(23,488)
Capital Outlay	174,536	175,838	1,302	0	0	0
Other Outgo		8,380	8,380			
Direct Support/Indirect	(33,109)	(50,175)	17,066	30,408	42,998	12,590
Total Expenditures	4,165,878	3,897,819	(268,059)	1,048,039	1,038,426	(9,613)
C. Excess/(Deficiency)	381,048	757,223	376,175	(51,781)	(42,611)	9,170
D. Transfers in						
Transfers out	20,887	1,012	19,875	0	0	0
Contributions	306,546	302,393	4,153	(306,546)	(302,393)	(4,153)
E. Net Inc/(Dec)	53,615	453,819	400,204	254,765	259,782	5,017
F. Beginning Balance	1,291,761	1,291,761	0	87,856	87,856	0
Ending Balance	1,345,376	1,745,580	400,204	342,621	347,638	5,017
Components of ending balance:						
Revolving Cash	5,000	5,000	0			
Stabilization	335,046	335,046	0			
Economic Uncertainty	226,444	226,444	0			
Designations (next page)	778,886	1,078,197	391,369	342,621	347,638	5,017
Undesignated	0	100,893				

8/31/2016

Other designations:

	Estimated	Actuals	Diff		Est.	Actuals	Diff
<u>Unrestricted</u>				<u>Restricted</u>			
Farm to School	3,000	3,371	371	Title I	0	1,114	1,114
Orchard grant	0	202	202	Title II	0	2,331	2,331
Music	1,266	1,809	543				
Leadership	207	207	0				
Home Ec	0	851	851	Clean Energy	210,582	212,803	2,221
Softball bleachers	0	461	461	CTEIG	29,925	0	29,925
Library	0	81	81	Ed Effctvnss	39,136	37,886	1,250
LES Book Fair	7,000	7,611	611	Lottery IMF	0	4,454	4,454
LES Fundraising	7,000	7,927	927				
LHS Fundraising	0	4,055	4,055	OMM	61,000	67,515	6,515
Energy donation	10,000	10,000	0	Healthy Start	0	8,395	8,395
Math	0	25	25	Voucher	0	6,207	6,207
OM	0	536	536	Ecoliteracy	1,976	1,976	0
LHS Scrip	0	52	52	First Five	0	8,398	8,398
Mock trial	0	419	419				
ASES	0	327	327				
Autism program	0	50	50				
Western Garden	0	100	100				
NCRCN	8,393	8,393	0				
MAA	221,000	231,566	10,566				
Comm Fndtn	0	561	561				
Industrial Arts/CTE	0	589	589				
Texts	0	17,700	17,700				
Salary/benefit inc	169,890	195,393	25,503				
Minimum wage	45,214	45,214	0				
Energy Efficient HVAC	46,491	46,491	0				
STRS/PERS	94,169	94,169	0				
One time-furniture etc	100,037	100,037	0				
Unanticipated	65,221	100,000	34,779				
Playgrounds	0	100,000	100,000				
Facilities	0	100,000	100,000				

Explanation for difference between Estimated and Unaudited

LCFF	ADA for Sp Ed student
Federal	MAA increase; Title I, Title II, Title VI deferred
State	Increased lottery funds; lottery IMF, STRS on behalf
Local	Insurance rebate/reimb, PY reimb, Field trip reimb, Sp Ed trans; Local projects
Certificated	Less staff development, subs, mentors; staff dev, tutoring
Classified	Less subs, extra and overtime utilized
Benefits	Decreased salaries, employees who did not opt in to health insurance
Books/supplies	Local projects not spent, less purchased
Services	Less propane, water, Xerox, T/C, tech support, transfer of transportation, Title I tutor, contracted services
Capital outlay	Van
Other outgo	MCOE transfer for Sp Ed student

DISCUSSION/ACTION ITEM L4

Board Meeting Date: September 8, 2016

Subject: BP & AR 3320 for Claims and Action Against the District, Second Reading/approval

From: Joan Potter, Superintendent

Explanation:

In our meeting on August 11th, the Board reviewed the proposed BP & AR 3320.

