

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF MARCH 5, 2020**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a regular meeting in the Board Room on March 5, 2020. Board President Calvin Harwood called the meeting to order at 6:15 p.m.

ROLL CALL:

Trustees Present: Calvin Harwood, Elina Agnoli, Meagen Hedley, Erin Gamble and Mat Paradis

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

Student Representative: Eve Kreiling

B. PUBLIC INPUT re CLOSED SESSION ITEMS: None

C. CLOSED SESSION AGENDA:

CS-1: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE	CS-1
<i>(No Additional Information Required)</i>	
CS-2: PUBLIC EMPLOYEE APPOINTMENT	CS-2
<i>Title: LHS Softball, LMS Co-Ed Soccer, Title VI, Lead Bus Driver/Fleet coordinator/trainer</i>	
CS-3: CONFERENCE WITH LABOR NEGOTIATOR:	CS-3
Name of Agency Negotiator: Superintendent	
Name of Organization Representing Employees: CSEA	
CS-4: CONFERENCE WITH LABOR NEGOTIATOR:	CS-4
Name of Agency Negotiator: Superintendent	
Name of Organization Representing Employees: LVTA	

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that on Closed Session Item CS-1, Public Employee Discipline/Dismissal/Release, the Board unanimously accepted the resignation of Natalia Moody. On Closed Session Item CS-2, Public Employee Appointment, the Board unanimously voted to hire Jackson Count for Middle School Co-Ed Soccer Coach; Melissa Rosenthal for High School Softball Coach; Jobe Thomson for Title VI and Jenna Duarte for Lead Bus Driver/Fleet Coordinator/Trainer. No other action was taken in Closed Session.

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

F. ACCEPTANCE OF AGENDA:

- **Motion** to approve the Agenda by Meagen Hedley, Seconded by Mat Paradis, unanimously approved with a 5-0 vote.

G. CORRESPONDENCE: None

H. PUBLIC INPUT: None

I. REPORTS AND COMMENTS:

Superintendent's Report:

Mrs. Potter began by discussing the ongoing correspondence from Mendocino County Office of Education, Public Health, Keenan and the California Department of Education regarding the Coronavirus. Letters have been sent to all staff and parents/guardians as well as posted to our

District website discussing precautions that they should be taking and how they will receive communication. All schools are being asked to be prepared for school closures if the Virus continues to spread. At the high school level, those students that are enrolled in online courses will continue working through Edgenuity. Those without access to a computer can check out a Chromebook from the District to take home and use during this time. At the Elementary School it will be more of individualized contracts. Our main concern is making sure the students have enough work to keep them on track and to get our current seniors to their graduation. Mrs. Potter met with all of the custodians to discuss additional cleaning and disinfecting that should be taking place, especially at this time. Our Food Service program will be going through an Administrative Review in April. This takes place every 3 years and will involve an in-depth look at all menu planning and serving that takes place in the cafeteria. The Food Service Director has been experimenting with new techniques to make the food more intriguing to the students and it appears to be working. The Local Control Accountability Plan is currently being reviewed with the DAC and site meetings. Positive behavior and attendance are still in need of improvement. Some good news is we had two students that received their yellow belts in Aikido today and the new playground at Spyrock School has been assembled. And lastly, the Fire Marshall will be on campus tomorrow to look at facilities and look at where we are in terms of being up to code.

The following reports were given:

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

The Robotics Club from Laytonville High School gave a proposal for ESports and played a video of other students being interviewed on why they think ESports should be something we offer at Laytonville High School.

- Blue slips would be a requirement
- Kids that are going home and playing video games anyway would be staying at school and participating on a team.

J. ACTION: CONSENT AGENDA

- **Motion** to accept the Consent Agenda by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

K. ACTION:

K.1. Students of the Month

- Mr. Henry and Ms. Stange presented the Laytonville High School and Laytonville Middle School Students of the Month for February and asked them to introduce their families.
- **Motion** to recognize Jephthah Ikeh and Karan Patel as the February Students of the Month by Mat Paradis, Seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

K.2. Second Interim Budget Report and Adoption

- The second interim budget report provides the Board with an overview of changes to the financial status of the district through January 31, 2020. The annual budget adoption process includes the following:
 - June: Proposed budget for the succeeding school year adopted
 - September update: Within 45 days of the State's budget adoption

