

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF JUNE 23, 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 June 23, 2016. Board President Calvin Harwood called the meeting to order at 5:03 pm.

**ROLL CALL:**

Trustees Present: Calvin Harwood, Shannon Ford and Shelagh Deveney.

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

Student Representative: None

**B. PUBLIC INPUT re CLOSED SESSION ITEMS:** No public input regarding closed session items.

**C. CLOSED SESSION AGENDA:**

CS-1: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (No Additional Information Required)	CS-1
CS-2: PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS (Title: LHS Principal and LEMS Principal)	CS-2
CS-3: PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT (Title: LHS Principal and LEMS Principal Contracts, School Psychologist, HS SPED IA)	CS-3
CS-4: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Title: Superintendent/Director of Maintenance and Transportation)	CS-4
CS-5: PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT (Title: Superintendent/Director of Maintenance and Transportation)	CS-5
CS-6 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9	CS-6

**D. ANNOUNCEMENTS FROM CLOSED SESSION:** Board President Calvin Harwood announced no action was taken in Closed Session items CS-1, CS-2, CS-4, and CS-6. The Board took action on Closed Session Item CS-3, unanimously voting to employ Lorre Stange as Principal of Laytonville Elementary School for the next 4 years, as well as Tim Henry as Principal of Laytonville High School for the next 4 years. The Board approved Closed Session Item CS-5 to employ Joan Potter as Superintendent for another 4 years.

**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 3-0 vote.

**G. CORRESPONDENCE:**

1. Letter to Mike Gordon RE: Donation
2. Card from Nancy Wheeler

## H. PUBLIC INPUT: None

## I. REPORTS AND COMMENTS:

### Superintendent's Report:

Mrs. Potter began by introducing/welcoming Suzie Dunham as the new LVTA President and thanking the Board for being so great to work with. Next, Mrs. Potter congratulated Lorre Stange and Tim Henry on extending their contracts and thanked them for their hard work and dedication. Mrs. Potter informed the Board that both High School and Middle School graduations went great and that preschool graduation is going to be on June 29<sup>th</sup>. Next, Mrs. Potter announced that the building project has gotten off to a great start. Next, Mrs. Potter shared that the maintenance crew have been working extremely hard since the day school got out. Their summer began with getting the incline building empty the day after school ended so the asbestos abatement could begin. The bus mechanic has been working on getting everything up to par for the CHP terminal inspection. And with that, Mrs. Potter mentioned that there is still a 4<sup>th</sup> grade teacher vacancy and various IA positions open.

The following reports were given:

Elementary Principal -	High School Principal	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 by Shannon Ford, seconded by Shelagh Deveney, unanimously approved with a 3-0 vote.

## K. ACTION:

### K.1. Approval of the 2016/17 LCAP

- The 2016/17 LCAP was presented at a Public Hearing on June 2, 2016. The plan has been finalized and is being presented tonight for Board adoption and approval.
- **Motion** to adopt the 2016/17 LCAP by Shelagh Deveney, seconded by Shannon Ford, unanimously approved with a 3-0 vote.

### K.2. Adoption of the 2016/17 Budget

- The Board reviewed the proposed 2016/17 budget at a Public Hearing during the June 2, 2016 meeting and it is ready for adoption.
- The budget is based on the latest version of the LCFF calculator, and assumes closing Branscomb School due to lack of students.
- Budget Highlights
  - Overall revenue is down \$324,265
  - Federal revenue is down \$277,591 (MAA/McKinney Vento)
  - State revenue is down \$267,171 (Mandated Costs/Clean Energy)
  - Local revenue is up \$64,930 (sharing services with Covelo)
  - Expenses are up \$406,836 due to additional staffing, raises, statutory benefit increases, clean energy expenditures
  - Decrease in rates for Worker's Compensation

- 0% increase in health benefits costs
  - Increase in both PERS and STRS
  - The major component of the budget is employee costs
- We are projected to have a 10% reserve (4% Economic Uncertainty and 6% Stabilization) for 2016/17 through 2018/19.
  - **Motion** to adopt the 2016/17 Budget by Shannon Ford, seconded by Shelagh Deveney, unanimously approved with a 3-0 vote.

#### K.3. Resolution No. 498 for Appropriating the Ending Balance to a Reserve

- Article XIII B of the California Constitution requires we appropriate our ending balance to our reserve account at the end of each school year. This resolution provides for the appropriation.
- **Motion** to adopt Resolution No. 498 for Appropriating the Ending Balance to a Reserve by Shannon Ford, seconded by Shelagh Deveney, unanimously approved with a 3-0 vote.

#### K.4. Resolution No. 499 for Authorizing Budgetary Transfers

- Education Code 42601 requires a resolution authorizing the County Superintendent of Schools to make transfers between expenditure classifications, and to balance expenditure classifications as deemed necessary to permit payment of obligations of the District. Resolution No. 499 provides for this authorization.
- **Motion** to adopt Resolution No. 499 for Authorizing Budgetary Transfers by Shelagh Deveney, Seconded by Shannon Ford, unanimously approved with a 3-0 vote.

### **L. DISCUSSION / ACTION:**

#### L.1. ELA Textbook Adoption

- The Laytonville Elementary school staff have reviewed a variety of common core ELA textbooks throughout the 2015/16 school year. They have decided to use Wonders, McGraw Hill Education, 2016 for the 2016/17 school year. The curriculum has been approved by the LES Site Council and has been on display in the staff room since May 2016.
- **Motion** to adopt the Wonders English Language Arts curriculum for Grades K-6 by Shannon Ford, seconded by Shelagh Deveney, unanimously approved with a 3-0 vote.

#### L.2. Revised BP 6152.1 for Placement in Mathematics Courses, First Reading

- If students are placed below their level of proficiency in 9<sup>th</sup> grade mathematics courses, their ability to complete the recommended sequence of mathematics courses for admission to the University of California and California State University systems and other higher education institutions will be compromised. If admitted to college, students who were forced to repeat lower level mathematics courses in high school will be behind other students, and less likely to be competitive for careers in the STEM fields upon graduation. Mathematics misplacement has also been shown to affect students' confidence and their overall educational experience.
- Mathematics misplacement can occur with successful students, and disproportionately affects successful students of color. Studies have shown that successful students, particularly from minority populations, may receive passing grades in mathematics coursework and/or demonstrate proficiency on standardized tests in 8<sup>th</sup> grade

mathematics course work, and yet nonetheless be held back and forced to repeat the same course in the 9<sup>th</sup> grade rather than advancing.

**L.3. Revised BP and AR 6146.1 for High School Graduation Requirements, First Reading**

- With the elimination of the California High School Exit Exam requirement for Graduation, we need to revise our current Board Policy and Administrative Regulation to reflect the change.

**M. INFORMATION ITEMS:**

**M.1. ASES Report**

- Laytonville Unified School District is part of a county-wide consortium providing After School Programs to elementary school students. We have been offering the program for the past four years. Ms. Stange provided a brief overview of the program components.

**Note: Memory full on recorder.**

**M.2. ISOP Report**

- For the 2015-2016 school year individual classroom teachers took on the responsibility of providing ISOP for elementary students. The number of students enrolled in the program fluctuated between 2 & 4 students.
- At the high school 10 full time students were served in ISOP. In addition to the full time students, many students took one or two classes through the program. Kandice Golightly and Dale Lawrence will be coordinating the ISOP and Continuation School curriculum this summer. The curriculum is also aligned to coursework offered at the high school. For the 2016/17 school year the program will essentially remain the same.

**M.3. Facilities Update**

- Don Alameida presented the Board with a facilities update.

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

**COMMENTS FROM THE BOARD:** Shelagh is excited about the demolition. Shannon invited everyone to come to the local co-ed softball games. Calvin thanked the Principals and the Superintendent for doing a great job. Joanie mentions Jenna is attending a CBO training.

**P. ADJOURNMENT:**

**Motion** to adjourn the meeting by Shannon Ford, seconded by Shelagh Deveney, unanimously approved with a 3-0 vote. The meeting was adjourned at 7:24 pm. The next regular meeting will be held on August 11, 2016.

Respectfully submitted,

Adopted as Final  
August 11, 2016

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Joan Viada Potter  
Secretary to the Board

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Shannon Ford  
Clerk of the Board

**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**PERSONNEL ASSIGNMENT ORDER #1 2016/17**

August 11, 2016

	<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
<u>Certificated Appointment</u>				
Keelan, Rosemary	0.6 FTE LHS Spanish Teacher	Prob./Temp.		8/18/2016
Jacobson, Lindsay	0.4 ELD	Prob./Temp.		8/18/2016
Watkins, Casey	1.0 4 <sup>th</sup> Grade	Prob./Temp.		8/18/2016

<u>Certificated Resignation</u>				
Gowan, Melissa	0.6 FTE 2 <sup>nd</sup> Grade (Job Share)	Tenured		07/01/2016

Certificated Layoff

Certificated Leave of Absence

Certificated Transfer

<u>Classified Appointment</u>				
Martin, Ashley	3 hr Instructional Assist.	Prob.		8/19/2016
Schulz, Theresa	5 hr Instructional Assist.	Prob.		8/19/2016

Classified/Confidential Appointment

Classified/Confidential Resignation

Classified/Confidential Reduction

Classified Transfer

Classified Resignation/Retirement

Classified Termination

Classified Layoff

<u>Coaching Positions</u>				
Arkelian, Abbe	LHS JV Volleyball Coach	Stipend	\$1,400	
KT Cabezut	LHS Varsity VBall Coach	Stipend	\$1,800	
Nielsen, Jon	LHS Football Coach	Stipend	\$1,800	
Reyes, Jose	LHS Soccer Coach	Stipend	\$1,800	



