

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF DECEMBER 8, 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 December 8, 2016. Board President Calvin Harwood called the meeting to order at 6:05 p.m.

**ROLL CALL:**

Trustees Present: Calvin Harwood, Tina Tineo, Meagen Hedley, Shannon Ford, Shelagh Deveney.

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

Student Representative: Zane Elizondo

**B. PUBLIC INPUT re CLOSED SESSION ITEMS:**

**C. CLOSED SESSION AGENDA:**

CS-1: PUBLIC EMPLOYEE APPOINTMENT Title: LMS Boys Basketball Coach, Instructional Assistant, Special Ed Instructional Assistant	CS-1
CS-2 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (No Additional Information Required)	CS-2
CS-3: EMPLOYEE RECOGNITION AWARD (No Additional Information Required)	CS-3
CS-4 CONFERENCE WITH LABOR NEGOTIATOR Name of Agency Negotiator: Superintendent Name of organization representing employee: CSEA	CS-4
CS-5 CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9	CS-5

**D. ANNOUNCEMENTS FROM CLOSED SESSION:** The Board announced that on Closed Session Item CS-1, Public Employee Appointment, the Board unanimously approved hiring Cody Burke as Middle School boys' basketball coach, Sierra Polson as an Instructional Assistant, Abe Nielson as Special Education Instructional Assistant and Kandi Golightly as Middle School girls' basketball coach. On Closed Session Item CS-3, Employee Recognition Award, the Board unanimously selected an employee to be recognized at the January meeting. No further 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 Shannon Ford, Seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

**G. CORRESPONDENCE:** None

**H. PUBLIC INPUT:** Shin Green, Eastshore Consulting made a presentation on the property tax discrepancy having to do with the Elementary School Bond.

## **I. REPORTS AND COMMENTS:**

### Superintendent's Report:

Mrs. Potter began by presenting a plaque that was given to the District for their support by SAL Youth Soccer. Next, Mrs. Potter gave an update on the current status of the Tin Gym: the heaters are out but Clarence researched and found a replacement motor that is on its way. Also, after having the Tin Gym rekeyed, there is now a \$100 key fee/maintenance fee charged to anyone outside of the District that will be using the gym. Mrs. Potter also talked about other improvements that are being made around campus including increasing lights at the Tin Gym, and Cafeteria as well as getting signs posted in front of the Tin Gym indicating there are students present. Next, Mrs. Potter shared that three board members and she attended a CSBA conference in San Francisco the first weekend in December. Everyone agreed that it was a very inspiring and educational conference. Last, Mrs. Potter shared with the Board the maintenance plans for Winter Break as follows: Over winter break, new LED lights in new gym, replace carpet in Room 13, etc.

The following reports were given:

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

## **J. ACTION: CONSENT AGENDA**

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

## **K. ACTION:**

### K.1. Students of the Month

- Mr. Henry presented the Student of the Month, Leah Rangel and asked her to introduce her family
- **Motion** to recognize Leah Rangel as the Student of the Month by Shannon Ford, Seconded by Shelagh Deveney, unanimously approved with a 5-0 vote.

### K.2. Annual Organizational Meeting – Election of Officers

- Education Code Section 35143 provides for an annual organizational meeting at which the Officers of the Board are elected. The Board President conducted the annual organizational meeting which includes the following tasks:
  - Nominate and elect candidates for the offices of President and Clerk.
  - Nominate and elect two trustees to serve as Board representatives to the District Advisory Committee (DAC).
  - Nominate and elect one trustee to serve as Board representative to the Family Resource Center (Healthy Start) Board.
  - The Superintendent serves as Secretary to the Board as provided by contract (no action needed).
- **Motion** to nominate Calvin Harwood as Board President by Shannon Ford, Seconded by Shelagh Deveney, unanimously approved with a 5-0 vote.

- **Motion** to nominate Shannon Ford as Board Clerk by Shelagh Deveney, Seconded by Meagen Hedley, unanimously approved with a 5-0 vote.
- **Motion** to nominate Shannon Ford as Board Representative to the District Advisory Committee by Calvin Harwood, Seconded by Tina Tineo, unanimously approved with a 5-0 vote.
- **Motion** to nominate Meagen Hedley as a Board Representative to the District Advisory Committee by Shelagh Deveney, Seconded by Shannon Ford, unanimously approved with a 5-0 vote.
- **Motion** to nominate Shelagh Deveney as a Board Representative to the Family Resource Center (Healthy Start) by, Meagen Hedley, Seconded by Shannon Ford, unanimously approved with a 5-0 vote.

#### K.3. Resolution No. 505 Designation of Signatures of Members of the Governing Board

- The Board must annually file with the County Superintendent of Schools the verified signatures of each person, including members of the Governing Board, authorized to sign orders in its name. Resolution No. 505 certifies these signatures.
- **Motion** to adopt Resolution No. 505 by Shannon Ford, Seconded by Shelagh Deveney, unanimously approved with a 5-0 vote.

#### K.4. Appointment of Superintendent as Secretary to BOE

- The Superintendent's contract states that she will annually be appointed as Secretary to the Board.
- **Motion** to appoint Mrs. Potter as Secretary of the Board by Meagen Hedley, Seconded by Tina Tineo, unanimously approved with a 5-0 vote.

#### K.5. Designation of Regular Board Meeting Dates for 2017

- A proposed calendar based on past practice was attached for the Board's consideration.
- An updated 2016-17 Board Action Calendar (BAC) was also attached. This is a calendar of Board activities that the Board will follow throughout the year and it is revised periodically to reflect new requirements, topics and schedule changes; the BAC was adopted in June and no action was needed at this meeting.
- **Motion** to adopt the proposed Calendar of Regular Board Meeting Dates for 2017 by Meagen Hedley, seconded by Shannon Ford, unanimously approved with a 5-0 vote.