- December: The 1st Interim represents the budget through Oct. 31 & compares the adopted budget with subsequent revenues and expenditures
- March: The 2nd Interim includes new revenues and expenditures through Jan. 31
- Budget details at the Second Interim include:
 - Revenues are up \$122,880 due to CTEIG carryover, one time SPED money and higher than projected impact aid.
 - Expenditures are down \$139,740 primarily due to OMM projects being captured under fund 14 (deferred maint.), slight decrease in salaries/benefit due to open positions, tighten up books & supplies.
 - We are currently maintaining an economic uncertainty/stabilization reserve of 10%
 - We project a 10% economic uncertainty/stabilization reserve in 19/20, 20/21 and 21/22.
 - COLA decrease, STRS/PERS costs continue to rise and special education continues to encroach on the general fund.
- **Motion** to adopt the Second Interim Budget Report by Erin Gamble, Seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

K.3. Ballot for Election to CSBA's Delegate Assembly

- The California School Boards Association requested that all local school board's take action on the attached ballot.
- Motion to "not nominate" and submit the 2020 Delegate Assembly Ballot by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

K.4. Resolution No. 575 for Classified Layoffs

- Due to the hiring of a new Lead Bus Driver and Fleet Maintenance Coordinator/Trainer, the following positions were eliminated:
 - Van Driver (3)
 - Transportation Coordinator (1)
- **Motion** to approve Resolution No. 575 for Layoffs, Classified Position by Elina Agnoli, seconded by Erin Gamble, unanimously approved with a 5-0 vote.

L. DISCUSSION / ACTION:

L.1. Revised Policy and Guidelines regarding Discipline for use and/or Possession of Tobacco Products on School Grounds

- We experienced a marked increase in the use and/or possession of tobacco products on our school campuses. Mr. Henry presented a proposal for making changes to current discipline guidelines regarding tobacco.
- **Motion** to approve the proposed changes to the student handbook and the discipline guidelines to take effect April 1, 2020 by Meagen Hedley, seconded by Erin Gamble, unanimously approved with a 5-0 vote.

L.2. PUBLIC HEARING: Notice of Compliance with Govt. Code Section 3547-Collective Bargaining re: the 2018-2021 CSEA successor contract, including LUSD and CSEA Initial Proposals

- Government Code Section 3547 requires that initial proposals for collective bargaining agreements be sunshined at a public hearing. The District's Initial Proposals and the

California School Employee's Associations Initial Proposals for the 2018-2021 CSEA successor contract on the back of this page.

- The Notice of Public Hearing has been posted for 10 days and the initial proposals have been available for review at the district office. The public is invited to comment on the proposals.
- LUSD reopener: Appendix A- Salaries – Address Minimum Wage Increase
- CSEA reopeners:
 - Article VI
 - 6.16: Inclement Weather – Improve language
 - 6.21: Create a section/ Language for retirement
 - Salary Schedules
- Public Hearing was opened
- No input was given
- The public hearing was closed

L.3. Approval of 2020/2021 and 2021/2022 School Year Calendars

- The attached calendars were proposed for the 2020/2021 and 2021/2022 school years. The District Advisory Committee, Site Councils, Staff and parent representatives were involved in the calendar development process.
- **Motion** to approve the 2020/2021 and 2021/2022 school year calendars by Meagen Hedley, seconded by Elina Agnoli, unanimously approved with a 5-0 vote.

L.4. Adoption of Revised 2019/2020 School Year Calendar

- In anticipation of having to use our May Snow Day, Mr. Henry is proposing switching the Teacher In-service day (May 15th) with the snow day on May 8th. This will result in Prom being a non-school day.
- **Motion** to approve the revision of the 2019/2020 calendar by Mat Paradis, seconded by Elina Agnoli, unanimously approved with a 5-0 vote.

M. INFORMATION ITEMS: None

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: High School would like a salad bar, Community Classroom Fire protocols, Update of Esports (Club vs Team, etc.)

O. COMMENTS FROM THE BOARD: Happy to have a full Board again. Welcome Elina. Nice to see students here to represent the student body in the tobacco debate.

P. ADJOURNMENT:

Motion to adjourn the meeting by Meagen Hedley, seconded by Erin Gamble, unanimously approved with a 5-0 vote. The meeting was adjourned at 8:30 p.m. The next regular meeting will be held on April 2, 2020.