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**REVOLVING CASH FUND #1 2016/17**

August 11, 2016

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
07/21/16	2080	Cindy Gunter	Pay Advance	\$500.00



**LAYTONVILLE UNIFIED SCHOOL DISTRICT****WARRANT LIST**

August 11, 2016

APY250 H.02.09

MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 06/16/2016

06/15/16 PAGE 1

DISTRICT: 48 LAYTONVILLE UNIFIED  
BATCH: 0048 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
16773704	005991/	IRA CAUGHNOR III				
		PV-160199	01-0740-0-5800-001-7110-3600-0000		MILE. REIMBURSE. 5/31-6/2, 6/9	406.08
			WARRANT TOTAL			\$406.08
16773705	001793/	CLOVER STORNETTA FARMS INC.				
		PO-020274	1. 13-5310-0-4700-001-0000-3700-0000		100494105	137.34
			WARRANT TOTAL			\$137.34
16773706	003893/	DEVCO HEATING AND AIR				
		PO-020327	1. 14-0620-0-5600-001-0000-8110-0000		40307	384.00
			WARRANT TOTAL			\$384.00
16773707	004873/	SUZANNE DUNHAM				
		PV-160205	01-0000-0-4300-002-1110-1000-0000		REIMBURSEMENT	7.13
			WARRANT TOTAL			\$7.13
16773708	005362/	FERRELLGAS				
		PO-020293	1. 01-0000-0-5520-001-0000-8200-0000		1092246758	93.46
			WARRANT TOTAL			\$93.46
16773709	000043/	FRONTIER				
		PO-020653	1. 01-0000-0-5903-001-0000-7200-0000		VARIOUS	961.89
			WARRANT TOTAL			\$961.89
16773710	000063/	GEIGER'S LONG VALLEY MARKET				
		PO-020342	1. 01-0000-0-4300-002-1110-1000-0000		2468: ACCT. 1221	7.00
			WARRANT TOTAL			\$7.00
16773711	006007/	JACOLE GREENBERG				
		PV-160200	01-0000-0-4300-003-1110-1000-3000		REIMBURSEMENT	992.29
			WARRANT TOTAL			\$992.29
16773712	005791/	ANGIE GULLETT				
		PV-160206	01-0000-0-4300-002-1110-1000-2111		REIMBURSEMENT	152.12
			WARRANT TOTAL			\$152.12
16773713	000899/	KELLY MOORE PAINT CO INC				
		PO-020654	2. 01-0000-0-4300-001-0000-8110-0000		910-00000240804	403.46
			1. 01-0000-0-4300-003-1110-4200-0000		910-00000238747	94.37
			WARRANT TOTAL			\$497.83
16773714	005328/	LAMINATION DEPOT INC				
		PO-020535	1. 01-0000-0-4300-002-1110-1000-0000		35208	140.56
			WARRANT TOTAL			\$140.56
16773715	000095/	LAYTONVILLE AUTO PARTS				
		PV-160201	01-0740-0-4364-001-0000-3600-0000		REPLACE WARRANT 763322-LOST	25.51
			WARRANT TOTAL			\$25.51



DISTRICT: 48 LAYTONVILLE UNIFIED  
BATCH: 0049 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
16774260	005211/	JEAN BASQUEZ											
		PV-160208		01-3310-0-4300-001-5770-1120-0000								REIMBURSEMENT	168.64
				WARRANT TOTAL									\$168.64
16774261	006193/	BRANSCOMB MUTUAL WATER COMPANY											
		PO-020428	1.	01-0000-0-5530-008-0000-8200-0000								JUNE 2016; BRANSCOMB SCHOOL	60.00
				WARRANT TOTAL									\$60.00
16774262	002727/	BRANSCOMB STORE											
		PO-020658	1.	01-0000-0-5600-008-1110-1000-0000								8/15-6/16 BRANSCOMB SCHOOL REN	7,700.00
				WARRANT TOTAL									\$7,700.00
16774263	003755/	BUSINESS CARD											
		PV-160207		01-0000-0-4300-001-0000-8200-0000								ACCT. 4339-XXX-8632	16.16
				01-0000-0-4300-001-1110-1000-0000								ACCT. 4339-XXX-8632	130.38
				01-0000-0-4300-003-1110-1000-3000								ACCT. 4339-XXX-8632	232.06
				01-0000-0-5600-003-1110-1000-0016								ACCT. 4339-XXX-8632	186.17
				01-0000-0-5800-001-0000-7200-0000								ACCT. 4339-XXX-8632	101.40
				01-0000-0-5800-001-1110-1000-0000								ACCT. 4339-XXX-8632	26.00
				01-0079-0-4300-001-1110-1000-0000								ACCT. 4339-XXX-8632	509.82
				01-0635-0-4300-003-1110-1000-0000								ACCT. 4339-XXX-8632	184.09
				01-0635-0-5800-003-1110-1000-0000								ACCT. 4339-XXX-8632	39.00
				01-4510-0-4300-001-1110-1000-0000								ACCT. 4339-XXX-8632	89.97
				WARRANT TOTAL									\$1,515.05
16774264	003381/	SUE CARBERRY											
		PV-160209		01-0000-0-4300-001-0000-8110-0000								REIMBURSEMENT	53.58
		PV-160214		01-0000-0-4300-001-1110-1000-0000								REIMBURSEMENT	123.26
				WARRANT TOTAL									\$176.84
16774265	004110/	EHLERT'S PETROLEUM MAINTENANCE											
		PO-020659	1.	01-0740-0-5800-001-0000-3600-0000								4960	207.50
				WARRANT TOTAL									\$207.50
16774266	002074/	FISHER WIRELESS											
		PO-020655	1.	01-0000-0-4300-001-0000-8300-0000								226516	47.67
				WARRANT TOTAL									\$47.67
16774267	000043/	FRONTIER											
		PO-020604	2.	01-0000-0-5903-001-0000-8300-0000								707-984-6904	111.00
				WARRANT TOTAL									\$111.00
16774268	000063/	GEIGER'S LONG VALLEY MARKET											
		PO-020606	1.	01-0000-0-4300-003-1110-1000-0030								ACCT. 1207	140.77
		PO-020656	1.	01-0000-0-4300-003-1110-1000-3000								3189: ACCT. 1221	14.34
		PO-020660	1.	01-0000-0-4300-003-1110-1000-0030								ACCT. 1207	150.00
				WARRANT TOTAL									\$305.11

16774269	005408/	TIM HENRY				
		PV-160210	01-0000-0-4300-003-1110-1000-3000	REIMBURSEMENT		23.98
			WARRANT TOTAL			\$23.98
16774270	002463/	LAKE CO. OFFICE OF EDUCATION				
		PO-020457	2. 01-6264-0-5200-001-0000-2700-0000	INV16-00191		2,000.00
			WARRANT TOTAL			\$2,000.00
16774271	002350/	LAYTONVILLE STUDENT BODY				
		PO-020539	1. 01-4510-0-5800-001-1110-1000-0000	REIMBURSEMENT		261.54
			WARRANT TOTAL			\$261.54
16774272	005891/	LONG VALLEY AUTO SUPPLY				
		PO-020599	1. 01-0740-0-4364-001-0000-3600-0000	106907		30.82
			WARRANT TOTAL			\$30.82
16774273	005923/	LIBBE MADSEN				
		PV-160211	01-0079-0-5800-001-0000-3110-0000	1/16-6/16 COUNSELING 63 HOURS		3,150.00
			WARRANT TOTAL			\$3,150.00
16774274	002129/	MENDES SUPPLY COMPANY				
		PO-020633	1. 01-0000-0-4300-001-0000-8200-0000	M104387-00, 01, M104810		668.94
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			WARRANT TOTAL			\$668.94
16774275	002446/	MENDO MILL				
		PO-020657	1. 01-0000-0-4300-001-0000-8200-0000	K72134/2		86.49
			WARRANT TOTAL			\$86.49
16774276	006194/	JENNA MUSGRAVE				
		PV-160213	01-0000-0-5200-001-0000-7200-0000	CBO TRAINING MILE. REIMBURSE.		213.64
			WARRANT TOTAL			\$213.64
16774277	000099/	PETTY CASH				
		PV-160212	01-0000-0-5904-003-0000-2700-0000	LHS PETTY CASH		460.82
			WARRANT TOTAL			\$460.82
16774278	005340/	SPRINT				
		PO-020635	1. 01-0000-0-5903-001-0000-7200-0000	CUST. #684494950		21.32
			WARRANT TOTAL			\$21.32
16774279	001370/	WEATHERTOP NURSERY				
		PO-020612	1. 01-0000-0-4300-003-1110-1000-0000	#145913: ACCT. 40		28.58
			WARRANT TOTAL			\$28.58
***	BATCH TOTALS ***		TOTAL NUMBER OF WARRANTS: 20	TOTAL AMOUNT OF WARRANTS:		\$17,237.94*
***	DISTRICT TOTALS ***		TOTAL NUMBER OF WARRANTS: 20	TOTAL AMOUNT OF WARRANTS:		\$17,237.94*