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

#### L.1. LCFF Update

- In preparation for the First Interim Budget report, Bette prepared an accounting of LCFF supplemental fund expenditures to date as they relate to the specific goals and actions outlined in our LCAP.
- Mrs. Potter reviewed the actions and expenditures with the Board.

#### L.2. First Interim Budget Report

The budget reporting process is ongoing throughout the year and includes:

- June Projected Budget for the next fiscal year
- September Update & disclosure of significant changes – based on the State's adopted budget (within 45 days of State adoption)
- October Presentation of the Unaudited Actuals for the previous year

- December First Interim Budget – as of October 31: it compares the budget approved in June with the latest figures
- March Second Interim Budget – as of January 31; includes funds received and expended since the First Interim Budget

### **Overview of Current Budget Situation**

As we continue to become familiar with the Local Control Funding Formula (LCFF) entitlements it is clear that there are many challenges in predicting accurate revenue. These factors are subject to economic conditions and the dependence of LCFF entitlements on shifting demographics that are hard to predict. The Local Control Accountability Plan (LCAP) permanent regulations and LCAP template will necessitate some changes to our LCAP.

First Interim Budget highlights include:

- Revenues are up \$153,661: LCFF increased \$21,554; Federal Revenue increased (Title I, Title II, REAP, & EHCY); State increased (CTEIG, College Readiness, Lottery, & STRS on behalf). Local Revenue decreased due to not contracting out to Covelo for Speech. The beginning balance was higher due to carryover.
- Expenditures increased \$200,564: salaries, benefits, supplies, services and capital outlay. We have a 4% economic uncertainty reserve with a 6% stabilization
- **Motion** to adopt the 2016-17 First Interim Budget Report by Meagen Hedley, seconded by Shannon Ford, unanimously approved with a 5-0 vote.

### **L.3. Audit Certification: 2015/16 Financial Report and Audit**

- The audit presents an examination of the district's books and operating procedures. The auditor's letter to the Board regarding internal control and compliance over financial reporting notes no reportable conditions considered to be material weaknesses and no instances of noncompliance to be reported under the Government Auditing Standards. Bette is again to be commended for her commitment to keeping our district in excellent standing.
- Report highlights include:
  - Assets & Expenses
    - District's Total Net Assets: \$5,068,018
    - Overall Revenues: \$6,181,894
    - Expenses: \$5,705,409
  - Resource Allocation
    - Curriculum & Inst. : 66%
    - Pupil services: 7.5%
    - Administration: 9.8%
    - Maint. & Operations: 6.5%
    - Ancillary&Long-term debt: 10%
  - Control Deficiencies: None.
- **Motion** to approve the 2015/16 Financial Report & Audit by Shannon Ford, Seconded by Shelagh Deveney, unanimously approved with a 5-0 vote

#### L.4. Resolution No. 506 for Consolidation with the November Election During Even-Numbered Years

- The following is an excerpt from School Services of California regarding legislation about the timing of school board election dates:
  - “On September 1, 2015, Governor Jerry Brown signed Senate Bill (SB) 415 (Chapter 235/2015) into law. Starting January 1, 2018, SB 415 prohibits a political subdivision (e.g. school and community college districts) from holding elections on dates other than statewide election dates if holding it on another date has previously resulted in ‘a significant decrease in’ (lower) voter turnout. Lower voter turnout is defined as voter turnout at least 25% less than the average voter turnout for the previous four statewide general elections. The law further allows a voter to file an action, if a violation of this law is alleged, in superior court and collect reasonable attorney’s fees and litigation expenses.”
- Voter turnout percentages for Mendocino County are as follows:

November		Variance
2008– <b>80.01%</b>	2009 – <b>49.74%</b>	<b>31.27%</b>
2010 – <b>66.85%</b>	2011 – <b>41.40%</b>	<b>25.45%</b>
2012 – <b>72.45%</b>	2013 – <b>24.99%</b>	<b>47.46%</b>
2014 – <b>52.70%</b>	2015 – <b>20.76%</b>	<b>31.94%</b>

- **Motion** to adopt the attached Resolution No. 506 for Consolidation with the November Election During Even-Numbered Years by Meagen Hedley, seconded by Shelagh Deveney, unanimously approved with a 5-0 vote.

#### L.5. College Readiness Block Grant

- Laytonville Unified will receive \$75,000 and currently has an unduplicated pupil count in grades 9-12 of 78 students. The plan was discussed and outlines how funds will be used to improve College Readiness for unduplicated pupils (Free/Reduced lunch/English Learners and Homeless/Foster youth).

#### L.6. Surplus Property—Buses

- Board Policy and Administrative Regulation 3270 requires the board to declare equipment surplus prior to sale. The following buses will be listed as surplus property for parts only with no warranty:
- **Motion** to approve declaring the listed school buses as surplus property by Shannon Ford, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

#### L.7. Memorandum of Understanding with CSEA Chapter 80

- In order to comply with minimum wage increases to \$10.50/hour effective Janua Page 1 the Classified Employees salary schedule needs to be adjusted. Mrs. Potter has met with CSEA Chapter 80’s negotiating team and they have agreed on the attached changes to the salary schedule. The approximate cost to the District for January 1, 2017 through June 30, 2017 would be \$6,000. Negotiations will continue to address additional increases to minimum wage for future years. Minimum wage is scheduled to have the following increases:

1. On January 1, 2017, the minimum wage will increase to \$10.50 per hour.
  2. On January 1, 2018, the minimum wage will increase to \$11 per hour.
  3. On January 1, 2019, the minimum wage will increase to \$12 per hour.
  4. On January 1, 2020, the minimum wage will increase to \$13 per hour.
  5. On January 1, 2021, the minimum wage will increase to \$14 per hour.
  6. On January 1, 2022, the minimum wage will increase to \$15 per hour.
- These increases will have a significant impact on our budget. We are working closely with Bette to insure that we are making sound fiscal decisions.
  - **Motion** to approve the attached salary schedule and Memorandum of Understanding to be effective beginning January 1, 2017 by Meagen Hedley, seconded by Shelagh Deveney, unanimously approved with a 5-0 vote.