Respectfully submitted,

Adopted as Final: April 2, 2020

Joan Viada Potter
Secretary to the Board

Meagen Hedley
Clerk of the Board

LAYTONVILLE UNIFIED SCHOOL DISTRICT
PERSONNEL ASSIGNMENT ORDER #9 2019/20

April 2, 2020

<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
<u>Certificated Appointment</u>			
<u>Certificated Resignation</u>			
Lemmer (Jensen), Amber	6 th Grade Teacher	Prob.	\$48,024.02
<u>Certificated Layoff</u>			
<u>Certificated Leave of Absence</u>			
<u>Certificated Transfer</u>			
<u>Classified Appointment</u>			
<u>Classified/Confidential Appointment</u>			
<u>Classified/Confidential Resignation</u>			
<u>Classified/Confidential Reduction</u>			
<u>Classified Transfer</u>			
<u>Classified Resignation/Retirement</u>			
<u>Classified Termination</u>			
<u>Classified Layoff</u>			
<u>Coaching Positions</u>			

LAYTONVILLE UNIFIED SCHOOL DISTRICT
REVOLVING CASH FUND #9 2019/20

April 2, 2020

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
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NONE

LAYTONVILLE UNIFIED SCHOOL DISTRICT
WARRANT LIST
April 2, 2020

Checks Dated 02/28/2020 through 03/25/2020					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
784857	03/05/2020	CRONE, JENNA C	01-4300	11.97	
			01-5200	93.61	105.58
784858	03/05/2020	DOWNES, JANICE K	01-4300		75.11
784859	03/05/2020	FIRKS, JOSH C	01-4300		323.57
784860	03/05/2020	ARROW BENEFITS GROUP	69-5800		135.99
784861	03/05/2020	CAUGHRON III, IRA	01-5800		287.50
784862	03/05/2020	CLOVER STORNETTA FARMS INC.	13-4700		297.00
784863	03/05/2020	CONTINENTAL ATHLETIC SUPPLY	01-5800		388.74
784864	03/05/2020	DANNY'S VACUUM SHOP	01-4300		75.13
784865	03/05/2020	EHLERT'S PETROLEUM MAINTENANCE	01-5800		108.75
784866	03/05/2020	FEIGON, JOSEPH	01-5600		1,282.50
784867	03/05/2020	LAYTONVILLE DISPOSAL CO	01-5600		600.00
784868	03/05/2020	MENDES SUPPLY COMPANY	01-4300		568.65
784869	03/05/2020	STAPLES CREDIT PLAN	01-4300		234.33
784870	03/05/2020	THE UKIAH DAILY JOURNAL	40-6200		607.06
784871	03/05/2020	UKIAH PAPER SUPPLY	13-4300		225.89
784872	03/05/2020	UNIVERSITY OF OREGON	01-5800		240.00
785472	03/12/2020	CARBERRY, SUSAN A	01-4300		105.90
785473	03/12/2020	FIRKS, JOSH C	01-4300	56.93	
			01-5904	8.70	65.63
785474	03/12/2020	FORD, SHANNON	01-5200		220.80
785475	03/12/2020	HOLT, JESHUA W	01-4300		327.69
785476	03/12/2020	ADVANCED SECURITY SYSTEMS	01-5800		361.50
785477	03/12/2020	ARKIN, IZMAEL	01-5800		2,420.00
785478	03/12/2020	ARROW BENEFITS GROUP	69-5800		117.50
785479	03/12/2020	CA MUNICIPAL STATISTICS INC	01-5800		425.00
785480	03/12/2020	CAUGHRON III, IRA	01-5800		287.50
785481	03/12/2020	CLOVER STORNETTA FARMS INC.	13-4700		312.40
785482	03/12/2020	COMPUGEN	01-4300		1,345.00
785483	03/12/2020	GEIGER'S LONG VALLEY MARKET	01-4300		643.42
785484	03/12/2020	JOB CARE	01-5800		58.00
785485	03/12/2020	LAYTONVILLE WATER DISTRICT	01-5530		676.53
785486	03/12/2020	LONG VALLEY LUMBER	01-4300		1,234.41
785487	03/12/2020	MENDES SUPPLY COMPANY	01-4300		223.34
785488	03/12/2020	PACIFIC GAS & ELECTRIC	01-5510		264.62
785489	03/12/2020	PENNY'S TROPHIES AND GIFTS	01-4300		26.08
785490	03/12/2020	PETTY CASH	01-4300	7.11	
			01-5904	442.25	449.36
785491	03/12/2020	PRESENCE LEARNING INC.	01-5800		5,084.66
785492	03/12/2020	SOLID WASTE OF WILLITS	01-5540		1,042.28
785493	03/12/2020	SPORT & CYCLE	01-4300		964.55
785494	03/12/2020	SYSCO FD SCVS OF SAN FRANCISCO	13-4700		1,670.92
785495	03/12/2020	TRAVELING LANTERN	01-5800		495.00
786030	03/19/2020	EMPYRION, GARNET G	01-4300		131.56
786031	03/19/2020	RORIPAUGH, ELIZABETH A	01-4300		29.52