DISTRICT: 48 LAYTONVILLE UNIFIED  
BATCH: 0050 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
16774967	004433/	A-Z BUS SALES INC												
		PO-020646	1.	01-0740-0-4363-001-0000-3600-0000									02P413874,4042,67,250,520,9015	435.36
													WARRANT TOTAL	\$435.36
16774968	006046/	ALAMEIDA ARCHITECTURE												
		PO-020341	1.	21-0000-0-6200-001-0000-8500-0000									LUSD 02-16	12,897.83
													WARRANT TOTAL	\$12,897.83
16774969	006170/	Arrow Benefits Group												
		PO-020499	1.	69-0000-0-5800-000-0000-6000-0000									PAT V.-EARL MYERS OD	235.00
													WARRANT TOTAL	\$235.00
16774970	000039/	CHEVRON BUSINESS CARD SERVICES												
		PO-020213	1.	01-0000-0-4361-001-0000-8110-0000									ACCT. 7898860577	138.53
		PO-020665	1.	01-0740-0-4361-001-0000-3600-0000									ACCT. 7898860577	658.05
													WARRANT TOTAL	\$796.58
16774971	006226/	CUPPLES & SONS CONSTRUCTION												
		PO-020664	1.	21-0000-0-6200-001-0000-8500-0000									APP NO.: 01	72,403.30
													WARRANT TOTAL	\$72,403.30
16774972	003893/	DEVCO HEATING AND AIR												
		PO-020327	1.	14-0620-0-5600-001-0000-8110-0000									40497, 40623	771.55
													WARRANT TOTAL	\$771.55
16774973	000063/	GEIGER'S LONG VALLEY MARKET												
		PO-020209	3.	01-0000-0-4300-001-0000-7110-0000									2336: ACCT. 1221 BD DINNER	28.00
		PO-020648	2.	01-0000-0-4300-001-0000-8110-0000									2327: ACCT. 1221	22.59
													WARRANT TOTAL	\$50.59
16774974	005254/	LAYTONVILLE'S HEALTHY START												
		PO-020474	1.	01-6012-0-5800-002-1110-4100-0000									1/6/16-6/24/16 ASES	17,325.22
													WARRANT TOTAL	\$17,325.22
16774975	005891/	LONG VALLEY AUTO SUPPLY												
		PO-020599	1.	01-0740-0-4364-001-0000-3600-0000									107216, 107233	69.92
													WARRANT TOTAL	\$69.92
16774976	000061/	LONG VALLEY LUMBER												
		PO-020415	1.	01-0002-0-4300-001-1110-1000-0000									97802, 97976: ACCT. 1274	446.59
													WARRANT TOTAL	\$446.59
16774977	001701/	AMARYLLIS MCHENRY												
		PV-160215		01-0000-0-4300-001-1110-1000-0000									REIMBURSEMENT	72.08
				01-0000-0-4300-003-1110-1000-3000									REIMBURSEMENT	498.39
													WARRANT TOTAL	\$570.47
16774978	000124/	PACIFIC GAS & ELECTRIC												
		PO-020562	1.	01-0000-0-5510-001-0000-8200-0000									ACCT. 0991326276-3	3,000.60
		PO-020608	1.	01-0811-0-5510-001-0000-8200-0000									7979025834-1	242.36
		PO-020666	1.	01-0000-0-5510-001-0000-8200-0000									ACCT. 0991326276-3	8,081.00
													WARRANT TOTAL	\$11,323.96

16774979	001651/	LORRE STANGE				
		PV-160216	01-0000-0-4300-001-1110-1000-0000		REIMBURSEMENT	100.89
			WARRANT TOTAL			\$100.89
16774980	004488/	STAPLES CREDIT PLAN				
		PO-020615	1. 01-5826-0-4300-003-0000-2420-0000		1576471311	129.14
		PO-020634	2. 01-0000-0-4300-001-0000-7200-0000		1577811631	21.19
			1. 01-0000-0-4300-002-0000-2700-0000		1577811631	125.54
		PO-020649	3. 01-0000-0-4300-001-0000-7200-0000		1586640411	19.37
			1. 01-0000-0-4300-002-1110-1000-0000		1586640411	4.84
			2. 01-0000-0-4300-003-0000-2700-0000		1586640411	27.47
			4. 01-0740-0-4365-001-0000-3600-0000		1586640411	59.16
			WARRANT TOTAL			\$386.71
16774981	006223/	UCLA CENTER X				
		PO-020529	1. 01-6264-0-5200-001-1110-1000-0000		5370	400.00
WARRANT TOTAL						\$400.00
16774982	006209/	VARIDESK LLC				
		PO-020570	1. 01-0000-0-4300-003-0000-2700-0000		#1-N-29617	403.59
			WARRANT TOTAL			\$403.59
16774983	006063/	VERIZON WIRELESS				
		PV-160218	01-0000-0-5800-001-1110-1000-0000		9766563506	114.03
			WARRANT TOTAL			\$114.03
16774984	006225/	NOEL WOODHOUSE				
		PV-160217	01-0000-0-4300-001-1110-1000-0000		REIMBURSEMENT	580.23
			WARRANT TOTAL			\$580.23
16774985	003863/	XEROX CORPORATION				
		PO-020643	1. 01-0000-0-5600-010-3200-1000-0000		085010540	40.19
			WARRANT TOTAL			\$40.19
*** BATCH TOTALS ***		TOTAL NUMBER OF WARRANTS: 19		TOTAL AMOUNT OF WARRANTS:		\$119,352.01*
*** DISTRICT TOTALS ***		TOTAL NUMBER OF WARRANTS: 19		TOTAL AMOUNT OF WARRANTS:		\$119,352.01*

APY250 H.02.09

MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 07/08/2016

07/07/16 PAGE 1

DISTRICT: 48 LAYTONVILLE UNIFIED  
BATCH: 0001 JB

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FU RESO P OBJE SCH GOAL FUNC DIST		DESCRIPTION	
17775584	005381/	ADVANCED SECURITY SYSTEMS				
		PO-020667	1. 01-0000-0-5800-001-0000-8300-0000		343330	142.50
			WARRANT TOTAL			\$142.50

17775585	004329/	TAMMY LYONS							
		PV-170001	01-0000-0-5800-001-0000-2430-0000		REIMBURSEMENT			19.99	
			WARRANT TOTAL					\$19.99	
17775586	003136/	MATHESON TRI-GAS INC							
		PO-020678	1. 01-0740-0-5600-001-0000-3600-0000		13626153			44.12	
			WARRANT TOTAL					\$44.12	
17775587	002446/	MENDO MILL							
		PO-020701	1. 14-0620-0-4300-001-0000-8110-0000		K73573/2			223.94	
			WARRANT TOTAL					\$223.94	
17775588	006228/	PHILIP MORTON							
		CL-160002	21-0000-0-6200-001-0000-8500-0000		063016			5,600.00	
			WARRANT TOTAL					\$5,600.00	
17775589	006189/	NORBAY CONSULTING							
		CL-160001	21-0000-0-6200-001-0000-8500-0000		5952			755.00	
			WARRANT TOTAL					\$755.00	
17775590	005555/	WILLITS POWER & HARDWARE							
		PO-020703	1. 01-8150-0-4300-001-0000-8110-0000		388447			761.08	
			WARRANT TOTAL					\$761.08	

*** BATCH TOTALS ***	TOTAL NUMBER OF WARRANTS:	7	TOTAL AMOUNT OF WARRANTS:	\$7,546.63*
*** DISTRICT TOTALS ***	TOTAL NUMBER OF WARRANTS:	7	TOTAL AMOUNT OF WARRANTS:	\$7,546.63*

048 Laytonville Unified School Dis J4267      ACCOUNTS PAYABLE PRELIST      APY500 L.00.12 07/19/16 11:31 PAGE 2  
 BATCH: 0002 JB      << Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FU RESO P	OBJE SCH	GOAL FUNC DIST T9MPS		
005493/00		EDUCATIONAL TESTING SERVICE						
	CL-160004	06/23/2016 SP20047282, SP20047704		01-0000-0-5800-001-1110-1000-0000	NN F		78.28	78.28
		TOTAL PAYMENT AMOUNT				78.28 *		78.28
002074/00		FISHER WIRELESS	942860590					
	CL-160005	06/27/2016 226589		01-0000-0-4300-001-0000-8300-0000	NN F		8.61	8.61
		TOTAL PAYMENT AMOUNT				8.61 *		8.61
000043/00		FRONTIER						
	PO-020674	07/01/2016 VARIOUS		1 01-0000-0-5903-001-0000-7200-0000	NN P		1,423.46	1,423.46
	PO-020674	06/25/2016 707-984-8089		2 01-0811-0-5903-001-0000-2100-0000	NN P		94.95	94.95
		TOTAL PAYMENT AMOUNT				1,518.41 *		1,518.41
000063/00		GEIGER'S LONG VALLEY MARKET						
	CL-160006	06/09/2016 4297: ACCT. 1221		01-6012-0-4300-002-1110-4100-0000	NN F		14.05	14.05
	CL-160007	06/25/2016 ACCT. 2004		13-5310-0-4700-001-0000-3700-0000	NN F		65.33	65.33
	CL-160008	06/25/2016 ACCT. 2004		13-5310-0-4300-001-0000-3700-0000	NN F		28.56	28.56
	CL-160009	06/28/2016 ACCT. 1221		01-0000-0-4300-001-0000-8200-0000	NN F		20.44	20.44
	PO-020707	07/06/2016 0157: ACCT. 1221		1 01-0000-0-4300-001-0000-8200-0000	NN P		5.90	5.90
		TOTAL PAYMENT AMOUNT				134.28 *		134.28
005406/00		HEARTLAND SCHOOL SOLUTIONS						
	PO-020639	07/08/2016 Software		1 13-5310-0-5800-001-0000-3700-0000	NN F		1,207.00	1,207.00
		TOTAL PAYMENT AMOUNT				1,207.00 *		1,207.00
000220/00		LAYTONVILLE WATER DISTRICT						
	CL-160010	06/29/2016 LES, LMS, LHS-NEW,OLD, AG		01-0000-0-5530-001-0000-8200-0000	NN F		1,190.61	1,190.61
		TOTAL PAYMENT AMOUNT				1,190.61 *		1,190.61
005891/00		LONG VALLEY AUTO SUPPLY						
	CL-160011	06/29/2016 107617		01-0740-0-4365-001-0000-3600-0000	NN F		7.46	7.46
		TOTAL PAYMENT AMOUNT				7.46 *		7.46

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006229/00    SONOMA MEDIA INVESTMENTS LLC

CL-160019 06/30/2016 10854901
TOTAL PAYMENT AMOUNT 01-0000-0-5811-001-0000-7400-0000 NN F 2,147.60 2,147.60
2,147.60 * 2,147.60

005340/00    SPRINT

CL-160020 06/25/2016 CUST. 924289408 01-0000-0-5903-001-0000-7200-0000 NN F 127.70 127.70
CL-160021 06/25/2016 CUST. 924289408 01-0811-0-5903-001-0000-2100-0000 NN F 20.36 20.36
TOTAL PAYMENT AMOUNT 148.06 * 148.06

003808/00    STATE BOARD OF EQUALIZATION

CL-160035 07/19/2016 Apr - Jun 01-0740-0-4361-001-0000-3600-0000 NN F 17.21 17.21
TOTAL PAYMENT AMOUNT 17.21 * 17.21

004686/00    WILLIAM V MACGILL & CO.