## **M. INFORMATION ITEMS:**

### **M.1. Facilities Update**

- Don Alameida provided us with an update on the Elementary project.

**N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS:** Having a meeting at Spyrock School at least once a year to see how things are going there. Explore the Tech and vocational education classes.

**O. COMMENTS FROM THE BOARD:** Meagen found the CSBA conference to be very inspiring and thanks the District for sending her. Shelagh loves the Student of the Month and also is happy to see the construction project making progress. Shannon was really happy to see that some of the programs we have in place are similar to those that she learned about at the CSBA conference. Calvin appreciates that everyone gets along and works as a team, both on the Board and in the District.

## **P. ADJOURNMENT:**

**Motion** to adjourn the meeting by Meagen Hedley, seconded by Shelagh Deveney, unanimously approved with a 5-0 vote. The meeting was adjourned at 8:36 p.m. The next regular meeting will be held on January 12, 2017.

Respectfully submitted,

Adopted as Final  
January 12, 2017

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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 #6 2016/17**

January 12, 2017

<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
<u>Certificated Appointment</u>			
<u>Certificated Resignation</u>			
<u>Certificated Layoff</u>			
<u>Certificated Leave of Absence:</u>			
<u>Certificated Transfer</u>			
<u>Classified Appointment</u>			
<u>Classified/Confidential Appointment</u>			
<u>Classified/Confidential Resignation</u>			
<u>Classified Transfer</u>			
<u>Classified Resignation</u>			
Linfoot, Maria Alicia	SPED Instructional Assist.	Perm.	12/16/16
Smith, Alma	Instructional Assistant	Prob.	12/16/16
<u>Classified Layoff</u>			
<u>Coaching Positions</u>			



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**REVOLVING CASH FUND #6 2016/17**

January 12, 2017

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
01/04/2017	2089	Kandi Golightly	Payroll Advance	\$1000.00



January 12, 2017

11/30/16 PAGE 1

FOR WARRANTS DATED 12/01/2016

\$307.75



17787714	006224/	COMPUGEN EDUCATION		
		PO-020866 1. 01-0000-0-4300-001-0000-2430-0000	33128	4,678.80
		WARRANT TOTAL		\$4,678.80
17787715	000063/	GEIGER'S LONG VALLEY MARKET		
		PO-020806 1. 13-5310-0-4700-001-0000-3700-0000	ACCT. 2004	144.00
		PO-020819 1. 01-6012-0-4300-002-1110-4100-0000	ACCT. 1221	31.82
		PO-020899 1. 01-0000-0-4300-003-3800-1000-0030	4747,5683,6170,94,8186,6: 1207	244.74
		WARRANT TOTAL		\$420.56
17787716	000061/	LONG VALLEY LUMBER		
		PO-020897 1. 01-0000-0-4300-003-1110-1000-0000	102448: ACCT. 1273	66.71
		WARRANT TOTAL		\$66.71
17787717	003136/	MATHESON TRI-GAS INC		
		PO-020678 1. 01-0740-0-5600-001-0000-3600-0000	14462536	48.62
		WARRANT TOTAL		\$48.62
17787718	006228/	PHILIP MORTON		
		PO-020702 1. 21-0000-0-6200-001-0000-8500-0000	INSPECTION SERVICES-NOV. 2016	9,920.00
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		WARRANT TOTAL		\$9,920.00
17787719	000124/	PACIFIC GAS & ELECTRIC		
		PO-020679 1. 01-0000-0-5510-001-0000-8200-0000	ACCT. 5075063012-6	22.25
		WARRANT TOTAL		\$22.25
17787720	004793/	PETERSON		
		PO-020902 1. 01-0740-0-4364-001-0000-3600-0000	216536	451.87
		WARRANT TOTAL		\$451.87
17787721	006106/	PLATT		
		PO-020900 1. 01-6230-0-4300-001-0000-8100-0000	K831113, K840137, K843669	2,373.41
		1. 01-6230-0-4300-001-0000-8100-0000	K904001	980.31
		WARRANT TOTAL		\$3,353.72
17787722	000018/	SCHOOL SPECIALTY		
		PO-020793 1. 01-0000-0-4300-002-1110-1000-0000	308102650193	162.03
		WARRANT TOTAL		\$162.03
17787723	006233/	SHN CONSULTING ENGINEERS & GEO		
		PO-020901 1. 21-0000-0-6200-001-0000-8500-0000	90048 THRU 10/31/16	2,953.45
		WARRANT TOTAL		\$2,953.45
17787724	003078/	SOLID WASTE OF WILLITS		
		PO-020681 1. 01-0000-0-5540-001-0000-8200-0000	268: ACCT. 5145-6	601.76
		1. 01-0000-0-5540-001-0000-8200-0000	L51521,L51698: ACCT. 411087	121.00
		WARRANT TOTAL		\$722.76
17787725	002582/	SPORT & CYCLE		
		PO-020843 1. 01-1100-0-4300-003-1110-4200-0000	205003	65.95
		WARRANT TOTAL		\$65.95
17787726	005340/	SPRINT		
		PO-020682 1. 01-0000-0-5903-001-0000-7200-0000	CUST. 924289408	143.29
		2. 01-0811-0-5903-001-0000-2100-0000	CUST. 924289408	21.98
		WARRANT TOTAL		\$165.27