Checks Dated 02/28/2020 through 03/25/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
786032	03/19/2020	A-Z BUS SALES INC	01-4364		39.01
786033	03/19/2020	AERIES SOFTWARE INC	01-5800		4,500.00
786034	03/19/2020	BUSINESS CARD, BANK OF AMERICA	01-4300	730.03	
			01-4400	4,683.00	
			01-5200	409.16	
			01-5800	1,039.51	
			13-5200	15.00	6,876.70
786035	03/19/2020	CAUGHNOR III, IRA	01-5800		287.50
786036	03/19/2020	CDW GOVERNMENT INC.	01-4400		705.64
786037	03/19/2020	CLOVER STORNETTA FARMS INC.	13-4700		244.68
786038	03/19/2020	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5814		64.00
786039	03/19/2020	FERRELL GAS	01-5520		545.03
786040	03/19/2020	FRONTIER	01-5903	3,142.42	
			13-5903	52.95	3,195.37
786041	03/19/2020	LAYTONVILLE WATER DISTRICT	01-5530		178.96
786042	03/19/2020	LUCENT HEALTH	76-9514		3,572.80
786043	03/19/2020	MENDES SUPPLY COMPANY	01-4300		139.24
786044	03/19/2020	MENDOCINO COUNTY OFFICE OF ED	01-5904		108.00
786045	03/19/2020	MENDOCINO CTY YOUTH PROJECT	01-5800		4,978.00
786046	03/19/2020	NORTHERN AGGREGATES INC	40-6200		292.43
786047	03/19/2020	PACIFIC GAS & ELECTRIC	01-5510		10,279.58
786048	03/19/2020	REDWOOD EMPIRE OFFICIALS	01-5800		4,360.00
786049	03/19/2020	SANTA CLARA COE	01-5800		720.00
786050	03/19/2020	SPEARS TRANSPORTATION INC	01-5800		2,160.00
786051	03/19/2020	UKIAH PAPER SUPPLY	13-4300		185.61
786052	03/19/2020	XEROX CORPORATION	01-5800		934.25
Total Number of Checks			63		<u>68,905.77</u>

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	52	61,175.54
13	CAFETERIA SPECIAL REVENUE FL	8	3,004.45
40	SPECIAL RESERVE-CAPITAL OUTL	2	899.49
69	SELF-INSURANCE (vision)	2	253.49
76	WARRANT/PASS-THROUGH	1	3,572.80
Total Number of Checks		63	68,905.77
Less Unpaid Tax Liability			.00
Net (Check Amount)			<u>68,905.77</u>

LAYTONVILLE UNIFIED SCHOOL DISTRICT
MONTHLY BUDGET REPORT

April 2, 2020

Balances through June						Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Fund 01 - GENERAL						
9000		1,621,094.00	2,238,649.40	4,979,619.51	7,218,268.91	2,238,649.40
	Total for Starting Balance accounts	1,621,094.00	2,238,649.40	4,979,619.51	7,218,268.91	2,238,649.40
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	5,653,253.00	5,769,299.72		3,198,177.91	2,571,121.81
	Total for Revenue accounts	5,653,253.00	5,769,299.72		3,198,177.91	2,571,121.81
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
1000	Certificated Salaries	2,053,591.00	2,008,704.19	646,158.88	1,232,315.89	130,229.42
2000	Classified Salaries	1,049,007.00	1,057,328.35	320,356.04	644,597.62	92,374.69
3000	Employee Benefits	1,525,576.00	1,494,597.90	447,210.56	817,714.21	229,673.13
4000	Books and Supplies	513,511.00	535,351.46	17,827.85	188,873.27	328,650.34
5000	Services	749,436.00	795,143.72	132,375.01	482,217.85	180,550.86
6000	Capital Outlay	30,000.00				.00
7000	Other Outgo	7,603.00	166,492.44		158,889.44	7,603.00
	Total for Expense accounts	5,928,724.00	6,057,618.06	1,563,928.34	3,524,608.28	969,081.44
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		1,345,623.00	1,950,331.06	665,696.05	2,229,624.39	1,563,928.34
	Total for Ending Balance accounts	1,345,623.00	1,950,331.06	665,696.05	2,229,624.39	1,563,928.34
Total for Fund 01						
	Starting Balance		+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance
Budgeted	2,238,649.40		5,769,299.72		6,057,618.06	1,950,331.06
Actual	2,238,649.40		3,198,177.91	1,563,928.34	3,524,608.28	348,290.69
Fund 12 - CHILDDEV						
9000			58,232.49	97,242.42	155,474.91	58,232.49
	Total for Starting Balance accounts	.00	58,232.49	97,242.42	155,474.91	58,232.49
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	152,888.00	160,061.48		130,054.10	30,007.38
	Total for Revenue accounts	152,888.00	160,061.48		130,054.10	30,007.38
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries	81,620.00	98,896.79	36,863.76	62,039.03	6.00-