PO-020541 07/19/2016 Nurse supplies 1 01-0811-0-4300-002-0000-3140-0000 NN F 145.53 140.19
TOTAL PAYMENT AMOUNT 140.19 * 140.19

003863/00    XEROX CORPORATION

CL-160022 07/01/2016 085261838, 085261837 01-0000-0-5600-001-0000-7200-0000 NN F 155.07 155.07
CL-160023 07/01/2016 085261838, 085261837 01-0000-0-5600-003-1110-1000-0000 NN F 304.61 304.61
PO-020686 07/01/2016 085261836 1 01-0000-0-5600-002-1110-1000-0000 NN P 360.74 360.74
TOTAL PAYMENT AMOUNT 820.42 * 820.42

TOTAL BATCH PAYMENT 196,517.82 *** 0.00 196,517.82

FD RS YR AMOUNT
01-0000-0 20,412.45
01-0002-0 446.59
01-0740-0 24.67
01-0811-0 437.38
01-3010-0 3,201.09
01-3550-0 1,608.70
01-6012-0 500.00
01-6387-0 8,552.62
01-8150-0 2,328.61 TOTAL FUND 01 37,512.11

APY250 L.00.05 MENDOCINO COUNTY SCHOOLS 08/03/16 PAGE 1
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 08/04/2016

DISTRICT: 048 LAYTONVILLE UNIFIED
BATCH: 0003 JB

WARRANT VENDOR/ADDR NAME (REMIT) DEPOSIT TYPE ABA NUM ACCOUNT NUM
REQ# REFERENCE LN FU RESO P OBJE SCH GOAL FUNC DIST DESCRIPTION AMOUNT
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17777161 005277/ AMAZON
CL-160038 01-0000-0-4300-001-0000-2430-0000 084037351495 91.65
CL-160039 01-0000-0-4300-001-0000-2100-0000 VARIOUS 405.20
CL-160040 01-0000-0-4300-001-0000-2100-0000 VARIOUS 113.55
CL-160041 01-0000-0-4300-001-0000-8200-0000 VARIOUS 100.05
CL-160042 01-4510-0-4300-001-1110-1000-0000 VARIOUS 3,478.74
CL-160043 01-6300-0-4100-001-1110-1000-0000 012617120063 42.94
WARRANT TOTAL $4,232.13

17777162 000231/ BLUE SHIELD OF CALIFORNIA
PO-020671 1. 01-0000-0-9514-000-0000-0000-0000 ACCT. W00514241005 6,216.00
WARRANT TOTAL $6,216.00

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17777163 003381/ SUE CARBERRY

PV-170002 01-0000-0-4300-001-1110-1000-0000 REIMBURSEMENT 665.08

WARRANT TOTAL \$665.08

17777164 006231/ CASH CARPET SERVICE

PO-020714 1. 14-0620-0-4400-001-0000-8110-0000 1079 14,300.00

WARRANT TOTAL \$14,300.00

17777165 000039/ CHEVRON BUSINESS CARD SERVICES

PO-020672 1. 01-0000-0-4361-001-0000-8110-0000 ACCT. 7898860577 162.19

2. 01-0740-0-4361-001-0000-3600-0000 ACCT. 7898860577 83.49

WARRANT TOTAL \$245.68

17777166 000043/ FRONTIER

PO-020674 1. 01-0000-0-5903-001-0000-7200-0000 707-984-6904 122.16

WARRANT TOTAL \$122.16

17777167 000063/ GEIGER'S LONG VALLEY MARKET

PO-020707 2. 01-0000-0-4300-001-0000-8110-0000 3356: ACCT. 1228 134.51

1. 01-0000-0-4300-001-0000-8200-0000 9691: ACCT. 2004 17.73

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1. 01-0000-0-4300-001-0000-8200-0000 3269: ACCT. 1221 8.06

WARRANT TOTAL \$160.30

17777168 005762/ KANDICE GOLIGHTLY

PV-170003 01-6300-0-4100-001-1110-1000-0000 REIMBURSEMENT 80.01

WARRANT TOTAL \$80.01

17777169 005891/ LONG VALLEY AUTO SUPPLY

PO-020676 1. 01-0740-0-4361-001-0000-3600-0000 108596 8.59

WARRANT TOTAL \$8.59

17777170 002129/ MENDES SUPPLY COMPANY

PO-020706 1. 01-0000-0-4300-001-0000-8200-0000 M104810-01 23.30

WARRANT TOTAL \$23.30

17777171 000111/ MENDOCINO CTY YOUTH PROJECT

CL-160037 01-0079-0-5800-001-0000-3110-0000 FY 1516 LUSD-119 JUNE 2,548.40

WARRANT TOTAL \$2,548.40

17777172 006228/ PHILIP MORTON

PO-020702 1. 21-0000-0-6200-001-0000-8500-0000 JULY 2016 8,800.00

WARRANT TOTAL \$8,800.00

17777173 000124/ PACIFIC GAS & ELECTRIC

PO-020679 1. 01-0000-0-5510-001-0000-8200-0000 ACCT. 0991326276-3 6,580.59

2. 01-0811-0-5510-001-0000-8200-0000 ACCT. 7979025834-1 246.13

WARRANT TOTAL \$6,826.72

17777174 005568/ SAN JOSE STATE UNIV FOUNDATION

PO-020713 1. 13-5310-0-5200-001-0000-3700-0000 CINDY GUNTER 425.00

1. 13-5310-0-5200-001-0000-3700-0000 WENDY ZUMWALT 425.00

WARRANT TOTAL \$850.00

17777175 000018/ SCHOOL SPECIALTY

CL-160036 01-0000-0-4300-002-1120-1000-0000 208116303517 106.74

WARRANT TOTAL \$106.74

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17777176	001651/	LORRE STANGE			
		PV-170004	01-8150-0-4300-001-0000-8110-0000	REIMBURSEMENT	115.82
			WARRANT TOTAL		\$115.82
17777177	003434/	SYSCO FD SCVS OF SAN FRANCISCO			
		PO-020683	1. 13-5310-0-4700-001-0000-3700-0000	607110370	703.52
			WARRANT TOTAL		\$703.52
17777178	006063/	VERIZON WIRELESS			
		PO-020685	1. 01-0000-0-5800-001-1110-1000-0000	9768202569	114.03
			WARRANT TOTAL		\$114.03
17777179	003863/	XEROX CORPORATION			
		PO-020686	4. 01-0000-0-5600-010-3200-1000-0000	085420331	88.36
			WARRANT TOTAL		\$88.36
*** BATCH TOTALS ***					
		TOTAL NUMBER OF CHECKS:	19	TOTAL AMOUNT OF CHECKS:	\$46,206.84*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
		TOTAL PAYMENTS:	19	TOTAL AMOUNT:	\$46,206.84*
*** DISTRICT TOTALS ***					
		TOTAL NUMBER OF CHECKS:	19	TOTAL AMOUNT OF CHECKS:	\$46,206.84*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
		TOTAL PAYMENTS:	19	TOTAL AMOUNT:	\$46,206.84*