Recommendation:

Approve the proposed BP & AR 3320

Attachments:

Proposed BP & AR 3320 for Claims and Actions Against the District

Laytonville Unified School District

Board Policy

Claims and Actions Against The District

BP 3320

Business and Non-instructional Operations

Claim Presentation Requirements

Any and all claims for money or damages against the District must be presented to and acted upon in accordance with Governing Board Policy 3320 and Administrative Regulation 3320 which have been adopted by the Governing Board pursuant to Government Code Section 935. Compliance with these District Claim Procedures is a prerequisite to any court action, including specifically those claims excepted by Government Code Section 905, unless the claim is governed by statutes or regulations which expressly free the claimant from the obligation to comply with this policy and the claims procedures set forth in the Government Code.

Section 1. Legal References

EDUCATION CODE

35200 Liability for debts and contracts

35202 Claims against districts; applicability of Government Code

CODE OF CIVIL PROCEDURE

340.1 Damages suffered as a result of childhood sexual abuse

GOVERNMENT CODE

800 Cost in civil actions

935 Authority to enact local claims procedure

810-996.6 Claims and actions against public entities

53051 Information filed with secretary of state and county clerk

PENAL CODE

72 Fraudulent claims

COURT DECISIONS

City of Stockton v. Superior Court (2007) 42 Cal.4th 730

Connelly v. County of Fresno (2006) 146 Cal.App.4th 29

CSEA v. South Orange Community College District (2004) 123 Cal.App.4th 574

CSEA v. Azusa Unified School District (1984) 152 Cal.App.3d 580

State of California v. Superior Court (Bodde) (2004) 32 Cal.4th 1234

Tapia v. County of San Bernardino (1994) 29 Cal.App.4th 375

Adopted: 09/08/2016

Laytonville USD

Laytonville Unified School District

Administrative Regulation

Claims and Actions Against The District

AR 3320

Business and Non-instructional Operations

Claim Presentation Requirements

California law requires that prior to filing a complaint against the Laytonville Unified School District or its employees, the claimant must present a claim under the California Tort Claims Act. (Government Code 911 et seq.)

Time Limitations To Present Claim

1. Claims for money or damages relating to a cause of action for death or for injury to person, personal property or growing crops shall be presented to the Governing Board no later than six months after the accrual of the cause of action. (Government Code 905, 911.2)
2. Pursuant to Government Code 935, claims for money or damages that are listed as exceptions in Government Code 905 shall be presented not later than six months after the accrual of the cause of action. Such claims include:
 - (a) Claims under the Revenue and Taxation Code or other statute prescribing procedures for the refund, rebate, exemption, cancellation, amendment, modification, or adjustment of any tax, assessment, fee, or charge or any portion thereof, or of any penalties, costs, or charges related thereto;
 - (b) Claims in connection with which the filing of a notice of lien, statement of claim, or stop notice is required under any law relating to liens of mechanics, laborers, or material men;
 - (c) Claims by public employees for fees, salaries, wages, mileage, or other expenses and allowances;
 - (d) Claims for which the workers' compensation authorized by Division 4 (commencing with Section 3200) of the Labor Code is the exclusive remedy;
 - (e) Applications or claims for any form of public assistance under the Welfare and Institutions Code or other provisions of law relating to public assistance programs, and claims for goods, services, provisions, or other assistance rendered for or on behalf of any recipient of any form of public assistance;
 - (f) Applications or claims for money or benefits under any public retirement or pension system;

(g) Claims for principal or interest upon any bonds, notes, warrants, or other evidences of indebtedness;

(h) Claims that relate to a special assessment constituting a specific lien against the property assessed and that are payable from the proceeds of the assessment, by offset of a claim for damages against it or by delivery of any warrant or bonds representing it;

(i) Claims by the state or by a state department or agency or by another local public entity or by a judicial branch entity;

(j) Claims arising under any provision of the Unemployment Insurance Code, including, but not limited to, claims for money or benefits, or for refunds or credits of employer or worker contributions, penalties, or interest, or for refunds to workers of deductions from wages in excess of the amount prescribed;

(k) Claims for the recovery of penalties or forfeitures made pursuant to Article 1 (commencing with Section 1720) of Chapter 1 of Part 7 of Division 2 of the Labor Code;

(l) Claims governed by the Pedestrian Mall Law of 1960 (Part 1 (commencing with Section 11000) of Division 13 of the Streets and Highways Code);