Balances through June						Fiscal Year 2019/20	
Object		Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 12 - CHILDDEV (continued)							
3000	Employee Benefits		54,768.00	57,489.09	21,210.72	36,323.80	45.43-
4000	Books and Supplies			5,130.67		5,127.95	2.72
5000	Services		12,000.00	12,484.00		484.00	12,000.00
7000	Other Outgo		4,500.00	4,500.00			4,500.00
Total for Expense accounts			152,888.00	178,500.55	58,074.48	103,974.78	16,451.29
Object		Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000				39,793.42	5,020.00	63,094.48	58,074.48
Total for Ending Balance accounts			.00	39,793.42	5,020.00	63,094.48	58,074.48
Total for Fund 12							
	Starting Balance	+ Revenues	- Encumbrances		- Expenditures		= Calculated Ending Balance
Budgeted	58,232.49	160,061.48			178,500.55		39,793.42
Actual	58,232.49	130,054.10	58,074.48		103,974.78		26,237.33
Fund 13 - CAFETRIA							
9000				250.00		250.00	250.00
Total for Starting Balance accounts			.00	250.00	.00	250.00	250.00
Object		Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)		190,703.00	190,703.00	74,929.97		115,773.03
Total for Revenue accounts			190,703.00	190,703.00	74,929.97		115,773.03
Object		Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries		53,905.00	57,280.37	20,488.56	36,736.07	55.74
3000	Employee Benefits		32,998.00	33,343.47	12,038.16	21,273.69	31.62
4000	Books and Supplies		98,500.00	94,442.16	35,844.93	46,332.93	12,264.30
5000	Services		5,300.00	5,637.00	63.70	3,140.65	2,432.65
Total for Expense accounts			190,703.00	190,703.00	68,435.35	107,483.34	14,784.31
Object		Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000				250.00	47,251.37	115,686.72	68,435.35
Total for Ending Balance accounts			.00	250.00	47,251.37	115,686.72	68,435.35

Balances through June						Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Total for Fund 13						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	250.00	190,703.00		190,703.00		250.00
Actual	250.00	74,929.97	68,435.35	107,483.34		100,738.72-
Fund 14 - DEF MANT						
9000			7,675.31	2,575.99	10,251.30	7,675.31
Total for Starting Balance accounts		.00	7,675.31	2,575.99	10,251.30	7,675.31
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)	19,603.00	178,492.44		178,442.59	49.85
Total for Revenue accounts		19,603.00	178,492.44		178,442.59	49.85
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
4000	Books and Supplies		34,192.77		34,192.77	.00
5000	Services	19,603.00	18,797.17		15,100.00	3,697.17
6000	Capital Outlay		125,502.50		104,151.20	21,351.30
Total for Expense accounts		19,603.00	178,492.44	.00	153,443.97	25,048.47
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			7,675.31	54,100.00	54,100.00	.00
Total for Ending Balance accounts		.00	7,675.31	54,100.00	54,100.00	.00
Total for Fund 14						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	7,675.31	178,492.44		178,492.44		7,675.31
Actual	7,675.31	178,442.59	.00	153,443.97		32,673.93
Fund 21 - BLDG BND						
9000		1,101,451.00	1,190,764.84	3,968,285.69	5,159,050.53	1,190,764.84
Total for Starting Balance accounts		1,101,451.00	1,190,764.84	3,968,285.69	5,159,050.53	1,190,764.84
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)				10,095.51	10,095.51-
Total for Revenue accounts		.00	.00		10,095.51	10,095.51-
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance

Balances through June						Fiscal Year 2019/20	
Object		Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 21 - BLDG BND (continued)							
5000		Services				3,000.00	3,000.00-
6000		Capital Outlay	1,101,451.00	1,101,451.00		143,213.00	958,238.00
Total for Expense accounts			1,101,451.00	1,101,451.00	.00	146,213.00	955,238.00
Object		Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000				89,313.84	196,005.60	196,005.60	.00
Total for Ending Balance accounts			.00	89,313.84	196,005.60	196,005.60	.00
Total for Fund 21							
		Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted		1,190,764.84	.00		1,101,451.00	89,313.84	
Actual		1,190,764.84	10,095.51	.00	146,213.00	1,054,647.35	
Fund 40 - SPRES CP							
9000			183,026.00	218,796.08	391,109.26	609,905.34	218,796.08
Total for Starting Balance accounts			183,026.00	218,796.08	391,109.26	609,905.34	218,796.08
Object		Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000		Revenue Limit (Summary)		9,546.01		42,367.97	32,821.96-
Total for Revenue accounts			.00	9,546.01		42,367.97	32,821.96-
Object		Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
4000		Books and Supplies	2,000.00	2,000.00			2,000.00
5000		Services	500.00	500.00			500.00
6000		Capital Outlay	180,526.00	180,526.00		20,535.55	159,990.45
Total for Expense accounts			183,026.00	183,026.00	.00	20,535.55	162,490.45
Object		Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000				45,316.09	47,086.11	47,086.11	.00
Total for Ending Balance accounts			.00	45,316.09	47,086.11	47,086.11	.00
Total for Fund 40							
		Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted		218,796.08	9,546.01		183,026.00	45,316.09	
Actual		218,796.08	42,367.97	.00	20,535.55	240,628.50	
Fund 56 - DEBTSVCE							