# LAYTONVILLE UNIFIED SCHOOL DISTRICT MONTHLY BUDGET REPORT

August 11, 2016

048 Laytonville Unified School Dis J10059

BUDGET REPORT

BDX110 L.00.07 08/08/16 08:22 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	1,687,994.23	0.00	0.00	.0	0.00	1,687,994.23	100.0
8011	REV LIMIT STATE AID - CURR YR	1,519,064.00	0.00	0.00	.0	0.00	1,519,064.00	100.0
8012	EDUCATION PROTECTION ACCOUNT	466,066.00	0.00	0.00	.0	0.00	466,066.00	100.0
8021	HOMESOWNERS' 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 TF - 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	211,262.00	0.00	0.00	.0	0.00	211,262.00	100.0
8650	LEASES & RENTALS	10,000.00	0.00	0.00	.0	0.00	10,000.00	100.0
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	347.81	347.81	.2	0.00	134,254.19	99.7
8792	TF OF APPORTIONMENT FROM CORE	215,161.00	0.00	0.00	.0	0.00	215,161.00	100.0
TOTAL: 8xxx		6,906,912.23	347.81	347.81	.0	0.00	6,906,564.42	99.9
1100	TEACHERS' SALARIES	1,536,719.00	11,680.86	11,680.86	.7	0.00	1,525,038.14	99.2
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	0.00	0.00	.0	0.00	143,086.00	100.0
1300	CERT SUPERVISOR/ADMIN SALARIES	312,680.00	26,901.50	26,901.50	8.6	0.00	285,778.50	91.3
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	43,352.17	43,352.17	2.0	0.00	2,069,665.83	97.9
2100	INSTRUCTIONAL AIDES' SALARIES	301,515.00	1,647.02	1,647.02	.5	0.00	299,867.98	99.4
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	13,078.80	13,078.80	4.7	0.00	264,044.20	95.2
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./ADDIT'L	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. SUPRVRSR/ADMIN SALARIES	137,033.00	9,408.42	9,408.42	6.8	0.00	127,624.58	93.1
2400	CLERICAL,TECH,OFFICE SALARIES	209,156.00	11,177.68	11,177.68	5.3	0.00	197,978.32	94.6
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	365.00	365.00	2.3	0.00	15,065.00	97.6
2970	OTHER CLASSIFIED - SUBSTITUTE	750.00	100.04	100.04	13.3	0.00	649.96	86.6
TOTAL: 2xxx		984,257.00	39,533.09	39,533.09	4.0	0.00	944,723.91	95.9
3101	STRS, CERTIFICATED	362,325.70	4,960.99	4,960.99	1.3	0.00	357,364.71	98.6
3102	STRS, CLASSIFIED	526.44	18.87	18.87	3.5	0.00	507.57	96.4
3201	PERS, CERTIFICATED	4,986.00	0.00	0.00	.0	0.00	4,986.00	100.0
3202	PERS, CLASSIFIED	117,948.00	5,038.26	5,038.26	4.2	0.00	112,909.74	95.7
3301	OASDI, CERTIFICATED	3,365.00	127.32	127.32	3.7	0.00	3,237.68	96.2
3302	OASDI, CLASSIFIED	57,612.00	2,329.01	2,329.01	4.0	0.00	55,282.99	95.9
3311	MEDICARE, CERTIFICATED	30,160.00	617.52	617.52	2.0	0.00	29,542.48	97.9
3312	MEDICARE, CLASSIFIED	13,603.10	547.01	547.01	4.0	0.00	13,056.09	95.9
3401	HEALTH & WELFARE, CERTIFICATED	274,027.00	18,214.89	18,214.89	6.6	0.00	255,812.11	93.3
3402	HEALTH & WELFARE, CLASSIFIED	239,370.00	19,462.08	19,462.08	8.1	0.00	219,907.92	91.8
3501	UNEMPLOYMENT INS, CERTIFICATED	1,054.00	21.31	21.31	2.0	0.00	1,032.69	97.9
3502	UNEMPLOYMENT INS, CLASSIFIED	471.90	18.88	18.88	4.0	0.00	453.02	95.9
3601	WORKERS' COMP, CERTIFICATED	98,126.00	1,949.25	1,949.25	1.9	0.00	96,176.75	98.0
3602	WORKERS' COMP, CLASSIFIED	44,127.39	1,743.49	1,743.49	3.9	0.00	42,383.90	96.0
3701	OPFB ALLOCATED CERTIFICATED	13,434.00	466.30	466.30	3.4	0.00	12,967.70	96.5
3702	OPFB 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	55,515.18	55,515.18	4.3	0.00	1,220,133.35	95.6
4100	APPRVD TEXTBOOKS/CORE CURRICULA	72,000.00	83.28	83.28	.1	4,605.39	67,311.33	93.4
4300	MATERIALS & SUPPLIES	215,247.09	2,615.59	2,615.59	1.2	15,141.67	197,489.83	91.7
4361	FUEL - GASOLINE,DIESEL	20,500.00	254.27	254.27	1.2	8,845.73	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	0.00	0.00	.0	1,665.45	3,584.55	68.2
4364	REPLACEMENT PARTS	16,000.00	0.00	0.00	.0	500.00	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	25,000.00	8,552.62	8,552.62	34.2	4,989.29	11,458.09	45.8

TOTAL: 4xxx		356,747.09	11,505.76	11,505.76	3.2	35,747.53	309,493.80	86.7
5200	TRAVEL & CONFERENCES	29,112.00	0.00	0.00	.0	0.00	29,112.00	100.0
5300	DUES & MEMBERSHIPS	1,875.00	0.00	0.00	.0	0.00	1,875.00	100.0
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	6,826.72	6,826.72	5.4	125,173.28	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	0.00	0.00	.0	15,000.00	15,000.00	50.0
5540	WASTE DISPOSAL	13,000.00	0.00	0.00	.0	11,900.00	1,100.00	8.4
5600	RENT,LEASES,REPAIR NON CAP IMP	53,500.00	493.22	493.22	.9	12,599.47	40,407.31	75.5
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	2,630.12	2,630.12	.5	4,220.15	482,124.73	98.5
5801	AUDIT FEES	23,000.00	0.00	0.00	.0	0.00	23,000.00	100.0
5802	LEGAL FEES	9,500.00	0.00	0.00	.0	0.00	9,500.00	100.0
5811	ADVERTISING	1,500.00	0.00	0.00	.0	0.00	1,500.00	100.0
5814	FINGERPRINTING	950.00	0.00	0.00	.0	0.00	950.00	100.0
5901	COMMUNIC - INTERNET SVCS/LINES	100.00	0.00	0.00	.0	20.00	80.00	80.0
5903	COMMUNIC - TELEPHONE SERVICES	11,600.00	1,640.57	1,640.57	14.1	11,159.43	1,200.00-	.0
5904	COMMUNIC - POSTAGE/DELIVERY	3,500.00	0.00	0.00	.0	0.00	3,500.00	100.0
TOTAL: 5xxx		863,112.00	59,865.63	59,865.63	6.9	205,572.33	597,674.04	69.2
TOTAL: 1xxx - 5xxx		5,592,782.62	209,771.83	209,771.83	3.7	241,319.86	5,141,690.93	91.9
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	209,771.83	209,771.83	3.7	241,319.86	5,169,690.93	91.9
7350	TRANSFER INDIRECT COSTS-INTRFD	29.00-	0.00	0.00	100.0	0.00	29.00-	.0
7619	OTHER AUTH INTERFUND TRNFS 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 BCON UNCER	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	209,771.83	209,771.83	3.0	241,319.86	6,455,820.54	93.4
TOTAL INCOME ( 8000 - 8999 )		6,906,912.23	347.81	347.81	.0	0.00	6,906,564.42	99.9
TOTAL: 1xxx - 5xxx		5,592,782.62	209,771.83	209,771.83	3.7	241,319.86	5,141,690.93	91.9
TOTAL: 1xxx - 6xxx		5,620,782.62	209,771.83	209,771.83	3.7	241,319.86	5,169,690.93	91.9
TOTAL: 1xxx - 7xxx		6,906,912.23	209,771.83	209,771.83	3.0	241,319.86	6,455,820.54	93.4
TOTAL EXPENSES ( 1000 - 7999 )		6,906,912.23	209,771.83	209,771.83	3.0	241,319.86	6,455,820.54	93.4



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**BUDGET TRANSFERS**

August 11, 2016

048 Laytonville Unified School Dis      Budget Transfer Transactions      J10060   BT0100   L.00.01 08/08/16 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
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NO RECORDS FOUND						



# 2015-16 Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Laytonville Unified School District

Person completing this form: Jenna Musgrave

Quarterly Report Submission Date: (check one)

☐ October 2015 (July, Aug, Sept 2015) 1<sup>st</sup> Quarter

☐ January 2016 (Oct, Nov, Dec 2015) 2<sup>nd</sup> Quarter

☒ April 2016 (Jan, Feb, March 2016) 3<sup>rd</sup> Quarter

☒ July 2016 (April, May, June 2016) 4<sup>th</sup> Quarter

Date for information to be reported publicly at governing board meeting: Aug. 11, 2016

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

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

Jenna Musgrave 8/5/16  
Signature of Person Completing this form Date

\_\_\_\_\_  
Signature of County Superintendent Date

☐ Forwarded a copy of this completed report to the  
County Board of Education

Revised 7/1/15

Mendocino County Superintendent of Schools  
**WILLIAMS SETTLEMENT LEGISLATION**  
**QUARTERLY REPORT FOR LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**2015-2016 FISCAL YEAR**

This report summarizes the results of the Williams Site Visits and documentation reviews at decile 1, 2, and 3 schools (2012 Base API) for the 4<sup>th</sup> Quarter April through June 2015-2016 school year.