(m) Claims made pursuant to Section 340.1 of the Code of Civil Procedure for the recovery of damages suffered as a result of childhood sexual abuse. This subdivision shall apply only to claims arising out of conduct occurring on or after January 1, 2009;

(n) Claims made pursuant to Section 701.820 of the Code of Civil Procedure for the recovery of money pursuant to Section 26680; and

(o) Claims made pursuant to Section 49013 of the Education Code for reimbursement of pupil fees for participation in educational activities. (Government Code 905, 911.2, 935)

3. Claims for money or damages as authorized in Government Code 905 and not included in paragraph #1 or paragraph #2 above, including claims for damages to real property, shall be presented not later than one year after the accrual of the cause of action. (Government Code 905, 911.2)

Claims against the District shall further be subject to the provisions of Government Code 945.4 relating to the prohibition of suits in the absence of the presentation of claims and action thereon by the District.

Late Claims

Any person presenting a claim under item #1 or #2 above later than six months after the accrual of the cause of action shall present, along with the claim, an application to file a late claim. Such claim and application to file a late claim shall be filed not later than one year after the accrual of the cause of action. (Government Code 911.4)

If a claim under item #1 or #2 is filed late and is not accompanied by an application to file a late claim, the Governing Board or Superintendent (collectively referred to as the “Board”) shall, within 45 days, give written notice that the claim was not filed timely and that it is being returned without further action.

The “Board” shall grant or deny the application to file a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the “Board” provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The “Board” shall grant the application to file a late claim under any one of the following circumstances: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise or excusable neglect and the district was not prejudiced in its defense of the claim by the failure to present the claim within the time limit.
2. The person who sustained the alleged injury, damage or loss was a minor during all of the time specified for presentation of the claim.
3. The person who sustained the alleged injury, damage or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason he/she failed to present the claim.
4. The person who sustained the alleged injury, damage or loss died before the expiration of the time specified for the presentation of the claim.

If the application to present a late claim is denied, the claimant shall be given notice in the form set forth in Government Code 911.3. (Government Code 911.3) If the “Board” does not take action on the application to file a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless such time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

Delivery and Form of Claim

A claim, any amendment thereto, or an application for leave to present a late claim shall be deemed presented when delivered to the office of the Superintendent or deposited in a post office, subpost office, substation, or mail chute or other like facility maintained by the U.S. Government in a sealed envelope properly addressed to the district office with postage paid. (Government Code 915, 915.2)

Claims must be submitted on the district claim form. The “Board” may return a claim not using the district’s claim form. (Government Code 910.4). The required Claim Form is attached to this administrative regulation.

Notice of Claim Insufficiency

The Superintendent or designee shall review all claims for sufficiency of information.

If the claim is found insufficient or found not to satisfy the form requirements under Government Code 910.4, the "Board" may, within 20 days of receipt of the claim, either personally deliver or mail to the claimant, at the address stated in the claim form, a notice stating with particularity the defects or omission in the claim. (Government Code 910.8, 915.4)

If such a notice is delivered or sent to the claimant, the "Board" shall not act upon the claim until at least 15 days after such notice is given. (Government Code 910.8)

Amendments to Claim

Claims may be amended within the time limits provided under section entitled "Time Limitations" above or prior to final action by the "Board," whichever is later, if the claim, as amended, relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)

Action on Claim

Within 45 days after the presentation or amendment of a claim, the "Board" may take action on the claim. This time limit may be extended by written agreement before the expiration of the 45-day period or before legal action is commenced or barred by legal limitations. (Government Code 912.4)

The "Board" may act on the claim in one of the following ways: (Government Code 912.6)

1. If the "Board" finds that the claim is not a proper claim against the district or its employees, the claim shall be rejected.
2. If the "Board" finds that the claim is a proper claim against the district and is for an amount justly due, the claim shall be allowed.
3. If the "Board" finds that the claim is a proper claim against the district but is for an amount greater than is justly due, the "Board" shall either reject the claim or allow it in the amount justly due and reject it as to the balance.
4. If legal liability of the district or the amount justly due is disputed, the "Board" may reject or compromise the claim.