Balances through June						Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Fund 56 - DEBTSVCE						
9000			46.01		46.01	46.01
Total for Starting Balance accounts		.00	46.01	.00	46.01	46.01
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)				.25	.25-
Total for Revenue accounts		.00	.00		.25	.25-
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
7000	Other Outgo		46.01		46.01	.00
Total for Expense accounts		.00	46.01	.00	46.01	.00
Total for Fund 56						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	46.01	.00		46.01	.00	
Actual	46.01	.25	.00	46.01	.25	
Fund 67 - SELF INS						
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			43,828.17	86,291.20	130,119.37	43,828.17
Total for Starting Balance accounts		.00	43,828.17	86,291.20	130,119.37	43,828.17
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)				403.96	403.96-
Total for Revenue accounts		.00	.00		403.96	403.96-
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			43,828.17			.00
Total for Ending Balance accounts		.00	43,828.17	.00	.00	.00
Total for Fund 67						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	43,828.17	.00			43,828.17	
Actual	43,828.17	403.96			44,232.13	
Fund 68 - SFINS 81						
9000		81,163.00	91,623.24	177,706.64	269,329.88	91,623.24

Balances through June						Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Fund 68 - SFINS 81						
Total for Starting Balance accounts		81,163.00	91,623.24	177,706.64	269,329.88	91,623.24
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)		27,940.00		14,940.03	12,999.97
Total for Revenue accounts		.00	27,940.00		14,940.03	12,999.97
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services		32,240.00	629.25	23,554.78	8,055.97
Total for Expense accounts		.00	32,240.00	629.25	23,554.78	8,055.97
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		81,163.00	87,323.24	1,490.75	2,120.00	629.25
Total for Ending Balance accounts		81,163.00	87,323.24	1,490.75	2,120.00	629.25
Total for Fund 68						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	91,623.24	27,940.00		32,240.00	87,323.24	
Actual	91,623.24	14,940.03	629.25	23,554.78	82,379.24	
Fund 69 - SFINS 82						
9000			126,799.80	241,809.42	368,609.22	126,799.80
Total for Starting Balance accounts		.00	126,799.80	241,809.42	368,609.22	126,799.80
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)		7,300.00		4,087.53	3,212.47
Total for Revenue accounts		.00	7,300.00		4,087.53	3,212.47
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services		10,800.00	3,380.03	2,039.97	5,380.00
Total for Expense accounts		.00	10,800.00	3,380.03	2,039.97	5,380.00
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			123,299.80	2,039.97	5,420.00	3,380.03
Total for Ending Balance accounts		.00	123,299.80	2,039.97	5,420.00	3,380.03

Balances through June						Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Total for Fund 69						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	126,799.80	7,300.00		10,800.00		123,299.80
Actual	126,799.80	4,087.53	3,380.03	2,039.97		125,467.33
Fund 76 - WARR PAS						
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)				306.67	306.67-
	Total for Fund 76 and Revenue accounts	.00	.00		306.67	306.67-
Total for Org 048 - Laytonville Unified School District						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	3,976,665.34	6,343,342.65		7,932,877.06		2,387,130.93
Actual	3,976,665.34	3,653,806.49	1,694,447.45	4,081,899.68		1,854,124.70

LAYTONVILLE UNIFIED SCHOOL DISTRICT
BUDGET TRANSFERS
April 2, 2020

Journal Entry #	Status Not Found	Type	Fiscal Year	Transaction Date
Created Requisition #		Posted Purchase Order #		Department Batch #
Comment				
Account #	Comments	Line Seq	Debits	Credits
JE # Totals				

2019-20 Quarterly Report on Williams Uniform Complaints
[Education Code § 35186]

District: LAYTONVILLE UNIFIED SCHOOL DISTRICT

Person completing this form: JENNA CRONE

Quarterly Report Submission Date: ☐ October 2019 (July, Aug, Sept 2019) **1st Quarter**
☐ January 2020 (Oct, Nov, Dec 2019) **2nd Quarter**
☒ April 2020 (Jan, Feb, March 2020) **3rd Quarter**
☐ July 2020 (April, May, June 2020) **4th Quarter**