**INSTRUCTIONAL MATERIALS:**      *No review conducted during this quarter.*

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

School	Review Date	# of Classrooms Visited	Subject/ Course	Textbook/Instructional Materials Needed	Grade	Period	Room #	# of Material Missing	Corrected on

\* Unannounced school(s)

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

**SCHOOL FACILITIES:**      *No review conducted during this quarter.*

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

School	Review Date	Room/ Area	Facility Deficiencies Identified	Emergency	Correction/ Action Taken	Corrected On	Overall Facilities Score

Mendocino County Superintendent of Schools  
**WILLIAMS SETTLEMENT LEGISLATION**  
**QUARTERLY REPORT FOR LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**2015-2016 FISCAL YEAR**

**SCHOOL ACCOUNTABILITY REPORT CARD (SARC):** *No review conducted during this quarter*

The 2015-2016 School Accountability Report Cards (SARC) for the following schools were reviewed to determine the accuracy of the information reported for sufficiency of textbooks and instructional materials and safety, cleanliness, and adequacy of school facilities, including "good repair":

School	SARC Review Date	Instructional Materials Discrepancies	Facility Conditions Discrepancies

**TEACHER MISASSIGNMENTS AND TEACHER VACANCIES:**

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

Schools	Laytonville Elementary
Number of misassignments for the 2015-2016	1
Number of misassignments that were corrected within 30 calendar days	1
Number of classes in which the teacher was lacking the appropriate authorization and training to teach English Language Learners and 20% or more of students were English Language Learners	1
Number of Teacher Vacancies for the 2015-2016	0
Number of Teacher Vacancies Filled in the 2015-2016	N/A

Mendocino County Superintendent of Schools  
**WILLIAMS SETTLEMENT LEGISLATION**  
 QUARTERLY REPORT FOR LAYTONVILLE UNIFIED SCHOOL DISTRICT  
 2015-2016 FISCAL YEAR

**UNIFORM COMPLAINTS:**

The number of complaints filed within the district during the 4<sup>th</sup> Quarter 2015-2016, their nature, and resolution are noted below:

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

## BOARD ACTION ITEM K1

Board Meeting Date: August 11, 2016

Subject: Declaration of Need for Fully Qualified Teachers

From: Joan Potter, Superintendent

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### Explanation:

This Declaration of Need must be filed with the California Commission for Teacher Credentialing (CCTC) when a District anticipates having to employ teachers who are not fully credentialed. With this declaration on file the district may consider teacher interns who have met certain minimum requirements. The Board's approval of the Declaration of Need provides the Board and public an *"opportunity to see the number of emergency permits that the district reasonably expects to request in each category and understand the reasons for such requests."*

Our application is for 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, we are applying for 5 emergency CLAD permits.

### Recommendation:

Approve the attached Declaration of Need

### Attachments:

Declaration of Need



State of California  
Commission on Teacher Credentialing  
Certification, Assignment and Waivers Division  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- ☒ Original Declaration of Need for year: 2016/17  
☐ Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Laytonville Unified School District District CDS Code: 73916

Name of County: Mendocino County CDS Code: 23

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 08 / 11 / 16 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2017.

Submitted by (Superintendent, Board Secretary, or Designee):

Joan Potter

Name

Signature

Superintendent

Title

(707) 984-8223

Fax Number

(707) 984-6414

Telephone Number

Date

P.O. Box 868, Laytonville, CA 95454

Mailing Address

jvpotter@mcn.org

Email Address

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_\_ / \_\_\_\_ / \_\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____ <i>Name</i>	_____ <i>Signature</i>	_____ <i>Title</i>
_____ <i>Fax Number</i>	_____ <i>Telephone Number</i>	_____ <i>Date</i>
_____ <i>Mailing Address</i>		
_____ <i>E-Mail Address</i>		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

#### AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subject(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	5 _____
<input type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization:	_____
_____	_____
<input type="checkbox"/> Resource Specialist	_____
<input type="checkbox"/> Teacher Librarian Services	_____
<input type="checkbox"/> Visiting Faculty Permit	_____

#### LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	4
Single Subject	1
Special Education	0
TOTAL	5

### EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved intern program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

### EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

☒ Yes

☐ No

If no, explain. \_\_\_\_\_

Does your agency participate in a Commission-approved college or university intern program?

☒ Yes

☐ No

If yes, how many interns do you expect to have this year? 5

If yes, list each college or university with which you participate in an intern program.

Dominican University, Sonoma State University, CalStateTEACH at CSU Monterey Bay

Alliance International University

If no, explain why you do not participate in an intern program.

## BOARD ACTION ITEM K2

Board Meeting Date: August 11, 2016

Subject: Staff Development Plans for 2016/17

From: Joan Potter, Superintendent

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### Explanation:

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). We have built the following activities in to the 2016/2017 budget:

- New teachers will participate in the California Teacher Induction Program (CTIP formally known as BTSA!). Staff development will include weekly meetings with support providers 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 also continue to utilize the Tuesday Minimum Day schedules to survey their academic programs, as well as strategies which promote a positive school climate, including intervention techniques and Project Based Learning.

### Recommendation:

Approve the 2016/17 Staff Development Program

### Attachments:

None



### **BOARD ACTION ITEM K3**

Board Meeting Date: August 11, 2016

Subject: Ratification of Superintendent's Employment Agreement

From: Joan Potter, Superintendent

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Explanation:

During our June 23, 2016 meeting the Board voted to ratify the Superintendent's contract. The ratification must occur during open session.

Recommendation:

Ratify Superintendent's Employee for 2016-2020

Attachments:

None



## **BOARD DISCUSSION/ACTION ITEM L1**

Board Meeting Date: August 11, 2016

Subject: District Goal Setting

From: Joan Potter, Superintendent

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### Explanation:

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

## **Laytonville Unified School District Local Accountability Plan Goals 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.

### Recommendation:

Review the LUSD LCAP Goals for 2016-2019



## **BOARD DISCUSSION/ACTION ITEM L2**

Board Meeting Date: August 11, 2016

Subject: Waiver Request for Employing Teachers Who Are Not Fully Credentialed

From: Joan Potter, Superintendent

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### Explanation:

The school district has certified that it has made reasonable efforts to recruit fully prepared teachers for all teaching assignments. Despite our efforts, it is necessary to employ candidates who qualify to participate in approved internship programs in our region and/or individuals who are scheduled to complete initial preparation requirements within six months. The following individuals will be employed on the basis of a credential waiver.

Casey Watkins

Lindsay Jacobson

### Recommendation:

Approval of employing Casey Watkins on the basis of a credential waiver.

Approval of employing Lindsay Jacobson on the basis of a credential waiver.

### Attachments:

None



### **BOARD DISCUSSION/ACTION ITEM L3**

Board Meeting Date: August 11, 2016

Subject: Subsequent Variable Term Waiver

From: Joan Potter, Superintendent

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#### **Explanation:**

The school district has certified that it has made reasonable efforts to recruit fully prepared teachers for all teaching assignments. Despite our efforts, it is necessary to employ candidates who qualify to participate in approved internship programs in our region and/or individuals who are scheduled to complete initial preparation requirements within six months. The following 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	.4 FTE Culinary Arts instructor	Grades 9-12	Subsequent SDAIE Waiver
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#### **Recommendation:**

Approval of employing Lindsay Hansen on the basis of a subsequent credential waiver.

#### **Attachments:**

None



## **BOARD DISCUSSION/ACTION ITEM L4**

Board Meeting Date: August 11, 2016

Subject: BP 6152.1 for Placement in Mathematics Courses,  
Second Reading/Approval

From: Joan Potter, Superintendent

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### Explanation:

In our meeting on June 23<sup>rd</sup> the Board reviewed the proposed BP 6152.1.

### Recommendation:

Approve the proposed BP 6152.1

### Attachments:

Proposed BP 6152.1

## **Board Policy 6152.1: Placement in Mathematics Courses**

### Instruction

The Governing Board recognizes that student achievement in mathematics is critical for preparing students for college and career, especially in science, technology, engineering and mathematics (STEM). A student's 9<sup>th</sup> grade mathematics placement in particular is crucial to ensuring future educational success.

The Governing Board affirms that a fair, objective, and transparent mathematics placement protocol that strictly limits the use of subjective criteria in placement decisions will result in an appropriate 9<sup>th</sup> grade mathematics student placement and will prevent mathematics misplacement, particularly of students of color.

Pursuant to California Education Code Section 260, the Governing Board has the primary responsibility for ensuring that school district programs and activities are free from discrimination based upon enumerated characteristics, including race and ethnicity. Because the Governing Board is responsible for ensuring that all students, regardless of race or ethnic background, receive an equal chance to advance in mathematics, the Governing Board desires to ensure that the District implements a fair, objective and transparent mathematics placement protocol.

The Governing Board therefore directs District staff to create, implement, and monitor a mathematics placement protocol that includes the following elements:

### Reliance on Objective Determinations

Mathematics placement of 9<sup>th</sup> graders shall be based on objective measures. These measures may include:

- Diagnostic placement tests such as Mathematics Diagnostic Testing Project (MDTP) tests;
- Standardized tests, including from prior years;
- Student grades that reflect comprehension and mastery of the subject matter, from both semesters of the 7<sup>th</sup> and 8<sup>th</sup> grade year; and
- Other objective indicators of student performance and proficiency in mathematics.

### Limitation on the Use of Subjective Placement Measures

Subjective measures, such as placement recommendations, may not be considered in determining 9<sup>th</sup> grade mathematics placement. However, recognizing that teacher and counselors are often aware of students' talents and abilities that are not reflected in objective data, an exception to this prohibition may be made to advance a student to a higher mathematics class than objective data indicates.

### Timing of Mathematics Placement Decisions And Parent/Student Notification

Placement decisions shall be made according to a timeline that allows for maximum use of current objective measures. Placement decisions shall be communicated in writing to parents/students prior to the start of the school year; shall include that District's mathematics placement protocol; and shall indicate the objective factors that resulted in the student's 9<sup>th</sup> grade placement. Notices of placement decisions shall also include a recourse plan developed by the District, for any parents/students who may be dissatisfied with a student's mathematics placement.

### Implementation, Monitoring, and Accountability

District staff involved in placement decisions shall be properly trained on the protocol and its use. The protocol shall also include steps for ensuring that it is being followed in practice, including provisions for checking that each student is properly placed according to the protocol prior to the start of the school year. Any student found to be misplaced shall be promptly placed in the correct mathematics course.

The District's mathematics placement protocol shall be developed and implemented in coordination with K-8 feeder/partner districts. Once finalized, the District shall work with its K-8feeder/partner districts to ensure that mathematics teachers and counselors at those schools are aware of the placement protocol and are appropriately trained on its proper use, implementation, and monitoring.