If the "Board" allows the claim in whole or in part or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the "Board" may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The Superintendent or designee shall transmit to the claimant written notice of action taken or inaction which is deemed rejection. The notice shall be in the form set forth in Government Code

913 and shall either be personally delivered or mailed to the address stated in the claim form.
(Government Code 913, 915.4)

If no action is taken within the prescribed time limits, the claim shall be deemed to have been rejected. (Government Code 912.4, 945.6)

All claimants are encouraged to promptly seek the advice of an attorney so as to protect their legal rights with respect to any claim or potential claim.

Regulation Laytonville Unified School District
Approved: 09/08/2016

Laytonville, California

DISCUSSION/ACTION ITEM L5

Board Meeting Date: September 8, 2016
Subject: Uniform Complaint Procedures
From: Joan Potter, Superintendent

Explanation:

Our current BP 1312.3 does not include language regarding the Local Control Accountability Plan (LCAP). The attached revised policy reflects the required language.

Recommendation:

Review the revised BP 1312.3

Attachments:

Revised UCP Board Policies and Procedures
UCP Annual Notice for 2016/17

DISCUSSION/ACTION ITEM L6

Board Meeting Date: September 8, 2016

Subject: Approval for bids to exceed \$10,000 for roof repair

From: Joan Potter, Superintendent

Explanation:

BP 3312 states:

The Superintendent may enter into contracts on behalf of the District. The contract amount which can be entered into without prior approval by the Governing Board shall not exceed \$10,000. All contracts must be approved or ratified by the Governing Board. All contracts between the District and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee. The District upholds state nondiscrimination laws and all contracts made by the District shall contain a nondiscrimination clause in accordance with the law.

The woodshop roof at the old high school needs replacing. I anticipate that the cost of this project will exceed \$10,000 and will be closer to \$20,000.

Recommendation:

Approve the Superintendent to accept bids for the roof replacement project in excess of \$10,000.

Attachments:

None

INFORMATION ITEM M1

Board Meeting Date: September 8, 2016
Subject: Opening Enrollments
From: Joan Potter, Superintendent

Explanation:

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

Enrollment	05	06	07	08	09	10	11	12	13	14	15	16
*K-8, ISOP	280	249	236	243	258	259	268	274	286	280	278	270
LHS, ISOP	177	161	148	127	132	129	126	131	125	119	119	120
Continuation High	4	2	1	2	3	2	2	2	2	1	1	1
Com. Day School	5	5	8	9	6	6	9	0	0	0	0	0
District Totals	466	417	393	381	399	396	405	407	413	400	398	391

*Note: K-8 includes Spy Rock (14).

INFORMATION ITEM M2

Board Meeting Date: September 8, 2016
Subject: Fall Sports Program
From: Joan Potter, Superintendent

Explanation:

The fall sports program has great participation again this year. In football we have 18 Varsity players. The team is being coached by Jon Nielsen, assisted by Russell Kaser (Volunteer). Katie Cabezut is coaching 8 Varsity volleyball players and Abbe Arkelian is coaching 7 JV volleyball girls. Additionally, Middle School volleyball is just getting under way and is being coached by Kandi Golightly.

INFORMATION ITEM M3

Board Meeting Date: September 8, 2016
Subject: Welcoming New Employees
From: Joan Potter, Superintendent

Explanation:

We have hired many new employees for the 2016/17 school year.

Casey Watkins- 4th Grade

Natalia Moody- 6/7/8 Math and Science

Judy Hansen-Psychologist

Rosemary Keelan- High School Spanish

Lindsay Jacobson- ELD

Carl Ricco- Special Ed. Instructional Assistant, Cafeteria Helper

Michelle Polson- Special Ed Instructional Assistant

Allie Smith-Instructional Assistant

All employees have been invited to meet you at this board meeting.

INFORMATION ITEM M4

Board Meeting Date: September 8, 2016
Subject: Recognition of Newly Tenured Employees
From: Joan Potter, Superintendent

Explanation:

In June we recognized seven of our teachers for completing year 2 of the BTSA program. Additionally two of our staff members who had previously completed the BTSA program prior to June 2016, have earned tenure in our District. The District would like to thank and recognize the following individuals:

Ed Keelan	Mary Joens-Poulton
Daniel Pecheur	Kat David
Maggie Agnew	Sara Gamble
Jason Walczak	

Recommendation:

Recognize the teachers for their commitment and dedication to our District