Date for information to be reported publicly at governing board meeting: April 2, 2020

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		

3/23/2020

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 08/19

BOARD DISCUSSION/ACTION ITEM K1

Board Meeting Date: April 2, 2020

Subject: Resolution No. 576 for Education Protection Account Requirements

From: Joan Potter, Superintendent

Explanation:

“Pursuant to Article XIII, Section 36 of the California Constitution, school districts, county offices of education, and community college districts are required to determine how the money received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided that the governing board makes the spending determinations in an open session of a public meeting. The language in the constitutional amendment requires that funds shall not be used for the salaries or benefits of administrators or any other administrative costs... There is also a requirement that districts must annually post on its website an accounting of how much money was received from EPA and how that money was spent.” We have budgeted these funds to be used for teacher’s salaries.

Recommendation:

Adopt Resolution No. 576 for Education Protection Account

Attachments:

Resolution No. 576 for Education Protection Account

2018-19 Education Protection Account Estimated Expenditures by Function

Laytonville Unified
Mendocino County

Unaudited Actuals
2018-19 Unaudited Actuals
Program by Resource Report
Expenditures by Object - Summary

23 73916 0000000
Report PGM

Expenditures through:
For Fund(s), Resource(s), and Project Year(s):

01 1400 0 Education Protection Account

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	0.00
LCFF Sources	8010-8099	69,664.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Unearned Revenue	9650	0.00
TOTAL AVAILABLE		69,664.00
EXPENDITURES AND OTHER FINANCING USES		
Certificated Salaries	1000-1999	69,664.00
Classified Salaries	2000-2999	0.00
Employee Benefits	3000-3999	0.00
Books and Supplies	4000-4999	0.00
Services and Other Operating Expenditures	5000-5999, except 5100-5199	0.00
Subagreements for Services	5100-5199	0.00
Capital Outlay	6000-6999	0.00
Other Outgo (Excluding Indirect Costs)	7000-7299, 7400-7499	0.00
Indirect Costs	7310,7350	0.00
Other Financing Uses	7600-7999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		69,664.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00
INDIRECT COSTS AS A PERCENTAGE OF ELIGIBLE EXPENDITURES		
Eligible Expenditures (Objects 1000-5999 except objects 5100-5199)		69,664.00
Indirect Costs (Objects 7310 and 7350)		0.00
Indirect Costs divided by Eligible Expenditures		0.00%

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LAYTONVILLE UNIFIED SCHOOL DISTRICT**

RESOLUTION NO. 576

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Act and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution.

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of Laytonville Unified School District;
2. In compliance with Article XII, Section 36E), with the California Constitution, the governing board of the Laytonville Unified School District has determined to spend the monies received from the Education Protection Act as attached.

Date: April 2, 2020

Board Member

Board Member

Board Member

Board Member

Board Member

BOARD DISCUSSION/ACTION ITEM K2

Board Meeting Date: April 2, 2020
Subject: Measure Q Bond Audit
From: Joan Potter, Superintendent

Explanation:

The District is required to annually conduct an external audit of the Measure Q Bond funds. The audit is complete and there are no exceptions noted.

Recommendation

Approve the Measure Q Bond Audit

Attachment

Measure Q Bond Audit

BOARD DISCUSSION/ACTION ITEM K3

Board Meeting Date: April 2, 2020

Subject: Food Service Increase in Breakfast/Lunch Prices

From: Joan Potter, Superintendent

Explanation:

We need to increase the amount we charge for both breakfast and lunch in order to be in compliance with state and federal procedures and to cover our food service expenses more effectively. Both breakfast and lunch prices would increase by \$0.10 each school year for the next three years. Breakfast and lunch prices for the 20/21 school year would be \$1.95 and \$2.70 respectively. This increase includes both student and adult meal prices.

Recommendation:

Approve the increase in price for student breakfast and lunch by \$0.10 each year for the next three years

Attachments:

None

BOARD DISCUSSION/ACTION ITEM K4

Board Meeting Date: April 2, 2020

Subject: Adoption of K-8 Social Studies Curriculum

From: Joan Potter, Superintendent

Explanation:

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

Recommendation:

Adopt History Alive for the K-8 Social Studies Curriculum

Attachments:

Textbook Matrix

BOARD DISCUSSION/ACTION ITEM K5

Board Meeting Date: April 2, 2020

Subject: Resolution No. 577 and Resolution No. 578 for Classified Employee's Week and Teacher Appreciation Day

From: Joan Potter, Superintendent

Explanation:

May is the traditional month for honoring school employees. The Governing Board has asked that we recognize the hard work, dedication and caring all staff provide to the students of our community.