17787727	003434/	SYSCO FD SCVS OF SAN FRANCISCO			
		PO-020683	2. 13-5310-0-4300-001-0000-3700-0000	611280433	120.15
			1. 13-5310-0-4700-001-0000-3700-0000	611280433	2,000.44
		PO-020905	1. 13-5310-0-4300-001-0000-3700-0000	611280433	40.00
			WARRANT TOTAL		\$2,160.59
17787728	006056/	TIM HURT			
		PO-020821	1. 13-5310-0-4700-001-0000-3700-0000	676411	900.00
			WARRANT TOTAL		\$900.00
17787729	005273/	UKIAH VALLEY MEDICAL CENTER			
		PV-170086	01-0740-0-5800-001-0000-3600-0000	L.V.L. & A.M. DRUG TEST 12/15	124.06
			WARRANT TOTAL		\$124.06
17787730	001370/	WEATHERTOP NURSERY			
		PO-020830	1. 01-0000-0-4300-003-1110-1000-0000	ACCT. 40	47.72
			WARRANT TOTAL		\$47.72
*** BATCH TOTALS ***		TOTAL NUMBER OF CHECKS:	21	TOTAL AMOUNT OF CHECKS:	\$31,034.68*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
		TOTAL PAYMENTS:	21	TOTAL AMOUNT:	\$31,034.68*
*** DISTRICT TOTALS ***		TOTAL NUMBER OF CHECKS:	21	TOTAL AMOUNT OF CHECKS:	\$31,034.68*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
		TOTAL PAYMENTS:	21	TOTAL AMOUNT:	\$31,034.68*

APY250 L.00.05

MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 12/15/2016

12/14/16 PAGE 1

DISTRICT: 048 LAYTONVILLE UNIFIED  
BATCH: 0023 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
17788506	006170/	ARROW BENEFITS GROUP												
		PO-020670	1.	68-0000-0-5600-001-0000-6000-0000								1046:	DENTAL-DEC.	165.00
			2.	69-0000-0-5600-001-0000-6000-0000								1046:	VISION-DEC.	82.50
				WARRANT TOTAL										\$247.50
17788507	005991/	IRA CAUGHNOR III												
		PV-170089		01-0740-0-5800-001-7110-3600-0000								12/5-12/9	MILE. REIMBURSEMENT	270.00
				WARRANT TOTAL										\$270.00
17788508	001793/	CLOVER STORNETTA FARMS INC.												
		PO-020684	1.	13-5310-0-4700-001-0000-3700-0000								100598523, 100601356		279.63
				WARRANT TOTAL										\$279.63
17788509	006186/	DISC GOLF ASSOCIATION INC.												
		PO-020770	1.	01-0000-0-4300-001-1110-1000-0000								48059		1,995.54
				WARRANT TOTAL										\$1,995.54
17788510	006128/	EEL RIVER FUELS INC.												
		PO-020907	2.	01-0740-0-4365-001-0000-3600-0000								541359		83.53
			1.	01-8150-0-4300-001-0000-8110-0000								541359		60.12
				WARRANT TOTAL										\$143.65

17788511	005362/	FERRELLGAS		
		PO-020673	1. 01-0000-0-5520-001-0000-8200-0000 WARRANT TOTAL	1094213448, 4510, 232744 1,447.35 \$1,447.35
17788512	000063/	GEIGER'S LONG VALLEY MARKET		
		PO-020819	1. 01-6012-0-4300-002-1110-4100-0000	0035: ACCT. 1221 11.66
		PO-020829	1. 01-0000-0-4300-002-1110-1000-0000	2667: ACCT. 1221 13.77
		PO-020831	2. 01-3310-0-4300-001-5770-1120-0000	1556: ACCT. 1207 8.88
		PO-020899	1. 01-0000-0-4300-003-3800-1000-0030	ACCT. 1207 149.39
			1. 01-0000-0-4300-003-3800-1000-0030	ACCT. 1207 150.44
		PO-020906	1. 01-0811-0-4300-002-0000-3140-0000	2667: ACCT. 1221 5.37
<hr/>				
		PO-020909	1. 01-0000-0-4300-003-1110-1000-3000 WARRANT TOTAL	5683: ACCT. 1207 91.47 \$430.98
17788513	000220/	LAYTONVILLE WATER DISTRICT		
		PO-020675	1. 01-0000-0-5530-001-0000-8200-0000 WARRANT TOTAL	LES, LMS, LHS-NEW, OLD, AG 619.02 \$619.02
17788514	005891/	LONG VALLEY AUTO SUPPLY		
		PO-020676	1. 01-0740-0-4361-001-0000-3600-0000 WARRANT TOTAL	116010 423.59 \$423.59
17788515	000061/	LONG VALLEY LUMBER		
		PO-020890	1. 01-8150-0-4300-001-0000-8110-0000	ACCT. 1273 280.22
		PO-020897	1. 01-0000-0-4300-003-1110-1000-0000 WARRANT TOTAL	102546: ACCT. 1273 22.87 \$303.09
17788516	004314/	PEARSON EDUCATION		
		PO-020837	1. 01-6300-0-4100-001-1110-1000-0000 WARRANT TOTAL	BK 82894754 390.23 \$390.23
17788517	004793/	PETERSON		
		PO-020902	1. 01-0740-0-4364-001-0000-3600-0000 WARRANT TOTAL	PC060135045, PR060015074 130.33 \$130.33
17788518	001810/	BRUCE POTTER		
		PV-170088	01-0000-0-4300-003-1110-4100-6000 WARRANT TOTAL	REIMBURSEMENT 10.80 \$10.80
17788519	002696/	RITCHIES FOOD SERVICE		
		PO-020680	2. 13-5310-0-4300-001-0000-3700-0000	318270 66.74
			1. 13-5310-0-4700-001-0000-3700-0000 WARRANT TOTAL	318270 17.90 \$84.64
17788520	003434/	SYSCO FD SCVS OF SAN FRANCISCO		
		PO-020683	1. 13-5310-0-4700-001-0000-3700-0000	150000352 1,553.56
			1. 13-5310-0-4700-001-0000-3700-0000	611210145 3,201.23