### Governing Board Approval and Review

District staff shall report to the Governing Board on a regular basis while the placement protocol is being developed. When the protocol is finalized, District staff shall return to the Governing Board to seek approval of the protocol. Once approved, the protocol shall be prominently posted on the District's website and shall be made readily accessible to parents/students and administrators. District staff shall subsequently report to the Governing Board on implementation on an annual basis.

### **Legal References**

#### *Education Code*

California Education Code Section 200

California Education Code Section 201

California Education Code Section 260

#### *Government Code*

California Government Code Sections 11135 *et seq*

#### *Court Cases*

*Serrano v. priest*, 18 Cal. 3d 728 (1976), *cert. denied*, *Clowes v. Serrano*, 432 432 U.S. 907 (1977)

*Butt v. State of California*, 4 Cal. 4<sup>th</sup> 668 (1992)

#### *California Constitution*

Cal. Const., Art. IX, Sec. 5

#### *Federal Law*

42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964); 34 C.F.R. 100.3(b)(2)

#### **Background:**

If students are placed below their level of proficiency in 9<sup>th</sup> grade mathematics courses, their ability to complete the recommended sequence of mathematics courses for admission to the University of California and California State University systems and other higher education institutions will be compromised. If admitted to college, students who were forced to repeat lower level mathematics courses in high school will be behind other students, and less likely to be competitive for careers in the STEM fields upon graduation. Mathematics misplacement has also been shown to affect students' confidence and their overall educational experience. Finkelstein, N., Fong A., Tiffany-Morales, J., Shields, P.& Huang, M. (WestEd 2012) *College Bound in Middle School & High*

*School? How Math Course Sequences Matter*; Waterman, S. (2010) *Pathways Report: Dead Ends and Wrong Turns on the Path Through Algebra* [http://noycefdn.org/documents/Pathways\\_Reports.pdf](http://noycefdn.org/documents/Pathways_Reports.pdf)

Mathematics misplacement can occur with successful students, and disproportionately affects successful students of color. Studies have shown that successful students, particularly from minority populations, may receive passing grades in mathematics coursework and/or demonstrate proficiency on standardized tests in 8<sup>th</sup> grade mathematics course work, and yet nonetheless be held back and forced to repeat the same course in the 9<sup>th</sup> grade rather than advancing.

Board Adopted:

Laytonville Unified School District  
Laytonville, CA

## **BOARD DISCUSSION/ACTION ITEM L5**

Board Meeting Date: August 11, 2016

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

From: Joan Potter, Superintendent

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### Explanation:

In our meeting on June 23<sup>rd</sup> the Board reviewed the proposed BP & AR 6146.1.

### Recommendation:

Approve the proposed BP & AR 6146.1

### Attachments:

Proposed BP & AR 6146.1

**Instruction:**

**BP 6146.1 (a)**

**High School Graduation Requirements**

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

- 1) Four courses in English.
- 2) Two courses in Mathematics.  
Beginning in the 2003-04 school year, at least one mathematics course, or a combination of the two mathematics courses required for completion in grades 9-12, shall meet or exceed state academic content standards for Algebra 1. Completion of algebra coursework in grades 7-8 shall not exempt a student from the requirements to complete two mathematics courses in grades 9-12.
- 3) Two courses in science, including biological and physical sciences.
- 4) Three courses in social studies, including United States history, world history, and a one semester course in American government and civics, and a one semester course in economics.
- 5) One course in visual or performing arts, foreign language or American Sign Language.
- 6) Three courses in physical education unless the student has been exempted pursuant to Ed. Code section 51241; one course in the sophomore, junior or senior year may be waived, if a college preparation requirement is substituted for the third course in physical education.
- 7) One course in Keyboarding and Careers.
- 8) One course in Driver Education and Health (one semester each).
- 9) One course in Advanced Computers and Careers.
- 10) Seven elective courses (see Exhibit 6146.1)
- ~~11) Additionally, students shall complete the California High School Exit Exam (CAHSEE). Beginning with the 05-06 school year, each student completing grade 12 shall have successfully passed the state exit examination in language arts and mathematics as a condition for receiving a high school diploma.~~

~~Supplemental instruction shall be offered to any student who does not demonstrate "sufficient progress," as defined in board policy, toward passing the exit examination. Students who otherwise complete all courses and units required for graduation, but fail to successfully complete the CAHSEE, may be awarded a Certificate of Completion indicating they have completed the required courses of study and be allowed to participate in the graduation ceremonies.~~

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

modes for completing the prescribed course of study shall be made available to pupils, parents and the public.

### **Proficiency Exam**

~~Students must demonstrate a minimum proficiency in reading comprehension, writing and mathematics in addition to the successful completion of the required course of study. Proficiency shall be demonstrated by successful completion of the District's Proficiency Examination. This requirement shall expire with the Class of 2005; thereafter, students will demonstrate these proficiencies through successful completion of the CAHSEE.~~

### **PE Credit**

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

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

### **Continuation High School Requirements**

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

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

### **Retroactive Diplomas**

*Until July 31, 2018, any student who completed grade 12 in the 2003-2004 school year or a subsequent school year and has met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 60851.6)*

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

### **Legal References**

Ed. Code:  
51224.5 Algebra instruction  
51225.3 Requirements for Graduation  
51228 Graduation Requirements

51230 American Government & Civics

**BP 6146.1 (c)**

51241 Exemptions from requirements--PE

51242 Exemptions from requirements--PE/Interscholastic programs

51243-45 Credit for foreign languages-private schools

51246 Exemptions from requirements--PE

51410-12 Diplomas

56390 Certificates of achievement and completion

~~60850-59 High school exit exam~~

Adopted 1/11/1990

Laytonville USD

Revised 12/1993; 6/1997; 3/2004; 4/2004; 8/04; 6/16

**Instruction:**

**AR 6146.1**

**High School Graduation Requirements**

Requirements for graduation and specified alternative means for completing the prescribed course of study shall be made available to students, parents/guardians and the public. (Education Code [51225.3](#))  
(cf. [6146.11](#) - Alternative Credits Toward Graduation) (cf. [6146.2](#) - Certificate of Proficiency/High School Equivalency)

Students shall not be required to have resided within the district for any minimum length of time as a condition of high school graduation. (Education Code [51411](#))

Foreign exchange students may receive honorary diplomas pursuant to Education Code [51225.5](#).  
(cf. [6145.6](#) - International Exchange)

**Exit Examination for the Classes of 2006 and Later**

At the beginning of each school year or at the time a student transfers into the district, the Board shall provide written notification to all students in grades 9 through 12 and to their parents/guardians that, starting in the 2005-06 school year and each year thereafter, each student completing the 12th grade shall be required to successfully pass the state's high school exit examination as a condition of graduation. The notification shall include, at a minimum, the date of the examination, the requirements for passing the examination, and the consequences of not passing the examination. (Education Code [48980](#), [60850](#), [60859](#)) (cf. [5145.6](#) - Parental Notifications)

The examination shall be administered in accordance with law, Board policy and administrative regulation. (cf. [6162.52](#) - High School Exit Examination)

When students do not demonstrate sufficient progress toward passing the exit examination, supplemental instruction offered by the district shall be designed to assist students to succeed on the exit examination and shall reflect statewide academic standards to the extent that the district has aligned its curriculum with those standards. (Education Code [60851](#)) (cf. [6179](#) - Supplemental Instruction)

Supplemental instruction shall include summer school instructional programs for students in grades 7-12 who do not demonstrate sufficient progress toward passing the exit examination. (Education Code [37252](#)) (cf. [5123](#) - Promotion/Acceleration/Retention) (cf. [6177](#) - Summer School)

Adopted Jan. 11, 1990  
Revised 3/5/92, 8/19/04, 06/23/16

Laytonville USD

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## **BOARD DISCUSSION/ACTION ITEM L6**

Board Meeting Date: August 11, 2016

Subject: BP & AR 3320 for Claims and Action Against The District,  
First Reading

From: Joan Potter, Superintendent

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### Explanation:

We are required to update BP & AR 3320. Sample language is attached for your review.

### Recommendation

Review BP & AR 3320

### Attachments:

Proposed BP & AR 3320

# 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:

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:

Laytonville, California



## **BOARD DISCUSSION/ACTION ITEM L7**

Board Meeting Date: August 11, 2016  
Subject: NCSIG 2016 Claim for Injury Form  
From: Joan Potter, Superintendent

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### Explanation:

North Coast Schools' Insurance Group has revised their Claim for Injury form. It is attached for your review.

### Recommendation

Adopt the North Coast Schools' Insurance Group 2016 Claim for Injury form

### Attachment

Claim for Injury form

**CLAIM FOR INJURY, DAMAGE and/or INDEMNITY****LAYTONVILLE UNIFIED SCHOOL DISTRICT**

1. Claims for death, injury to person, or to personal property must be presented to the Laytonville Unified School District (not later than six (6) months after the occurrence (Govt. Code, Section 911.2)
2. Claims for damages to real property or breach of contract must be presented to the Laytonville Unified School District not later than (1) year after the occurrence (Govt. Code, Section 911.2)
3. Please carefully read the Laytonville Unified School District Board Policy **3320** and Administrative Regulation **3320** regarding the presentation of a claim.

**DATE STAMP WHEN RECEIVED FROM CLAIMANT:****CLAIMANT INFORMATION:**

<b>Name of Claimant</b>		<b>Age</b>		<b>Date of Birth</b>	
<b>Claimant Social Security Number</b> (if claim for bodily injury)					
<b>Does the Claimant have Medicare coverage?</b>					
<b>Residence Address of Claimant</b>					
<b>Name of Responsible Parent / Guardian</b>					
<b>Name of Other Person for Legal Notification</b>					
<b>Legal Mailing Address</b>					
<b>Telephone Number(s)</b>					

**ACCIDENT / LOSS INFORMATION** (attach additional pages if necessary):

<b>Date of Accident or Loss</b>		<b>Time of Day</b>	
<b>Location of Accident or Loss</b>			
<b>Name(s) of person(s) causing the accident or loss</b> (if any)			
<b>HOW</b> and under what circumstances did damage or injury occur?			
<b>WHAT</b> particular action by the Laytonville Unified or its employees caused the alleged damage or injury? (Include names of employees, if known.)			