Resolution No. 577 recognizes our classified staff and declares the week of May 17th - 23rd to be Classified Employees Week.

Resolution No. 578 recognizes our teachers and declares Tuesday, May 5, 2020 as Teacher Appreciation Day in the Laytonville Unified School District.

The School Site Councils, the Board and the community traditionally celebrate these days and honor our employees by providing a delightful buffet.

Recommendation:

Adopt Resolution No. 577 recognizing Classified Employee's Week and Resolution No. 578 recognizing Teacher Appreciation Day

Attachments:

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

LAYTONVILLE UNIFIED SCHOOL DISTRICT

Resolution Number 577

Classified Employees Week

The week of May 17 through 23, 2020, has been designated as Classified School Employee Week in California by the California School Employees Association and the California State Legislature. In recognition of our classified employees, the Laytonville Board of Trustees adopts the following resolution:

Whereas, classified school employees provide valuable services to the schools and students of the District, *and*

Whereas, classified school employees contribute to the establishment and promotion of a positive instructional environment, *and*

Whereas, classified school employees play a vital role in providing for the welfare and safety of students,

Now therefore be it resolved, that the Laytonville Unified School District hereby recognizes and wishes to honor the contribution of classified school employees to quality education in the Laytonville Unified School District; *and* that the Board of Trustees of Laytonville Unified School District hereby declares the week of May 17th-23rd as the Classified School Employee Week in the Laytonville Unified School District.

LAYTONVILLE UNIFIED SCHOOL DISTRICT

Resolution Number 578

Day of the Teacher

***Whereas,** our teachers play a vital role in preparing young people to be good and productive citizens, and*

***Whereas,** our teachers constantly strive to improve their instructional strategies, and*

***Whereas,** our teachers endeavor to provide a caring and supportive learning environment for each and every child, and*

***Whereas,** teachers represent our hope for the future,*

***Now therefore be it resolved,** that the Board of Trustees of Laytonville Unified School District hereby declares May 5, 2020 to be Day of the Teacher in the Laytonville Unified School District.*

BOARD DISCUSSION/ACTION ITEM K6

Board Meeting Date: April 2, 2020

Subject: Resolution No. 579 for Classified Layoffs

From: Joan Potter, Superintendent

Explanation:

Due to potential reductions in preschool enrollment and Special Education students needing one on one support the District anticipates the following reductions.

1. Preschool Assistant (2 positions)
2. Special Education Instructional Assistant (2 positions)

Recommendation:

Approve Resolution No. 579 for Layoffs, Classified Position

Attachments:

Resolution No. 579 for Layoffs, Classified Position

**BEFORE THE BOARD OF TRUSTEES OF THE
LAYTONVILLE UNIFIED SCHOOL DISTRICT
MENDOCINO COUNTY, CALIFORNIA**

RESOLUTION NO. 579

In the Matter of the Elimination/Reduction)
of Certain Positions in the Classified)
Service and Directing Notification of)
Classified Employees)

WHEREAS, Laytonville Unified School District (“District”) maintains the following positions within the classified / management service:

1. Preschool Assistant
2. Special Education Instructional Assistant

WHEREAS, due to lack of work and/or lack of funds, the Board of Trustees of the District hereby finds that it will be necessary to reduce or eliminate certain services to the following extent:

1. Preschool Assistant – Eliminate two (2) 3 hour/day positions
2. Special Education Instructional Assistant – Eliminate one (1) 3.4 hour/day position
3. Special Education Instructional Assistant – Eliminate one (1) 6 hour/day position

NOW, THEREFORE, BE IT RESOLVED that, effective June 11, 2020, or 60 days after service of notice, whichever is later, the classified positions of the District shall be reduced or eliminated to the extent hereinabove set forth; and

BE IT FURTHER RESOLVED that the Superintendent, or designee, of this District is hereby authorized and directed to give notice of the reduction and/or elimination of the foregoing services to the appropriate classified employees of the District in accordance with applicable law; and

BE IT FURTHER RESOLVED that the Superintendent, or designee, is hereby authorized and directed to inform each such employee of his/her displacement rights, if any, and his/her rehire rights.

The foregoing Resolution was passed and adopted by the Board of Trustees of the Laytonville Unified School District on April 2, 2020, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

President, Board of Trustees

BOARD DISCUSSION/ACTION

I, _____, Secretary/Clerk of the Board of Trustees, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees of the District at its meeting on April 2, 2020.

BOARD INFORMATION ITEM L1

Board Meeting Date: April 2, 2020

Subject: COVID-19 Update

From: Joan Potter, Superintendent

Explanation:

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