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	PO-020908	2. 01-0000-0-4300-003-3800-1000-0030	150000352	451.89
		WARRANT TOTAL		\$5,206.68
17788521	003863/	XEROX CORPORATION		
	PO-020686	2. 01-0000-0-5600-001-0000-7200-0000	087194784	120.71
		1. 01-0000-0-5600-002-1110-1000-0000	087194782	480.11
		3. 01-0000-0-5600-003-1110-1000-0000	087194783	364.98
		4. 01-0000-0-5600-010-3200-1000-0000	087194780	41.10
		WARRANT TOTAL		\$1,006.90
***	BATCH TOTALS ***	TOTAL NUMBER OF CHECKS: 16	TOTAL AMOUNT OF CHECKS:	\$12,989.93*
		TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:	\$ .00*
		TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:	\$ .00*
		TOTAL PAYMENTS: 16	TOTAL AMOUNT:	\$12,989.93*
***	DISTRICT TOTALS ***	TOTAL NUMBER OF CHECKS: 16	TOTAL AMOUNT OF CHECKS:	\$12,989.93*
		TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:	\$ .00*
		TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:	\$ .00*
		TOTAL PAYMENTS: 16	TOTAL AMOUNT:	\$12,989.93*

# LAYTONVILLE UNIFIED SCHOOL DISTRICT MONTHLY BUDGET REPORT

January 12, 2017

048 Laytonville Unified School Dis J52375

BUDGET REPORT

HDX110 L.00.07 01/05/17 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	2,093,046.37		0.00	0.00	.0	0.00	2,093,046.37	100.0
8011	REV LIMIT STATE AID - CURR YR	1,540,618.00		564,612.00	564,612.00	36.6	0.00	976,006.00	63.3
8012	EDUCATION PROTECTION ACCOUNT	466,066.00		119,171.00	119,171.00	25.5	0.00	346,895.00	74.4
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		5,699.93	5,699.93	90.4	0.00	603.07	9.5
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		1,125,527.57	1,125,527.57	58.4	0.00	801,278.43	41.5
8042	UNSECURED ROLL TAXES	61,806.00		63,324.54	63,324.54	100.0	0.00	1,518.54-	.0
8043	PRIOR YEARS' TAXES	789.00		1,255.91	1,255.91	100.0	0.00	466.91-	.0
8044	SUPPLEMENTAL TAXES	12,784.00		6,678.43	6,678.43	52.2	0.00	6,105.57	47.7
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		27,927.18	27,927.18	100.0	0.00	3,927.18-	.0
8181	SPECIAL EDUCATION -ENTITLEMENT	69,182.00		17,296.00	17,296.00	25.0	0.00	51,886.00	74.9
8182	SPECIAL EDUCATION- DISC GRANTS	3,200.00		800.00	800.00	25.0	0.00	2,400.00	75.0
8290	ALL OTHER FEDERAL REVENUE	223,883.89		73,016.97	73,016.97	32.6	0.00	150,866.92	67.3
8550	MANDATED COSTS REIMBURSEMENTS	77,768.00		13,238.00	13,238.00	17.0	0.00	64,530.00	82.9
8560	STATE LOTTERY REVENUE	76,663.64		2,714.59	2,714.59	3.5	0.00	73,949.05	96.4
8590	ALL OTHER STATE REVENUE	342,618.00		91,040.91	91,040.91	26.5	0.00	251,577.09	73.4
8650	LEASES & RENTALS	10,000.00		4,320.00	4,320.00	43.2	0.00	5,680.00	56.8
8660	INTEREST	3,000.00		2,482.16	2,482.16	82.7	0.00	517.84	17.2
8677	INTERAGENCY SERVICES BETW LEAS	113,309.00		11,797.98	11,797.98	10.4	0.00	101,511.02	89.5
8699	ALL OTHER LOCAL REVENUE	72,102.00		17,668.16	17,668.16	24.5	0.00	54,433.84	75.4
8792	TF OF APPORTIONMENT FROM COREs	282,161.00		54,635.61	54,635.61	19.3	0.00	227,525.39	80.6
TOTAL: 8xxx		7,465,624.90		2,203,206.94	2,203,206.94	29.5	0.00	5,262,417.96	70.4
1100	TEACHERS' SALARIES	1,477,144.18		658,902.19	658,902.19	44.6	0.00	818,241.99	55.3
1150	TEACHER - P.T./ADDIT'L DUTY	61,075.00		10,944.84	10,944.84	17.9	0.00	50,130.16	82.0
1170	TEACHER - SUBSTITUTE	41,608.00		9,128.20	9,128.20	21.9	0.00	32,479.80	78.0
1200	CERT PUPIL SUPPORT SALARIES	143,086.00		60,480.35	60,480.35	42.2	0.00	82,605.65	57.7
1300	CERT SUPERVISOR/ADMIN SALARIES	312,680.00		161,409.00	161,409.00	51.6	0.00	151,271.00	48.3
1900	OTHER CERTIFICATED SALARIES	27,000.00		1,125.00	1,125.00	4.1	0.00	25,875.00	95.8
TOTAL: 1xxx		2,062,593.18		901,989.58	901,989.58	43.7	0.00	1,160,603.60	56.2
2100	INSTRUCTIONAL AIDES' SALARIES	310,586.13		138,786.38	138,786.38	44.6	0.00	171,799.75	55.3
2140	INSTRUCTIONAL AIDE -EXTRA HIRE	8,500.00		1,794.76	1,794.76	21.1	0.00	6,705.24	78.8
2150	INSTL AIDE- P.T./ADDIT'L DUTY	3,500.00		2,450.27	2,450.27	70.0	0.00	1,049.73	29.9
2170	INSTRUCTIONAL AIDE -SUBSTITUTE	8,950.00		3,509.71	3,509.71	39.2	0.00	5,440.29	60.7
2200	CLASSIFIED SUPPORT SALARIES	280,844.92		127,153.94	127,153.94	45.2	0.00	153,690.98	54.7
2240	CLASSIFIED SUPPORT- EXTRA HIRE	1,500.00		384.56	384.56	25.6	0.00	1,115.44	74.3