**AMOUNT CLAIMING** (Include estimated amount of any prospective loss insofar as it may be known at the time of the presentation of this claim, together with the basis of computation of the amount claimed; attach estimates or invoices, if possible. If amount claimed exceeds \$10,000, no dollar amount shall be stated.):

<b>Type</b>	<b>Dollar Amount</b>	<b>Briefly Describe</b>
Medical Expense	\$	
Property Loss	\$	
Other	\$	
<b>TOTAL CLAIM</b>	<b>\$</b>	

**WITNESSES** (include doctors & hospitals):

<b>Name</b>	<b>Address</b>	<b>Phone #</b>

**Notice:** Section 72 of the California Penal Code provides that every person who, with intent to defraud, presents for payment to any School District any false or fraudulent claim, is guilty of a felony punishable by fine and/or imprisonment.

\_\_\_\_\_  
Signature of Claimant or Representative

\_\_\_\_\_  
Date

## **BOARD DISCUSSION/ACTION ITEM L8**

Board Meeting Date: August 11, 2016

Subject: BP 2300 for Conflict of Interest Code, Review

From: Joan Potter, Superintendent

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### Explanation:

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.

I have attached fact sheets regarding this requirement as well as our current conflict of interest policy.

After my review of both documents I don't believe that any amendments are necessary to our current policy.

### Recommendation:

Review the current BP 2300 and Appendix A for Conflict of Interest Code

### Attachments:

BP 2300 and Appendix A

Laytonville Unified School District

August 11, 2016

AdministrationConflict of Interest Code: Designated Personnel

Under provisions of this Code, designated employees shall file statements of economic interests. The following are designated employees because their positions involve the making or participating in the making of decisions which could affect private financial interests materially. The financial effect of a government decision is material if the decision will have a significant effect on a person's or business entity's real property or source of income in question. Any investments, interests in real property and sources of income held by the designated employee's spouse or dependent children must be reported as though held by the designated employee personally.

Consultants to this District hold designated positions under this Conflict of Interest Code and are required to comply with the disclosure requirements described below. The Board Members may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chairperson shall forward a copy of this determination to the Board Members. However, nothing herein will excuse any such consultant from any other provision of this Conflict of Interest Code.

<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORY</u>
Members of the Board of Education	1, 2, 3
Superintendent	1, 2, 3
Elementary Principal	1, 2, 3
High School Principal	1, 2, 3
Business Manager	1, 2, 3
Athletic Director	1, 2, 3
Director of Food Services	1, 2, 3

**Disclosure Categories**

1. Investments in any business entity which, within the last two years, has contracted, or in the future foreseeably may contract with the District to provide services, supplies, materials, machinery or equipment. See Government Code Sections 82034, 87103, 87206.
2. Income from any source which, within the last 12 months, has contracted, or in the future foreseeably may contract with the District to provide services, supplies, materials, machinery or equipment to the District. See Government Code Sections 82030, 87103, 87207.
3. Interest in Real Property located in whole or in part either within the boundaries of the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property. See Government Code Sections 82033, 87103, 87206.

## Legal Reference:

GOVERNMENT CODE:

1090	et. seq. Prohibitions applicable to specified officers
82028	Definitions "Gift"
82030	Definitions "Income"
82033	Definitions "Interest in real property"
82034	Definitions "Investment"
87100	et.seq. Conflicts of interest
87200	et. seq. Disclosure
87300	et.seq. Conflict of interest codes
91000	et. seq. Enforcement

Policy adopted: 1/11/1990  
Reviewed: 8/14/14

LAYTONVILLE UNIFIED SCHOOL DISTRICT  
Laytonville California

Laytonville Unified School District  
August 11, 2016

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## Laytonville Unified School District

### APPENDIX A

#### CONFLICT OF INTEREST CODE-DESIGNATED POSITIONS

Under provisions of this Code, designated employees shall file statements of economic interests. The following are designated employees because their positions involve the making or participating in the making of decisions which could affect private financial interests materially. The financial effect of a government decision is material if the decision will have a significant effect on a person's or business entity's real property or source of income in question. Any investments, interests in real property and sources of income held by the designated employee's spouse or dependent children must be reported as though held by the designated employee personally.

Consultants to this District hold designated positions under this Conflict of Interest Code and are required to comply with the disclosure requirements described below. The Board Members may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chairperson shall forward a copy of this determination to the Board Members. However, nothing herein will excuse any such consultant from any other provision of this Conflict of Interest Code.

DESIGNATED POSITIONS	DISCLOSURE CATEGORY
Members of the Board of Education	1, 2, 3
Superintendent	1, 2, 3
Elementary Principal	1, 2, 3
High School Principal	1, 2, 3
Business Manager	1, 2, 3
Athletic Director	1, 2, 3
Director of Food Services	1, 2, 3

#### **Disclosure Categories**

1. Investments in any business entity which, within the last two years, has contracted, or in the future foreseeably may contract with the District to provide services, supplies, materials, machinery or equipment. See Government Code Sections 82034, 87103, 87206.
2. Income from any source which, within the last 12 months, has contracted, or in the future foreseeably may contract with the District to provide services, supplies, materials, machinery or equipment to the District. See Government Code Sections 82030, 87103, 87207.
3. Interest in Real Property located in whole or in part either within the boundaries of the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property. See Government Code Sections 82033, 87103, 87206.



## **BOARD DISCUSSION/ACTION ITEM L9**

Board Meeting Date: August 11, 2016

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

From: Joan Potter, Superintendent

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### Explanation:

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.

### Recommendation:

Approve Resolution No. 500

### Attachments:

Resolution No. 500

# LAYTONVILLE UNIFIED SCHOOL DISTRICT

## RESOLUTION NO. 500

### RESOLUTION OF THE BOARD OF EDUCATION OF THE LAYTONVILLE UNIFIED SCHOOL DISTRICT ON AUGUST 11, 2016

WHEREAS, the Board of Education ("School Board") has determined that school facilities within the Laytonville Unified School District (the "District"), within Mendocino County need to be modernized; and

WHEREAS, the State Allocation Board (SAB) has established an "Applications Received Beyond Bond Authority List" for projects that have been received.

Pursuant to title 2, Code of California Regulations section 1859.95.1, the School Board of the Laytonville Unified School District hereby acknowledges the following:

(1) the Board acknowledges that the remaining School Facility Program bond authority is currently exhausted for the funds being requested on this(these) application(s).

(2) the Board acknowledges that the State of California is not expected nor obligated to provide funding for the project(s) and the acceptance of the application(s) does not provide a guarantee of future State funding.

(3) the Board acknowledges that any potential future State bond measures for the School Facility Program may not provide funds for the application being submitted.

(4) the Board acknowledges that criteria (including, but not limited to, funding, qualifications, and eligibility) under a future State school facilities program may be substantially different than the current School Facility Program. The district's Approved Application(s) may be returned.

(5) the Board acknowledges that they are electing to commence any pre-construction or construction activities at the district's discretion and that the State is not responsible for any pre-construction or construction activities.

(6) the Board acknowledges that, if bond authority becomes available for the SAB to provide funding for the submitted application(s), the School District must apply for financial hardship status. [\(for financial hardship funding only\)](#)

ADOPTED, SIGNED, AND APPROVED this 11<sup>th</sup> day of August 2016.

BOARD OF EDUCATION OF THE  
LAYTONVILLE UNIFIED SCHOOL  
DISTRICT

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Board President, Calvin Harwood

---

Clerk, Shannon Ford

## **BOARD DISCUSSION/ACTION ITEM L10**

Board Meeting Date: August 11, 2016

Subject: CTE Compliance Documentation for Facility Needs Assessment

From: Joan Potter, Superintendent

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Explanation:

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. Our new construction/modernization project must be addressed in the discussion.

Recommendation:

Approve CTE Compliance Documentation for facility needs assessment

Attachment:

Minutes from CTEAC



## INFORMATION ITEM M1

Board Meeting Date: August 11, 2016  
Subject: Summer School Report  
From: Joan Potter, Superintendent

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### Explanation:

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.



## INFORMATION ITEM M2

Board Meeting Date: August 11, 2016

Subject: Summer Maintenance Projects Report

From: Joan Potter, Superintendent

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### **Explanation:**

The custodial, grounds and maintenance staff have worked extremely hard this summer to make our campuses a clean and inviting place for our 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.



## BOARD INFORMATION ITEM M3

Board Meeting Date: August 11, 2016

Subject: Superintendent's Goals

From: Joan Potter, Superintendent

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### Explanation:

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, Food Service 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 will continue to 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 outside 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

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.

## **BOARD INFORMATION ITEM M4**

Board Meeting Date: August 11, 2016  
Subject: Budget Update  
From: Joan Potter, Superintendent

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### Explanation:

### **Revisions in Revenues and Expenditures to the Adopted 2016/2017 LUSD Budget**

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 our district with the minimum apportionment of \$75,000. The grant has planning and reporting requirements.

These changes will be implemented at 1<sup>st</sup> Interim or Unaudited Actuals.



## INFORMATION ITEM M5

Board Meeting Date: August 11, 2016

Subject: Facilities Report

From: Joan Potter, Superintendent

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Explanation:

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