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	8,900.00	2,914.56	2,914.56	32.7	0.00	5,985.44	67.2
2260	CLASSIFIED SUPPORT - OVER-TIME	5,000.00	1,408.47	1,408.47	28.1	0.00	3,591.53	71.8
2270	CLASSIFIED SUPPORT -SUBSTITUTE	7,000.00	4,522.44	4,522.44	64.6	0.00	2,477.56	35.3
2300	CLASSE. SUPERVISOR/ADMIN SALARIES	142,097.00	56,450.52	56,450.52	39.7	0.00	85,646.48	60.2
2400	CLERICAL,TECH,OFFICE SALARIES	217,551.24	99,771.84	99,771.84	45.8	0.00	117,779.40	54.1
2440	CLERICAL,TECH,OFFICE-EX-HIRE	2,250.00	1,735.35	1,735.35	77.1	0.00	514.65	22.8
2460	CLERICAL,TECH,OFFICE-OVER-TIME	300.00	139.73	139.73	46.5	0.00	160.27	53.4
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	6,471.15	6,471.15	41.9	0.00	8,958.85	58.0
2970	OTHER CLASSIFIED - SUBSTITUTE	750.00	482.20	482.20	64.2	0.00	267.80	35.7
TOTAL: 2xxx		1,013,559.29	447,975.88	447,975.88	44.1	0.00	565,583.41	55.8
3101	STRS, CERTIFICATED	381,768.70	102,266.80	102,266.80	26.7	0.00	279,501.90	73.2
3102	STRS, CLASSIFIED	526.44	137.25	137.25	26.0	0.00	389.19	73.9
3201	PERF, CERTIFICATED	4,986.00	2,427.62	2,427.62	48.6	0.00	2,558.38	51.3
3202	PERF, CLASSIFIED	118,485.00	57,175.65	57,175.65	48.2	0.00	61,309.35	51.7
3301	OASDI, CERTIFICATED	3,365.00	1,226.34	1,226.34	36.4	0.00	2,138.66	63.5
3302	OASDI, CLASSIFIED	57,927.00	26,802.74	26,802.74	46.2	0.00	31,124.26	53.7
3311	MEDICARE, CERTIFICATED	29,397.00	12,512.14	12,512.14	42.5	0.00	16,884.86	57.4
3312	MEDICARE, CLASSIFIED	13,675.10	6,284.29	6,284.29	45.9	0.00	7,390.81	54.0
3401	HEALTH & WELFARE, CERTIFICATED	264,515.00	114,171.83	114,171.83	43.1	0.00	150,343.17	56.8
3402	HEALTH & WELFARE, CLASSIFIED	234,378.12	114,101.07	114,101.07	48.6	0.00	120,277.05	51.3
3501	UNEMPLOYMENT INS, CERTIFICATED	1,026.00	431.93	431.93	42.0	0.00	594.07	57.9
3502	UNEMPLOYMENT INS, CLASSIFIED	474.90	216.77	216.77	45.6	0.00	258.13	54.3
3601	WORKERS' COMP, CERTIFICATED	95,344.00	39,495.51	39,495.51	41.4	0.00	55,848.49	58.5
3602	WORKERS' COMP, CLASSIFIED	44,359.39	19,853.78	19,853.78	44.7	0.00	24,505.61	55.2
3701	OPRB ALLOCATED CERTIFICATED	13,434.00	6,528.20	6,528.20	48.5	0.00	6,905.80	51.4
3702	OPRB ALLOCATED CLASSIFIED	5,012.00	2,505.76	2,505.76	49.9	0.00	2,506.24	50.0
3901	OTHER BENEFITS, CERTIFICATED	9,000.00	1,315.11	1,315.11	14.6	0.00	7,684.89	85.3
3902	OTHER BENEFITS, CLASSIFIED	500.00	166.68	166.68	33.3	0.00	333.32	66.6
TOTAL: 3xxx		1,278,173.65	507,619.47	507,619.47	39.7	0.00	770,554.18	60.2
4100	APPRVD TEXTBOOKS/CORE CURRICULA	81,305.33	29,944.91	29,944.91	36.8	650.41	50,710.01	62.3
4300	MATERIALS & SUPPLIES	260,078.52	86,142.51	86,142.51	33.1	10,786.35	163,149.66	62.7
4361	FUEL - GASOLINE,DIESEL	20,500.00	5,987.00	5,987.00	29.2	3,113.00	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	2,340.46	2,340.46	44.5	0.00	2,909.54	55.4
4364	REPLACEMENT PARTS	16,000.00	3,880.63	3,880.63	24.2	1,094.54	11,024.83	68.9
4365	TRANSP - OTHER SUPPLIES	2,000.00	138.96	138.96	6.9	0.00	1,861.04	93.0
4400	NON-CAPITALIZED EQUIPMENT	55,000.00	36,835.06	36,835.06	66.9	813.94	17,351.00	31.5

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

FUND :01 GENERAL FUND

OBJECT CLASSIFICATION		APPROVED BUDGET	EXPENDED/RECEIVED			ENCUMBERED	UNENCUMBERED	
			CURRENT	YEAR TO DATE	%		BALANCE	%
TOTAL: 4xxx		440,883.85	165,269.53	165,269.53	37.4	16,458.24	259,156.08	58.7
5200	TRAVEL & CONFERENCES	39,738.38	17,079.11	17,079.11	42.9	2,366.66	20,292.61	51.0
5300	DUES & MEMBERSHIPS	5,875.00	4,656.06	4,656.06	79.2	0.00	1,218.94	20.7
5450	OTHER INSURANCE	49,000.00	48,275.00	48,275.00	98.5	0.00	725.00	1.4
5510	LIGHTS & POWER	132,000.00	59,948.89	59,948.89	45.4	72,051.11	0.00	.0
5520	HEATING FUEL	30,500.00	7,478.51	7,478.51	24.5	18,021.49	5,000.00	16.3
5530	WATER & SEWER	30,000.00	8,684.63	8,684.63	28.9	9,875.37	11,440.00	38.1
5540	WASTE DISPOSAL	13,900.00	5,077.71	5,077.71	36.5	6,822.29	2,000.00	14.3
5600	RENT, LEASES, REPAIR NON CAP IMP	60,600.00	47,421.45	47,421.45	78.2	8,347.67	4,830.88	7.9
5750	TRANSFER DIRECT COSTS-INTERFUND	12,000.00-	0.00	0.00	100.0	0.00	12,000.00-	.0
5800	PROFESS'L/CONSULTG SVCS/OP EXP	572,810.51	78,593.19	78,593.19	13.7	74,122.72	420,094.60	73.3
5801	AUDIT FEES	23,000.00	4,500.00	4,500.00	19.5	10,500.00	8,000.00	34.7
5802	LEGAL FEES	9,500.00	1,406.25	1,406.25	14.8	0.00	8,093.75	85.1
5811	ADVERTISING	1,500.00	979.08	979.08	65.2	70.92	450.00	30.0
5814	FINGERPRINTING	950.00	288.00	288.00	30.3	662.00	0.00	.0
5901	COMMUNIC - INTERNET SVCS/LINES	100.00	4.00	4.00	4.0	16.00	80.00	80.0
5903	COMMUNIC - TELEPHONE SERVICES	13,600.00	8,111.29	8,111.29	59.6	5,150.56	338.15	2.4
5904	COMMUNIC - POSTAGE/DELIVERY	3,500.00	1,255.81	1,255.81	35.8	0.00	2,244.19	64.1
TOTAL: 5xxx		974,573.89	293,758.98	293,758.98	30.1	208,006.79	472,808.12	48.5
TOTAL: 1xxx - 5xxx		5,769,783.86	2,316,613.44	2,316,613.44	40.1	224,465.03	3,228,705.39	55.9
6400	EQUIPMENT	56,000.00	0.00	0.00	.0	0.00	56,000.00	100.0
TOTAL: 6xxx		56,000.00	0.00	0.00	.0	0.00	56,000.00	100.0
TOTAL: 1xxx - 6xxx		5,825,783.86	2,316,613.44	2,316,613.44	39.7	224,465.03	3,284,705.39	56.3
7350	TRANSFER INDIRECT COSTS-INTERFD	4,466.00-	0.00	0.00	100.0	0.00	4,466.00-	.0
7619	OTHER AUTH INTERFUND TRANS OUT	16,277.00	0.00	0.00	.0	0.00	16,277.00	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	1,047,353.63	0.00	0.00	.0	0.00	1,047,353.63	100.0
7989	BUDG FUND BAL- REGR ECON UNCR	225,999.41	0.00	0.00	.0	0.00	225,999.41	100.0
TOTAL: 7xxx		1,639,841.04	0.00	0.00	.0	0.00	1,639,841.04	100.0
TOTAL: 1xxx - 7xxx		7,465,624.90	2,316,613.44	2,316,613.44	31.0	224,465.03	4,924,546.43	65.9

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

FUND	:01	GENERAL FUND							
OBJECT CLASSIFICATION			APPROVED BUDGET	EXPENDED/RECEIVED		%	ENCUMBERED	UNENCUMBERED BALANCE	%
				CURRENT	YEAR TO DATE				
TOTAL INCOME	( 8000 - 8999 )		7,465,624.90	2,203,206.94	2,203,206.94	29.5	0.00	5,262,417.96	70.4
TOTAL: 1xxx - 5xxx			5,769,783.86	2,316,613.44	2,316,613.44	40.1	224,465.03	3,228,705.39	55.9
TOTAL: 1xxx - 6xxx			5,825,783.86	2,316,613.44	2,316,613.44	39.7	224,465.03	3,284,705.39	56.3
TOTAL: 1xxx - 7xxx			7,465,624.90	2,316,613.44	2,316,613.44	31.0	224,465.03	4,924,546.43	65.9
TOTAL EXPENSES	( 1000 - 7999 )		7,465,624.90	2,316,613.44	2,316,613.44	31.0	224,465.03	4,924,546.43	65.9

**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**BUDGET TRANSFERS**  
January 12, 2017

048 Laytonville Unified School Dis      Budget Transfer Transactions      J52376   HT0100   L.00.01 01/05/17 PAGE      1  
Data last used from: 00/00/0000 To 99/99/9999  
Transaction Number from: 170024      To 179999  
Date entered from: 00/00/0000 To 99/99/9999  
Approved and Unapproved Transactions

Number	Date	Date Entered	Description	FU	RESD	P	OBJE	SCH	GOAL	FUNC	DIST	Debit	Credit
-----													
NO RECORDS FOUND													



## 2016-17 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 2016 (July, Aug, Sept 2016) **1<sup>st</sup> Quarter**  
☒ January 2017 (Oct, Nov, Dec 2016) **2<sup>nd</sup> Quarter**  
☐ April 2017 (Jan, Feb, March 2017) **3<sup>rd</sup> Quarter**  
☐ July 2017 (April, May, June 2017) **4<sup>th</sup> Quarter**

Date for information to be reported publicly at governing board meeting: 01/12/17

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		
<b>TOTALS</b>	0		

J. Musgrave 12/28/2016  
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 01/07/16



## BOARD ACTION ITEM K1

Board Meeting Date: January 12, 2017  
Subject: Students of the Month  
From: Joan Potter, Superintendent

---

### Explanation:

Mr. Henry will present the Student of the Month for Laytonville High School and introduce their family.

### Recommendation:

Recognize the Student of the Month and their family

### Attachments:

None



## BOARD ACTION ITEM K2

Board Meeting Date: January 12, 2017

Subject: Employee Recognition Award – Resolution No. 507

From: Joan Potter, Superintendent

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### Explanation:

Twice a year the Board of Trustees receives recommendations for the Board's Employee Recognition Awards. Staff, students and community members can recommend employees for the award. The award recipients are recognized with a Board Resolution in their honor, a gift and their name is placed on a perpetual plaque which hangs in the District Office.

We are very pleased to present this year's Employee Recognition Award.

### Recommendation:

Adopt Resolution No. 507 for the Employee Recognition Award and recognize the recipient.

### Attachments:

Resolution No. 507 for the Employee Recognition Award



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

Board Meeting Date: January 12, 2017

Subject: Resolution No. 508 for Participation in Staywell Health Plan JPA

From: Joan Potter, Superintendent

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### Explanation:

Our district, like most others in the County belongs to a health plan consortium known as the Staywell Health Plan JPA (Joint Powers Agreement). Staywell sets the policies and plan benefits and negotiates with Blue Shield for the member districts. This is the seventh year that Staywell and its Districts are self-funded. This means our own premiums pay for the members' claims, although claims with exceed \$200,000 are paid by a secondary insurance fund.

The attached Resolution No. 507 provides for our district's continued participation in the JPA.

### Recommendations:

Adopt Resolution No. 507 for Participation in Staywell Health Plan JPA

### Attachments:

Resolution No. 507 for Participation in Staywell Health Plan JPA



# LAYTONVILLE UNIFIED SCHOOL DISTRICT

## Resolution Number 508

### STAYWELL HEALTH PLAN JPA

In order to ensure the continued operations of the Staywell Health Plan and to support the participating management unique in this plan;

**BE IT RESOLVED** that the Board of Education commits itself to support the Staywell JPA by:

1. Supporting attendance of (3) representatives to the Staywell Board;
2. Enforcing all policies of the JPA in accordance with its by-laws;
3. Maintaining the standard Staywell coverage and deductibles in accordance with the current provider contract for all eligible employees;
4. Supporting a district wellness committee to address employee wellness.

**THIS RESOLUTION WAS ADOPTED** at a regular public meeting of the Laytonville Unified School District on January 12, 2017.

AYES:

NOES:

ABSTAIN:

ABSENT:

Attested by: \_\_\_\_\_  
Shannon Ford, Clerk of the Board

\_\_\_\_\_  
Joan Potter, Superintendent



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

Board Meeting Date: January 12, 2017

Subject: Approval of College and Career Readiness Technician – Job Description

From: Joan Potter, Superintendent

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### Explanation:

In order to meet some of the goals of our LCAP regarding Career and College Readiness, I am proposing to create a college career Technician position. This position would help fill some of the gaps created by not being able to find a 0.4 Counselor for LEMS this year.

### Recommendations:

Approve the College and Career Readiness Technician job description

### Attachments:

College and Career Readiness Technician job description



**Laytonville Unified School District**  
**Career and College Readiness Vocational Technician**  
**(14-21 hours per week)**  
**2016-2017 School Year**

***DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT January 9, 2017***

**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Under administrative direction, develop and implement activities that enhance students' access to college and career readiness activities with students in grades 6-12 (focus on 6-8).

**ESSENTIAL JOB FUNCTIONS:**

- Meet with students (individually and/or in groups) regarding academic progress, behavior and social/emotional needs. Communicate and coordinate support of these needs with administrative, teaching and counseling staff.
- Coordinate field trips to various job sites and career technical education schools and college campuses
- Work with high school counselor in students transitioning from eighth grade to high school; (awareness of course offerings, college preparedness, Career Tech Ed pathways, etc.)
- Coordinate creation of brochures for each pathway offered at LHS
- Work with local businesses in finding local career/internship and/or work opportunities for students. Coordinate these activities with site administrators and Community Classroom instructor.
- Work with Life Skills instructors and coordinate presentation of lessons on College/Career Awareness etc.
- Coordinate guest speakers for a variety of college and career experiences
- Refer students to support services.
- Help students with academic success and eligibility. Communicate with teachers, principal, parents and students.
- Other related duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of college and career readiness needs
- Understanding of and commitment to youth development
- Broad knowledge of community resources.
- Ability to communicate clearly and effectively, orally and in writing.
- Ability to make presentations to groups, including school staff and administrators.

**QUALIFICATIONS AND REQUIREMENTS:**

- Organized, curious, flexible, patient, compassionate, resilient and non-judgmental.
- Valid California driver license, current car insurance, and be willing to be fingerprinted.
- Education, training, and experience that provides the required knowledge, skills and abilities. AA in psychology, social work, or related field or equivalent experience required; Bachelor's degree preferred
- Bilingual in English and Spanish desired, not required
- College courses in child development, family counseling, or related subjects are advantageous.

Adopted:

Range 40 (to be negotiated)

Laytonville Unified School District  
January 12, 2017

DISCUSSION/ACTION  
Page 11.1



## **BOARD INFORMATION ITEM M1**

Board Meeting Date: January 12, 2017  
Subject: CTE Program Presentation  
From: Joan Potter, Superintendent

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### Explanation:

Mr. Henry will provide an overview of the Career Technical Education classes being offered at Laytonville High School.

### Recommendation:

### Attachments:



## **BOARD INFORMATION ITEM M2**

Board Meeting Date: January 12, 2017

Subject: Facilities Update

From: Joan Potter, Superintendent

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Explanation:

Don Alameida will provide us with an update on the Elementary project.

Recommendation:

Attachments: