

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF NOVEMBER 6, 2014**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a regular meeting in the Board Room on November 6, 2014. Board President Calvin Harwood called the meeting to order at 6:10pm.

ROLL CALL:

Trustees Present: Calvin Harwood, Cecelia Gillespie, Tina Tineo. Meagen Hedley joined by telephone during Open Session at 6:30pm.

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 APPOINTMENT

Title: BTSA Support Provider I, BTSA Support Provider II, Pre-Intern Support Provider, Yard Supervisor, Indian Education Coordinator, Cafeteria Helper

CS-2: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(No Additional Information Required)

D. ANNOUNCEMENTS FROM CLOSED SESSION:

Calvin Harwood announced that the Board took no action on Closed Session Item CS-1, Public Employee Appointment of a BTSA Support Provider I, a BTSA Support Provider II, a Pre-Intern Support Provider, a Yard Supervisor, an Indian Education Coordinator, and a Cafeteria Helper. On Closed Session Item CS-2, Public Employee Discipline/Dismissal/Release the Board took no action as well.

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

F. ACCEPTANCE OF AGENDA:

- **Motion** to approve the Agenda by Cecelia Gillespie, seconded by Tina Tineo. The vote was conducted by roll call: Hedley – Aye, Tineo – Aye, Gillespie – Aye, Harwood – Aye, unanimously approved with a 4-0 vote.

G. CORRESPONDENCE: None.

H. PUBLIC INPUT: None.

I. REPORTS AND COMMENTS:

Superintendent's Report:

Mrs. Potter thanked the campaign committee and the community for their support of the Bond. She expressed that she feels confident that the results will continue to be favorable towards the

District and the Bond. Next, she shared that Pivot Learning came and worked with the staff at the Laytonville Elementary and Laytonville High schools. This provided the District a snapshot of each classroom and created lots of constructive dialogue between the administrators and teachers on how improvements can be made. Next Mrs. Potter shared that the District received the Western Garden Growers grant for \$1,500 to help the high school gardens. Additionally, Michael Waldon submitted a grant to PGE on our behalf for improvements in the elementary school garden and to create an outdoor learning environment. The District is also applying for money from the Mendocino Community Foundation for this same project. Lastly, Mrs. Potter shared that she has been negotiating with LVTA and that they have been working together to change the evaluation forms and teacher evaluation handbook.

The following reports were given:

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

J. ACTION: CONSENT AGENDA

- **Motion** to accept the Consent Agenda by Tina Tineo, seconded by Cecelia Gillespie. The vote was conducted by roll call: Hedley – Aye, Tineo – Aye, Gillespie – Aye, Harwood – Aye, unanimously approved with a 4-0 vote.

K. ACTION:

K.1. Students of the Month

- Mr. Henry announced the Student of the Month, Kia Thomas, for Laytonville High School. Kia was not able to attend the meeting because of a volleyball game and will be recognized in December.

K.2. Scheduling of Annual Organizational Meeting

- Education Code Section 35143 requires the Board of Trustees to hold an annual organizational meeting; this traditionally occurs in December during the regularly scheduled Board meeting. The Board will elect a President and Clerk, make committee assignments, adopt a calendar of meeting dates for 2015, and obtain signatures from each Board member.
- Motion to schedule the Board's annual organizational meeting for December 11, 2014 by Cecelia Gillespie, seconded by Tina Tineo. The vote was conducted by roll call: Hedley – Aye, Tineo – Aye, Gillespie – Aye, Harwood – Aye, unanimously approved with a 4-0 vote.

L. DISCUSSION / ACTION:

L.1. PUBLIC HEARING: Federal Impact Aid Program, BP 1261 and AR 1261

- The public hearing was opened.
- LUSD is one of approximately 630 school districts that receive Federal Impact Aid funding. Federal regulations including Section 8004 of the Elementary and Secondary Education Act and Board Policy 1261 call for an annual Public Hearing to be held in November to allow an opportunity for American Indian parents to discuss the educational

programs supported by Impact Aid funds. The District has posted a Public Hearing Notice for 10 days, including at the Tribal Center.

- Federal Impact Aid funding is provided to districts with tax free entities in their jurisdictions such as Indian reservations and military bases. The purpose of the money is to offset the loss of tax revenue, to support the district's instructional program and to ensure that Indian children receive educational services equal to those received by non-Indian children. The revenue is based on a complex formula and has ranged from \$25,000 to \$45,000 over the past 10 years. BP and AR 1261, known as Indian Policies and Procedures (IPP's), provide Indian parents with the opportunity to participate in the discussions related to their students' instruction, and they provide the Board an opportunity to gather information concerning the American Indian community and its views on education.
- AR 1261 was last revised at the September 2014 meeting.
- Mrs. Potter shared that the District has added an American Indian Education Coordinator to its staff, which is helping to improve communication with the American Indian population.
- There was no public input.
- The public hearing was closed.

L.2. Facilities

- The Board discussed the results of the Bond Election and next steps for Facilities' Improvement.
- To date, not all of the ballots have been counted. The District is still waiting on quite a few absentee ballots to be processed, however, we are going to remain hopeful.
- Michael Riemenschneider presented the results of the election thus far. Currently it stands at 71.3% in favor of the ballot measure with 390 votes counted total. However, 519 ballots still need to be counted in this district. Forty-three percent of the remaining votes would need to be against the ballot measure to sway the overall vote below the necessary 55% approval. The election will be certified later this month. Once this election has been certified the district has 60 days to assemble a bond oversight committee and certify the elections results at a board meeting. The District should expect to have the money in the bank around February, assuming everything goes as it should.
- Don Alameida congratulated the district on a successful bond election. He explained that the District would have to do a formal Request for Qualifications to secure an architect shortly. This should be on the December agenda. RFQ's will need to be evaluated by a selection committee. He discussed future steps that would be involved in selecting the projects to be included and additional possible sources of income to help complete the project.

L.3. Proposal for High School Labyrinth Project

- Mr. Henry, Ms. Carpenter, and Mr. Walczak have been collaborating on a Project Based Learning Project to design and implement a labyrinth at LHS. Mr. Walczak's Geometry class used Geometry principles to create unique labyrinth designs for the cement circles around the school. They are proposing the permanent painting of one labyrinth between the library and C-Wing this year, with the possibility of repeating the assignment in subsequent years. Students who are in both Art and Geometry would be involved in

painting the labyrinths. The painting budget for this project would be under \$200. Mrs. Carpenter is actively seeking funding for this project through various grant sources.

- Mr. Walczak gave a brief presentation of the proposed project.
- Motion to Approve Labyrinth Project by Tina Tineo, seconded by Cecelia Gillespie, unanimously approved. The vote was conducted by roll call: Hedley – Aye, Tineo – Aye, Gillespie – Aye, Harwood – Aye, unanimously approved with a 4-0 vote.

L.4. Nutritional & Physical Activity Quality Indicators Review and BP 5030

- BP 5030 outlines the Board's policies in regards to student wellness with a focus on nutrition and physical activity. A new section was added to Section 204 of the Healthy, Hunger Free Kids Act of 2010 which expands on previous requirements for our District's Wellness policy. The new requirements make it necessary for us to update the District's Board Policy.
- The Student Nutrition Advisory Committee (SNAC) serves as advisory to the Board in regards to our Wellness Policy. DAC will be meeting on November 19, 2014 at 4:00 p.m. to review current policy and practices. The committee will come back to the board with recommendations for updating our current BP 5030 at a later date.
- No action was taken. It will be brought back at a later board meeting with proposed changes.

M. INFORMATION ITEMS: None.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: Mrs. Potter suggested that she will have a report of the Afterschool Program on a future agenda.

O. COMMENTS FROM THE BOARD: Tina Tineo shared that she is looking forward to the new school. Cecelia Gillespie shared that she is looking forward to the labyrinth project. Calvin Harwood thanked the community for their support of the bond and is very excited to see it all come together. Mrs. Potter thanked Michael Riemenschneider and Don Alameida for their support throughout the bond process.

P. ADJOURNMENT:

Motion to adjourn the meeting by Meagen Hedley, seconded by Cecelia Gillespie. The vote was conducted by roll call: Hedley – Aye, Tineo – Aye, Gillespie – Aye, Harwood – Aye, unanimously approved with a 4-0 vote. The meeting was adjourned at 7:38pm. The next regular meeting will be held on December 11, 2014.

Respectfully submitted,

Adopted as Final
December 11, 2014

Joan Viada Potter
Secretary to the Board

Shannon Ford
Clerk of the Board

LAYTONVILLE UNIFIED SCHOOL DISTRICT
PERSONNEL ASSIGNMENT ORDER #5 2014/15

December 11, 2014

<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>			
Brewer, Tracy	Instructional Assistant	Perm.	12/1/2014
<u>Classified Layoff</u>			
<u>Coaching Positions</u>			
Firks, Josh	LHS V. Boys Basketball Coach	Temp. \$1800 Stipend	11/7/2014
James, Corey	LHS JV Girls Basketball Coach	Temp. \$1400 Stipend	11/7/2014
James, Corey	LMS Girls Basketball Coach	Temp. \$1400 Stipend	11/7/2014
James, Jezara	LHS V. Girls Basketball Coach	Temp. \$1800 Stipend	11/7/2014
Kelsay, Christine	LMS Boys Basketball Coach	Temp. \$1400 Stipend	11/7/2014
Luna, Wayne	LHS JV Boys Basketball Coach	Temp. \$1400 Stipend	11/7/2014

LAYTONVILLE UNIFIED SCHOOL DISTRICT
REVOLVING CASH FUND #5 2014/15

December 11, 2014

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

LAYTONVILLE UNIFIED SCHOOL DISTRICT**WARRANT LIST**

December 11, 2014

APY250 H.02.09

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 10/30/2014

10/29/14 PAGE 1

DISTRICT: 48 LAYTONVILLE UNIFIED
BATCH: 0031 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
15723172	005277/	AMAZON											
		PO-019831	1.	01-0000-0-4300-003-1110-1000-0000								VARIOUS: ACCT.60457-XXX-66524	229.72
		PO-019837	1.	01-6300-0-4100-001-1110-1000-0000								VARIOUS: ACCT.60457-XXX-66524	396.54
		PO-019862	1.	01-0000-0-4300-002-1110-1000-0016								66828571320	80.20
			1.	01-0000-0-4300-002-1110-1000-0016								66824013607	29.99
			1.	01-0000-0-4300-002-1110-1000-0016								66823303672	39.07
				WARRANT TOTAL									\$775.52
15723173	006117/	BILL SPARACINO											
		PV-150127		01-0000-0-5800-001-1110-1000-0000								MAGIC SHOW AND WORKSHOP	375.00
				01-6012-0-5800-002-1110-4100-0000								MAGIC SHOW AND WORKSHOP	350.00
				WARRANT TOTAL									\$725.00
15723174	000231/	BLUE SHIELD OF CALIFORNIA											
		PO-019726	1.	01-0000-0-9514-000-0000-0000-0000								F05082-0000,OCBA,F05091	10,289.52
				WARRANT TOTAL									\$10,289.52
15723175	003381/	SUE CARBERRY											
		PV-150119		01-0740-0-4365-001-0000-3600-0000								REIMBURSEMENT	83.34
				WARRANT TOTAL									\$83.34
15723176	003694/	CAROLYN CARPENTER											
		PV-150120		01-0000-0-4300-003-1110-1000-0000								REIMBURSEMENT	429.33
				WARRANT TOTAL									\$429.33
15723177	005991/	IRA CAUGHRON III											
		PV-150128		01-0740-0-5800-001-7110-3600-0000								MILEAGE REIMBURSEMENT	263.20
				WARRANT TOTAL									\$263.20
15723178	000039/	CHEVRON BUSINESS CARD SERVICES											
		PO-019768	1.	01-0000-0-4361-001-0000-8110-0000								ACCT. 7898860577	268.97
			2.	01-0740-0-4361-001-0000-3600-0000								ACCT. 7898860577	1,192.02
				WARRANT TOTAL									\$1,460.99

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
15723179	005945/	CHRISTY WHITE												
		PO-019762	1.	01-0000-0-5801-001-0000-7110-0000								11922		6,947.10
		WARRANT TOTAL												\$6,947.10
15723180	001793/	CLOVER STORNETTA FARMS INC.												
		PO-019812	1.	13-5310-0-4700-001-0000-3700-0000								100142128, 45021, 46400		570.77
		WARRANT TOTAL												\$570.77
15723181	004873/	SUZANNE DUNHAM												
		PV-150121		01-0000-0-4300-002-1110-1000-0000								REIMBURSEMENT		131.33
		WARRANT TOTAL												\$131.33
15723182	005362/	FERRELLGAS												
		PO-019809	2.	01-9010-0-5520-001-0000-8200-5375								1084474051		125.92
		PO-019941	1.	40-0000-0-5600-001-0000-8100-0000								1084464732		277.53
			1.	40-0000-0-5600-001-0000-8100-0000								1084464015		322.55
		WARRANT TOTAL												\$726.00
15723183	002982/	FOUND. FOR EDUCATIONAL ADMIN.												
		PO-019936	1.	01-0000-0-5200-001-0000-7100-0000								CI 25644		545.00
		WARRANT TOTAL												\$545.00
15723184	005762/	KANDICE GOLIGHTLY												
		PV-150122		01-3010-0-5200-001-1110-1000-0000								REIMBURSEMENT		8.98
		WARRANT TOTAL												\$8.98
15723185	002503/	DENNIS HOGAN												
		PV-150123		01-0000-0-4300-002-1110-1000-0016								REIMBURSEMENT		785.54
		WARRANT TOTAL												\$785.54
15723186	005749/	KELLEY AUTOMOTIVE												
		PO-019849	1.	01-0740-0-5800-001-0000-3600-0000								C-1,2,V-1,2,5,7 ,BUS 1-5		875.00
		WARRANT TOTAL												\$875.00
15723187	006096/	MELISSA MARTINEZ												
		PV-150124		01-0000-0-4300-002-1110-1000-0000								REIMBURSEMENT		158.27

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL													\$158.27
15723188	000622/	MENDOCINO COUNTY OFFICE OF ED											
		PO-019749	1.	01-3010-0-5200-001-1110-1000-0000							150103		65.00
		PO-019942	1.	01-3010-0-5200-001-1110-1000-0000							150112		100.00
WARRANT TOTAL													\$165.00
15723189	006106/	PLATT											
		PO-019879	1.	01-0000-0-4300-001-0000-8110-0000							F397499		233.34
WARRANT TOTAL													\$233.34
15723190	001308/	JOAN POTTER											
		PV-150125		01-0000-0-5200-001-0000-7100-0000							REIMBURSEMENT		85.60
WARRANT TOTAL													\$85.60
15723191	002696/	RITCHIES FOOD SERVICE											
		PO-019852	2.	13-5310-0-4300-001-0000-3700-0000							591262		110.00
			1.	13-5310-0-4700-001-0000-3700-0000							591262		97.60
WARRANT TOTAL													\$207.60
15723192	002741/	S & S WORLDWIDE											
		PV-150126		01-0000-0-4300-002-1110-1000-2662							8318516	ORDERED ON PO 19683	96.85
WARRANT TOTAL													\$96.85
15723193	005987/	MARBRY SIPILA											
		PO-019814	1.	13-5310-0-4700-001-0000-3700-0000							595082		54.00
WARRANT TOTAL													\$54.00
15723194	005068/	STAPLES CONTRACT & COMMERCIAL											
		PO-019938	1.	01-0000-0-4300-001-1110-1000-0000							7001467121		51.15
			1.	01-0000-0-4300-001-1110-1000-0000							7001467171		51.15
			1.	01-0000-0-4300-001-1110-1000-0000							7001467182		51.15
			1.	01-0000-0-4300-001-1110-1000-0000							7001467200		51.15
			1.	01-0000-0-4300-001-1110-1000-0000							7001467335		51.15
		PO-019940	1.	01-0000-0-4300-001-1110-1000-0000							7001467226		51.15
			1.	01-0000-0-4300-001-1110-1000-0000							7001467254		51.15
			1.	01-0000-0-4300-001-1110-1000-0000							7001467312		51.15
WARRANT TOTAL													\$409.20
15723195	005983/	SWEETWATER											
		PO-019750	1.	01-0000-0-4300-002-1110-1000-0016							11779163		899.97
WARRANT TOTAL													\$899.97
15723196	003434/	SYSCO FD SCVS OF SAN FRANCISCO											
		PO-019815	1.	13-5310-0-4700-001-0000-3700-0000							409010394		2,378.41
			1.	13-5310-0-4700-001-0000-3700-0000							409150228		2,258.84
			1.	13-5310-0-4700-001-0000-3700-0000							410200144		2,738.00
WARRANT TOTAL													\$7,375.25
15723197	000890/	UKIAH UNIFIED SCHOOL DISTRICT											
		PO-019783	1.	01-0000-0-5200-002-0000-2700-0000							150370		50.00
			2.	01-0000-0-5200-003-0000-2700-0000							150370		75.00
WARRANT TOTAL													\$125.00
15723198	000043/	VERIZON CALIFORNIA											
		PO-019890	1.	01-0000-0-5903-001-0000-7200-0000							707-984-6904		112.28
WARRANT TOTAL													\$112.28
15723199	006063/	VERIZON WIRELESS											
		PO-019754	1.	01-7405-0-5800-001-1110-1000-0000							9733244309		152.04
WARRANT TOTAL													\$152.04
***	BATCH TOTALS ***												
											TOTAL NUMBER OF WARRANTS:	28	
											TOTAL AMOUNT OF WARRANTS:		\$34,691.02*
***	DISTRICT TOTALS ***												
											TOTAL NUMBER OF WARRANTS:	28	
											TOTAL AMOUNT OF WARRANTS:		\$34,691.02*

APY250 H.02.09

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 11/06/2014

11/04/14 PAGE 1

DISTRICT: 48 LAYTONVILLE UNIFIED
BATCH: 0033 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
15723665	000197/	ADMINISTRATIVE SRV CORP											
		PO-019725	1.	68-0000-0-5600-001-0000-6000-0000								DENTAL	168.00
			2.	69-0000-0-5600-001-0000-6000-0000								VISION	84.00
				WARRANT TOTAL									\$252.00
15723666	005991/	IRA CAUGHORN III											
		PV-150132		01-0740-0-5800-001-7110-3600-0000								MILEAGE REIMBURSEMENT 10/27-31	421.12
				WARRANT TOTAL									\$421.12
15723667	001793/	CLOVER STORNETTA FARMS INC.											
		PO-019812	1.	13-5310-0-4700-001-0000-3700-0000								100149161	182.63
			1.	13-5310-0-4700-001-0000-3700-0000								100150495	216.98
				WARRANT TOTAL									\$399.61
15723668	000063/	GEIGER'S LONG VALLEY MARKET											
		PO-019771	1.	01-0000-0-4300-001-0000-8110-0000								9119: ACCT. 1228	8.06
		PO-019788	1.	13-5310-0-4700-001-0000-3700-0000								ACCT. 2004	161.37
		PO-019903	1.	01-0079-0-4300-002-1110-1000-0000								5802: ACCT. 1221	18.36
				WARRANT TOTAL									\$187.79
15723669	000258/	LAYTONVILLE DISPOSAL CO											
		PO-019944	1.	01-0000-0-5530-001-0000-8200-0000								PUMP 2400 GALLON SEPTIC	700.00
				WARRANT TOTAL									\$700.00
15723670	000191/	LAYTONVILLE UNIFIED REVOLVING											
		RC-150004		01-0000-0-5904-001-0000-7200-0000								3 ROLLS OF STAMPS	147.00
				WARRANT TOTAL									\$147.00
15723671	000220/	LAYTONVILLE WATER DISTRICT											
		PO-019791	1.	01-0000-0-5530-001-0000-8200-0000								LES, LMS, LHS-NEW, OLD, AG	2,067.98
				WARRANT TOTAL									\$2,067.98
15723672	003136/	MATHESON TRI-GAS INC											
		PO-019728	1.	01-0740-0-5600-001-0000-3600-0000								10169220	39.80
				WARRANT TOTAL									\$39.80

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
15723673	001701/	AMARYLLIS MCHENRY											
		PV-150133		01-0000-0-5300-003-1110-1000-0000								REIMBURSEMENT	75.00
				WARRANT TOTAL									\$75.00
15723674	006119/	DAVID MITCHELL											
		PV-150134		01-0000-0-5800-003-1110-1000-0000								BULLYING ASSEMBLY AT LHS/LMS	225.00
				WARRANT TOTAL									\$225.00
15723675	000124/	PACIFIC GAS & ELECTRIC											
		PO-019775	1.	01-0000-0-5510-001-0000-8200-0000								ACCT. 0991326276-3	10,012.30
		PO-019792	1.	01-9010-0-5510-001-0000-8200-5375								ACCT. 7979025834-1	172.94
				WARRANT TOTAL									\$10,185.24
15723676	001308/	JOAN POTTER											
		PV-150135		01-0000-0-5200-001-0000-7100-0000								REIMBURSEMENT	31.68
				WARRANT TOTAL									\$31.68
15723677	002696/	RITCHIES FOOD SERVICE											
		PO-019852	2.	13-5310-0-4300-001-0000-3700-0000								591287	60.45
			1.	13-5310-0-4700-001-0000-3700-0000								591287	24.90
				WARRANT TOTAL									\$85.35
15723678	005987/	MARBRY SIPILA											
		PO-019814	1.	13-5310-0-4700-001-0000-3700-0000								255063	54.00
				WARRANT TOTAL									\$54.00
15723679	003078/	SOLID WASTE OF WILLITS											
		PO-019752	1.	01-0000-0-5540-001-0000-8200-0000								294: ACCT. 5145-6	1,009.86
				WARRANT TOTAL									\$1,009.86
15723680	002582/	SPORT & CYCLE											
		PO-019918	1.	01-1100-0-4300-003-1110-4200-0000								194507	286.71
				WARRANT TOTAL									\$286.71
15723681	003434/	SYSCO FD SCVS OF SAN FRANCISCO											
		PO-019815	1.	13-5310-0-4700-001-0000-3700-0000								410270223	2,292.56
				WARRANT TOTAL									\$2,292.56
15723682	003863/	XEROX CORPORATION											
		PO-019778	3.	01-0000-0-5600-010-3200-1000-0000								076441375	66.91
				WARRANT TOTAL									\$66.91
***	BATCH TOTALS ***			TOTAL NUMBER OF WARRANTS:	18						TOTAL AMOUNT OF WARRANTS:		\$18,527.61*
***	DISTRICT TOTALS ***			TOTAL NUMBER OF WARRANTS:	18						TOTAL AMOUNT OF WARRANTS:		\$18,527.61*

APY250 H.02.09

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 11/13/2014

11/12/14 PAGE 1

DISTRICT: 48 LAYTONVILLE UNIFIED
BATCH: 0035 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
15724359	005991/	IRA CAUGHNOR III											
		PV-150136		01-0740-0-5800-001-7110-3600-0000								MILEAGE REIMBURSEMENT 11/3-7	421.12
												WARRANT TOTAL	\$421.12
15724360	001793/	CLOVER STORNETTA FARMS INC.											
		PO-019812	1.	13-5310-0-4700-001-0000-3700-0000								100153374	185.44
												WARRANT TOTAL	\$185.44
15724361	005857/	EAGLE SOFTWARE											
		PO-019819	1.	01-0000-0-5200-001-0000-2100-0000								UCOCT14-284	950.00
												WARRANT TOTAL	\$950.00
15724362	000063/	GEIGER'S LONG VALLEY MARKET											
		PO-019771	1.	01-0000-0-4300-001-0000-8110-0000								3825: ACCT. 1228	12.90
												WARRANT TOTAL	\$12.90
15724363	000061/	LONG VALLEY LUMBER											
		PO-019614	1.	01-0635-0-4300-003-1110-1000-0000								ACCT. 1276	84.77
		PO-019836	1.	01-0000-0-4300-003-1110-1000-3555								ACCT. 1276	42.24
		PO-019848	1.	01-0000-0-4300-001-0000-8110-0000								ACCT. 1273	945.92
		PO-019907	1.	40-0000-0-4300-001-0000-8110-0000								ACCT. 1273	18.35
		PV-150147		01-0000-0-4300-001-0000-8300-0000								ACCT. 1273	144.72
												WARRANT TOTAL	\$1,236.00
15724364	003171/	NASCO MODESTO											
		PO-019685	1.	01-0000-0-4300-002-1110-1000-0000								992316	29.22
												WARRANT TOTAL	\$29.22
15724365	000096/	PETTY CASH											
		PV-150137		01-0000-0-5904-002-0000-2700-0000								LEMS PETTY CASH	412.55
				01-0811-0-4300-001-0000-3140-0000								LEMS PETTY CASH	3.22
												WARRANT TOTAL	\$415.77
15724366	001308/	JOAN POTTER											
		PV-150138		01-0000-0-5200-001-0000-2100-0000								REIMBURSEMENT	88.48

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	

WARRANT TOTAL														\$88.48
15724367	005987/	MARBRY SIPILA												
		PO-019814	1.	13-5310-0-4700-001-0000-3700-0000								255064		54.00
WARRANT TOTAL														\$54.00
15724368	003078/	SOLID WASTE OF WILLITS												
		PO-019752	1.	01-0000-0-5540-001-0000-8200-0000								L33198: ACCT 411087		77.00
			2.	01-9010-0-5540-001-0000-8200-5375								225: ACCT 9921-6		108.65
WARRANT TOTAL														\$185.65
15724369	005340/	SPRINT												
		PO-019789	1.	01-0000-0-5903-001-0000-7200-0000								CUST. #924289408		153.61
			2.	01-9010-0-5903-001-0000-2100-5375								CUST. #924289408		36.22
WARRANT TOTAL														\$189.83
15724370	006056/	TIM HURT												
		PO-019806	1.	13-5310-0-4700-001-0000-3700-0000								247258		910.00
WARRANT TOTAL														\$910.00
15724371	000043/	VERIZON CALIFORNIA												
		PO-019914	1.	01-9010-0-5903-001-0000-2100-5375								707-984-8089		189.26
WARRANT TOTAL														\$189.26
15724372	003863/	XEROX CORPORATION												
		PO-019778	4.	01-0000-0-5600-001-0000-7200-0000								076733502		127.35
			1.	01-0000-0-5600-002-1110-1000-0000								076733500		886.15
			2.	01-0000-0-5600-003-1110-1000-0000								076733501		364.27
			3.	01-0000-0-5600-010-3200-1000-0000								076733498		39.35
WARRANT TOTAL														\$1,417.12
*** BATCH TOTALS ***			TOTAL NUMBER OF WARRANTS:		14	TOTAL AMOUNT OF WARRANTS:		\$6,284.79*						
*** DISTRICT TOTALS ***			TOTAL NUMBER OF WARRANTS:		14	TOTAL AMOUNT OF WARRANTS:		\$6,284.79*						

APY250 H.02.09

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 11/20/2014

11/19/14 PAGE 1

DISTRICT: 48 LAYTONVILLE UNIFIED
BATCH: 0036 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
15725174	003755/	BUSINESS CARD											
		PV-150155		01-0000-0-4300-001-0000-7110-0000							ACCT. 4339-XXX-1997		27.00
				01-0000-0-4300-001-0000-7110-0000							ACCT. 4339-XXX-1997		100.00
				01-0000-0-4300-001-0000-7200-0000							ACCT. 4339-XXX-1997		98.35
				01-0000-0-4300-001-0000-8200-0000							ACCT. 4339-XXX-1997		197.84
				01-0000-0-4300-003-0000-2700-0000							ACCT. 4339-XXX-1997		48.69
				01-0000-0-4300-003-1110-1000-0000							ACCT. 4339-XXX-1997		126.56
				01-0000-0-5200-001-0000-7100-0000							ACCT. 4339-XXX-1997		196.00
				01-0000-0-5200-001-0000-7200-0000							ACCT. 4339-XXX-1997		210.80
				01-0000-0-5200-002-0000-2700-0000							ACCT. 4339-XXX-1997		210.81
				01-1100-0-5200-001-1110-4200-0000							ACCT. 4339-XXX-1997		50.00
				WARRANT TOTAL									\$1,266.05
15725175	005991/	IRA CAUGHNOR III											
		PV-150153		01-0740-0-5800-001-7110-3600-0000							MILEAGE REIMBURSEMENT 11/12-14		210.56
				WARRANT TOTAL									\$210.56
15725176	003496/	CDW GOVERNMENT INC.											
		PO-019919	1.	01-0000-0-4300-001-1110-1000-0000							QP56921		1,301.11
			1.	01-0000-0-4300-001-1110-1000-0000							QP57530		720.31
				WARRANT TOTAL									\$2,021.42
15725177	001793/	CLOVER STORNETTA FARMS INC.											
		PO-019812	1.	13-5310-0-4700-001-0000-3700-0000							100154754		221.97
			1.	13-5310-0-4700-001-0000-3700-0000							100157590		72.75
				WARRANT TOTAL									\$294.72
15725178	004792/	DEPT. OF JUSTICE											
		PO-019798	1.	01-0000-0-5814-001-0000-7400-0000							065208		32.00
				WARRANT TOTAL									\$32.00

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
15725179	005135/	JANICE DOWNES												
		PV-150149		01-0000-0-4300-003-1110-1000-2000									REIMBURSEMENT	61.98
				WARRANT TOTAL										\$61.98
15725180	006105/	TAI EVANS												
		PV-150150		01-0000-0-4300-001-1110-1000-0000									REIMBURSEMENT	50.00
				WARRANT TOTAL										\$50.00
15725181	005362/	FERRELLGAS												
		PO-019809	1.	01-0000-0-5520-001-0000-8200-0000									1084766301	337.77
				WARRANT TOTAL										\$337.77
15725182	006120/	CHRISTINA HAMILTON												
		PV-150154		01-0000-0-5904-001-0000-2100-2222									REIMBURSEMENT	7.58
				WARRANT TOTAL										\$7.58
15725183	006096/	MELISSA MARTINEZ												
		PV-150151		01-0000-0-4300-002-1110-1000-0000									REIMBURSEMENT	348.77
				WARRANT TOTAL										\$348.77
15725184	002742/	GLORIA MATHESON												
		PV-150152		01-0000-0-4300-001-0000-8200-0000									REIMBURSEMENT	20.65
				WARRANT TOTAL										\$20.65
15725185	002696/	RITCHIES FOOD SERVICE												
		PO-019852	2.	13-5310-0-4300-001-0000-3700-0000									591321, 591353	206.15
			1.	13-5310-0-4700-001-0000-3700-0000									591321, 591353	40.70
				WARRANT TOTAL										\$246.85
15725186	003434/	SYSCO FD SCVS OF SAN FRANCISCO												
		PO-019815	1.	13-5310-0-4700-001-0000-3700-0000									411030232	2,319.65
				WARRANT TOTAL										\$2,319.65
15725187	000043/	VERIZON CALIFORNIA												
		PO-019890	1.	01-0000-0-5903-001-0000-7200-0000									707-984-6108,6123,8761,6172	761.32
			1.	01-0000-0-5903-001-0000-7200-0000									707-984-6414, 6811	458.21
			1.	01-0000-0-5903-001-0000-7200-0000									707-984-6929	40.23
				WARRANT TOTAL										\$1,259.76
15725188	001370/	WEATHERTOP NURSERY												
		PO-019948	1.	01-0000-0-4300-003-1110-1000-0000									ACCT. 40: TRANS. # 113074	18.60
				WARRANT TOTAL										\$18.60
***	BATCH TOTALS ***			TOTAL NUMBER OF WARRANTS:		15							TOTAL AMOUNT OF WARRANTS:	\$8,496.36*
***	DISTRICT TOTALS ***			TOTAL NUMBER OF WARRANTS:		15							TOTAL AMOUNT OF WARRANTS:	\$8,496.36*

DISTRICT: 48 LAYTONVILLE UNIFIED
BATCH: 0038 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
15725695	005277/	AMAZON												
		PO-019680	1.	01-6500-0-4300-002-5770-1120-0000								290077936381		44.40
		PO-019863	1.	01-0000-0-4300-001-0000-2430-0000								211920062507		35.78
		PO-019864	1.	01-6500-0-4300-001-5770-1191-0000								233572953836		31.22
		PO-019865	1.	01-0000-0-4300-002-1110-1000-0000								013819812622		25.38
			1.	01-0000-0-4300-002-1110-1000-0000								068607756390		21.63
			1.	01-0000-0-4300-002-1110-1000-0000								229672196516		116.40
		PO-019868	1.	01-6500-0-4300-002-5770-1120-0000								080108837142		102.99
		PO-019916	1.	01-0000-0-4300-003-1110-1000-0000								197252878856, 070852725283		39.06
				WARRANT TOTAL										\$416.86
15725696	005211/	JEAN BASQUEZ												
		PV-150156		01-6500-0-4300-002-5770-1120-0000								REIMBURSEMENT		24.58
				WARRANT TOTAL										\$24.58
15725697	006121/	BLACKBOARD												
		PO-019950	1.	01-0000-0-5800-001-0000-2100-0000								1167069		967.68
				WARRANT TOTAL										\$967.68
15725698	004531/	CAMBIUM LEARNING INC.												
		PO-019866	1.	01-0000-0-4300-002-1110-1000-2111								RI 1383908		1,600.00
				WARRANT TOTAL										\$1,600.00
15725699	005991/	IRA CAUGHROH III												
		PV-150159		01-0740-0-5800-001-7110-3600-0000								MILE. REIMBURSEMENT 11/17-21		421.12
				WARRANT TOTAL										\$421.12
15725700	001793/	CLOVER STORNETTA FARMS INC.												
		PO-019812	1.	13-5310-0-4700-001-0000-3700-0000								100158941		192.17
				WARRANT TOTAL										\$192.17
15725701	002074/	FISHER WIRELESS												
		PO-019939	1.	01-0000-0-4300-001-0000-8300-0000								222884		37.67

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	DEPOSIT TYPE FUNC DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT

WARRANT TOTAL												\$37.67
15725702	004358/	BETTE LOFLIN										
		PV-150157		01-0000-0-5200-001-0000-7200-0000							REIMBURSEMENT	54.88
WARRANT TOTAL												\$54.88
15725703	006096/	MELISSA MARTINEZ										
		PV-150158		01-0000-0-4300-001-1110-1000-0000							REIMBURSEMENT	141.69
WARRANT TOTAL												\$141.69
15725704	000111/	MENDOCINO CTY YOUTH PROJECT										
		PO-019881	1.	01-0079-0-5800-001-0000-3110-0000							FY 1415 LUSD-103: NOV.	1,031.60
WARRANT TOTAL												\$1,031.60
15725705	002022/	PRINTING PLUS										
		PO-019943	1.	01-0000-0-4300-001-0000-7200-0000						2431		121.91
WARRANT TOTAL												\$121.91
15725706	006122/	READ IT ONCE AGAIN										
		PO-019870	1.	01-6500-0-4300-002-5770-1120-0000						2523		55.00
WARRANT TOTAL												\$55.00
15725707	002696/	RITCHIES FOOD SERVICE										
		PO-019852	2.	13-5310-0-4300-001-0000-3700-0000						591383		21.70
			1.	13-5310-0-4700-001-0000-3700-0000						591383		63.45
WARRANT TOTAL												\$85.15
15725708	005987/	MARBRY SIPILA										
		PO-019814	1.	13-5310-0-4700-001-0000-3700-0000						595083		54.00
WARRANT TOTAL												\$54.00
15725709	005068/	STAPLES CONTRACT & COMMERCIAL										
		PO-019921	1.	01-0000-0-4300-003-0000-2700-0000						7001498472		201.56
			1.	01-0000-0-4300-003-0000-2700-0000						7001498473		63.84
WARRANT TOTAL												\$265.40
15725710	005983/	SWEETWATER										
		PO-019922	1.	01-0000-0-4300-001-1110-1000-0000						11898672		299.99
WARRANT TOTAL												\$299.99
15725711	003434/	SYSCO FD SCVS OF SAN FRANCISCO										
		PO-019815	1.	13-5310-0-4700-001-0000-3700-0000						411100375		2,589.46
WARRANT TOTAL												\$2,589.46
15725712	000043/	VERIZON CALIFORNIA										
		PO-019890	1.	01-0000-0-5903-001-0000-7200-0000						707-984-6904		112.26
WARRANT TOTAL												\$112.26
15725713	006063/	VERIZON WIRELESS										
		PO-019754	1.	01-7405-0-5800-001-1110-1000-0000						9734948219		41.70
WARRANT TOTAL												\$41.70
***	BATCH TOTALS ***											
						TOTAL NUMBER OF WARRANTS:	19			TOTAL AMOUNT OF WARRANTS:		\$8,513.12*
***	DISTRICT TOTALS ***											
						TOTAL NUMBER OF WARRANTS:	19			TOTAL AMOUNT OF WARRANTS:		\$8,513.12*

LAYTONVILLE UNIFIED SCHOOL DISTRICT MONTHLY BUDGET REPORT

December 11, 2014

48 Laytonville Unified School Dis J1470

BUDGET REL ____

HDX110 H.00.30 12/04/14 15:13 PAGE 1

FROM 07/01/2014 TO 06/30/2015
UNAPPROVED TRANSACTIONS INCL^{ED}

FUND :01 GENERAL FUND

OBJECT CLASSIFICATION	APPROVED BUDGET	EXPENSE CURRENT	Y	%	ENCUMBERED	UNENCUMBERED BALANCE	%
8000 BEGINNING BALANCE	1,159,021.51	0.00		.0	0.00	1,159,021.51	100.0
8011 REV LIMIT STATE AID - CURR YR	1,154,319.00	347,337.00	34	30.0	0.00	806,982.00	69.9
8012 EDUCATION PROTECTION ACCOUNT	585,984.00	151,046.00	151,046.00	25.7	0.00	434,938.00	74.2
8021 HOMEOWNERS' EXEMPTION	18,661.00	0.00	0.00	.0	0.00	18,661.00	100.0
8022 TIMBER YIELD TAX	4,758.00	0.00	0.00	.0	0.00	4,758.00	100.0
8029 OTHER SUBVENTIONS/IN-LIEU TAX	0.00	35.59	35.59	100.0	0.00	35.59-	.0
8041 SECURED ROLLS TAX	1,835,909.00	2,206.24	2,206.24	.1	0.00	1,833,702.76	99.8
8042 UNSECURED ROLL TAXES	64,424.00	57,427.49	57,427.49	89.1	0.00	6,996.51	10.8
8043 PRIOR YEARS' TAXES	1,865.00	0.00	0.00	.0	0.00	1,865.00	100.0
8044 SUPPLEMENTAL TAXES	1,550.00	3,044.89	3,044.89	100.0	0.00	1,494.89-	.0
8045 EDUC REVENUE AUGMENTATION FUND	23,161.00	0.00	0.00	.0	0.00	23,161.00	100.0
8110 MAINTENANCE & OPER (PL 81-874)	25,000.00	265.87	265.87	1.0	0.00	24,734.13	98.9
8181 SPECIAL EDUCATION -ENTITLEMENT	71,138.00	17,831.00	17,831.00	25.0	0.00	53,307.00	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	194,759.16	39,480.38	39,480.38	20.2	0.00	155,278.78	79.7
8550 MANDATED COSTS REIMBURSEMENTS	13,000.00	36,469.00	36,469.00	100.0	0.00	23,469.00-	.0
8560 STATE LOTTERY REVENUE	59,329.00	1,666.69	1,666.69	2.8	0.00	57,662.31	97.1
8590 ALL OTHER STATE REVENUE	175,017.00	42,756.78	42,756.78	24.4	0.00	132,260.22	75.5
8650 LEASES & RENTALS	12,500.00	3,175.00	3,175.00	25.4	0.00	9,325.00	74.6
8660 INTEREST	2,500.00	780.04	780.04	31.2	0.00	1,719.96	68.7
8677 INTERAGENCY SERVICES BETW LEAS	96,624.00	0.00	0.00	.0	0.00	96,624.00	100.0
8689 ALL OTHER FEES & CONTRACTS	0.00	769.69	769.69	100.0	0.00	769.69-	.0
8699 ALL OTHER LOCAL REVENUE	210,320.28	24,572.18	24,572.18	11.6	0.00	185,748.10	88.3
8792 TP OF APPORTIONMENT FROM CORE	218,630.00	50,552.00	50,552.00	23.1	0.00	168,078.00	76.8
TOTAL: 8xxx	5,931,669.95	780,215.84	780,215.84	13.1	0.00	5,151,454.11	86.8
1100 TEACHERS' SALARIES	1,491,604.80	516,432.14	516,432.14	34.6	0.00	975,172.66	65.3
1170 TEACHER - SUBSTITUTE	47,800.00	4,207.50	4,207.50	8.8	0.00	43,592.50	91.1
1200 CERT PUPIL SUPPORT SALARIES	32,209.00	11,761.12	11,761.12	36.5	0.00	20,447.88	63.4
1300 CERT SUPERVISOR/ADMIN SALARIES	303,917.00	128,700.85	128,700.85	42.3	0.00	175,216.15	57.6
TOTAL: 1xxx	1,875,530.80	661,101.61	661,101.61	35.2	0.00	1,214,429.19	64.7
2100 INSTRUCTIONAL AIDES' SALARIES	278,369.26	96,888.77	96,888.77	34.8	0.00	181,480.49	65.1
2170 INSTRUCTIONAL AIDE -SUBSTITUTE	500.00	491.14	491.14	98.2	0.00	8.86	1.7
2200 CLASSIFIED SUPPORT SALARIES	275,284.00	101,199.67	101,199.67	36.7	0.00	174,084.33	63.2
2240 CLASSIFIED SUPPORT- EXTRA HIRE	2,000.00	1,484.42	1,484.42	74.2	0.00	515.58	25.7
2250 CLASSIFIED SUPP - P.T./ADDOIT'L	2,000.00	219.96	219.96	10.9	0.00	1,780.04	89.0
2260 CLASSIFIED SUPPORT - OVER-TIME	4,000.00	1,143.98	1,143.98	28.5	0.00	2,856.02	71.4
2270 CLASSIFIED SUPPORT -SUBSTITUTE	4,000.00	1,089.19	1,089.19	27.2	0.00	2,910.81	72.7
2300 CLASS. SUPRVSR/ADMIN SALARIES	119,888.55	43,607.10	43,607.10	36.3	0.00	76,281.45	63.6

FROM 07/01/2014 TO 06/30/2015
UNAPPROVED TRANSACTIONS INCLUDED

FUND :01 GENERAL FUND

OBJECT CLASSIFICATION	APPROVED BUDGET	EXPENDED/RECEIVED			%	ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
2400 CLERICAL,TECH,OFFICE SALARIES	207,930.00	78,605.80	78,605.80	37.8		0.00	129,324.20	62.1
2440 CLERICAL,TECH,OFFICE-EX-HIRE	4,000.00	2,150.22	2,150.22	53.7		0.00	1,849.78	46.2
2900 OTHER CLASSIFIED SALARIES	9,423.00	3,145.78	3,145.78	33.3		0.00	6,277.22	66.6
2970 OTHER CLASSIFIED - SUBSTITUTE	250.00	165.55	165.55	66.2		0.00	84.45	33.7
TOTAL: 2xxx	907,644.81	330,191.58	330,191.58	36.3		0.00	577,453.23	63.6
3101 STRS, CERTIFICATED	160,775.40	53,416.36	53,416.36	33.2		0.00	107,359.04	66.7
3102 STRS, CLASSIFIED	0.00	106.56	106.56	100.0		0.00	106.56	.0
3201 PERS, CERTIFICATED	4,223.00	1,572.35	1,572.35	37.2		0.00	2,650.65	62.7
3202 PERS, CLASSIFIED	96,965.00	34,959.88	34,959.88	36.0		0.00	62,005.12	63.9
3301 OASDI, CERTIFICATED	2,156.00	778.06	778.06	36.0		0.00	1,377.94	63.9
3302 OASDI, CLASSIFIED	56,174.00	19,941.37	19,941.37	35.4		0.00	36,232.63	64.5
3311 MEDICARE, CERTIFICATED	27,483.36	9,160.01	9,160.01	33.3		0.00	18,323.35	66.6
3312 MEDICARE, CLASSIFIED	13,144.00	4,681.16	4,681.16	35.6		0.00	8,462.84	64.3
3401 HEALTH & WELFARE, CERTIFICATED	252,164.80	98,245.70	98,245.70	38.9		0.00	153,919.10	61.0
3402 HEALTH & WELFARE, CLASSIFIED	251,776.00	96,355.81	96,355.81	38.2		0.00	155,420.19	61.7
3501 UNEMPLOYMENT INS, CERTIFICATED	6,452.20	315.92	315.92	4.8		0.00	6,136.28	95.1
3502 UNEMPLOYMENT INS, CLASSIFIED	462.00	161.32	161.32	34.9		0.00	300.68	65.0
3601 WORKERS' COMP, CERTIFICATED	99,837.44	29,426.10	29,426.10	29.4		0.00	70,411.34	70.5
3602 WORKERS' COMP, CLASSIFIED	46,762.00	15,037.92	15,037.92	32.1		0.00	31,724.08	67.8
3701 OPEB ALLOCATED CERTIFICATED	13,400.00	0.00	0.00	.0		0.00	13,400.00	100.0
3702 OPEB ALLOCATED CLASSIFIED	500.00	0.00	0.00	.0		0.00	500.00	100.0
3901 OTHER BENEFITS, CERTIFICATED	11,583.00	0.00	0.00	.0		0.00	11,583.00	100.0
3902 OTHER BENEFITS, CLASSIFIED	500.00	0.00	0.00	.0		0.00	500.00	100.0
TOTAL: 3xxx	1,044,358.20	364,158.52	364,158.52	34.8		0.00	680,199.68	65.1
4100 APPRVD TEXTBOOKS/CORE CURRICULA	82,000.00	20,986.86	20,986.86	25.5		298.84	60,714.30	74.0
4200 BOOKS/OTHER REFERENCE MATERIAL	168.00	167.67	167.67	99.8		0.00	0.33	.1
4300 MATERIALS & SUPPLIES	201,397.00	72,711.68	72,711.68	36.1		6,990.99	121,694.33	60.4
4361 FUEL - GASOLINE,DIESEL	24,000.00	9,746.83	9,746.83	40.6		8,732.53	5,520.64	23.0
4362 TRANSP - OIL, GREASE	500.00	0.00	0.00	.0		0.00	500.00	100.0
4363 TIRES & ACCESSORIES	1,500.00	1,168.49	1,168.49	77.8		0.00	331.51	22.1
4364 REPLACEMENT PARTS	3,500.00	621.85	621.85	17.7		378.15	2,500.00	71.4
4365 TRANSP - OTHER SUPPLIES	500.00	514.44	514.44	100.0		0.00	14.44	.0
4400 NON-CAPITALIZED EQUIPMENT	30,700.00	8,725.05	8,725.05	28.4		0.00	21,974.95	71.5
TOTAL: 4xxx	344,265.00	114,642.87	114,642.87	33.3		16,400.51	213,221.62	61.9
5200 TRAVEL & CONFERENCES	45,282.00	5,086.40	5,086.40	11.2		140.00	40,055.60	88.4
5300 DUES & MEMBERSHIPS	2,375.00	1,356.04	1,356.04	57.0		0.00	1,018.96	42.9
5450 OTHER INSURANCE	46,303.00	46,260.45	46,260.45	99.9		0.00	42.55	.0

FROM 07/01/2014 TO 06/30/2015
UNAPPROVED TRANSACTIONS INCLUDED

FUND :01 GENERAL FUND

OBJECT CLASSIFICATION	APPROVED BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE	%	ENCUMBERED	UNENCUMBERED BALANCE	%
5510 LIGHTS & POWER	100,500.00	45,076.27	45,076.27	44.8	46,423.73	9,000.00 8.9
5520 HEATING FUEL	51,000.00	1,124.39	1,124.39	2.2	44,875.61	5,000.00 9.8
5530 WATER & SEWER	26,000.00	14,043.93	14,043.93	54.0	5,156.07	6,800.00 26.1
5540 WASTE DISPOSAL	14,100.00	5,146.93	5,146.93	36.5	8,894.15	58.92 .4
5600 RENT,LEASES,REPAIR NON CAP IMP	48,350.00	23,539.16	23,539.16	48.6	7,682.38	17,128.46 35.4
5750 TRANSFR DIRECT COSTS-INTERFUND	10,000.00-	0.00	0.00	100.0	0.00	10,000.00- .0
5800 PROPRES'L/CONSULTG SVCS/OP EXP	325,136.84	49,543.56	49,543.56	15.2	10,022.34	265,570.94 81.6
5801 AUDIT FEES	19,500.00	15,300.00	15,300.00	78.4	3,262.00	938.00 4.8
5802 LEGAL FEES	6,000.00	1,673.44	1,673.44	27.8	0.00	4,326.56 72.1
5811 ADVERTISING	2,100.00	883.17	883.17	42.0	630.65	586.18 27.9
5814 FINGERPRINTING	750.00	381.00	381.00	50.8	180.00	189.00 25.2
5901 COMMUNIC - INTERNET SVCS/LINES	50.00	22.00	22.00	44.0	0.00	28.00 56.0
5903 COMMUNIC - TELEPHONE SERVICES	15,200.00	4,679.17	4,679.17	30.7	3,270.95	7,249.88 47.6
5904 COMMUNIC - POSTAGE/DELIVERY	3,500.00	934.63	934.63	26.7	0.00	2,565.37 73.2
TOTAL: 5xxx	696,146.84	215,050.54	215,050.54	30.8	130,537.88	350,558.42 50.3
TOTAL: 1xxx - 5xxx	4,867,945.65	1,685,145.12	1,685,145.12	34.6	146,938.39	3,035,862.14 62.3
6170 LAND IMPROVEMENTS	0.00	163,348.00	163,348.00	100.0	0.00	163,348.00- .0
6400 EQUIPMENT	26,000.00	0.00	0.00	.0	0.00	26,000.00 100.0
TOTAL: 6xxx	26,000.00	163,348.00	163,348.00	100.0	0.00	137,348.00- .0
TOTAL: 1xxx - 6xxx	4,893,945.65	1,848,493.12	1,848,493.12	37.7	146,938.39	2,898,514.14 59.2
7350 TRANSFER INDIRECT COSTS-INTRFD	3,921.00-	0.00	0.00	100.0	0.00	3,921.00- .0
7616 INT-FD TF FR GENERAL TO CAFE	11,133.00	0.00	0.00	.0	0.00	11,133.00 100.0
7619 OTHER AUTH INTERFUND TRNFS OUT	55,000.00	0.00	0.00	.0	0.00	55,000.00 100.0
7911 BUDG FUND BAL-RESERVE REV CASH	5,000.00	0.00	0.00	.0	0.00	5,000.00 100.0
7950 BUDG FUND BAL- STABILIZATION	300,000.00	0.00	0.00	.0	0.00	300,000.00 100.0
7980 BUDG FUND BAL-OTHER ASSIGNMENT	322,909.68	0.00	0.00	.0	0.00	322,909.68 100.0
7989 BUDG FUND BAL- RSRV ECON UNCER	200,000.00	0.00	0.00	.0	0.00	200,000.00 100.0
7990 BUDG FUND BAL - UNASSIGNED	147,602.62	0.00	0.00	.0	0.00	147,602.62 100.0
TOTAL: 7xxx	1,037,724.30	0.00	0.00	.0	0.00	1,037,724.30 100.0
TOTAL: 1xxx - 7xxx	5,931,669.95	1,848,493.12	1,848,493.12	31.1	146,938.39	3,936,238.44 66.3

FROM 07/01/2014 TO 06/30/2015
 UNAPPROVED TRANSACTIONS INCLUDED
 Summary

FUND	:01	GENERAL FUND						
OBJECT CLASSIFICATION			APPROVED BUDGET	EXPENDED/RECEIVED			ENCUMBERED	UNENCUMBERED
				CURRENT	YEAR TO DATE	%		BALANCE
								%
TOTAL INCOME			(8000 - 8999)	5,931,669.95	780,215.84	780,215.84	13.1	0.00
							5,151,454.11	86.8
TOTAL: 1xxx - 5xxx				4,867,945.65	1,685,145.12	1,685,145.12	34.6	146,938.39
							3,035,862.14	62.3
TOTAL: 1xxx - 6xxx				4,893,945.65	1,848,493.12	1,848,493.12	37.7	146,938.39
							2,898,514.14	59.2
TOTAL: 1xxx - 7xxx				5,931,669.95	1,848,493.12	1,848,493.12	31.1	146,938.39
							3,936,238.44	66.3
TOTAL EXPENSES			(1000 - 7999)	5,931,669.95	1,848,493.12	1,848,493.12	31.1	146,938.39
							3,936,238.44	66.3

LAYTONVILLE UNIFIED SCHOOL DISTRICT
BUDGET TRANSFERS
December 11, 2014

48 Laytonville Unified School Dis Budget Transfer Transactions J1471 BT0100 H.00.04 12/04/14 PAGE 1
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 150006 To 159999
Date entered from: 00/00/0000 To 99/99/9999
Approved and Unapproved Transactions

Number	Date	Date Entered	Description	FU RESO P OBJE SCH COAL FUNC DIST	Debit	Credit
150006	10/31/2014	10/31/2014	Sp Rd	Entered by: BL48 Unapproved		
1.			01-6500-0-8792-000-5001-0000-0000			7,792.00
2.			01-6500-0-8792-000-5750-0000-0000			13,196.00
3.			01-3315-0-1100-002-5730-1191-0000			2,436.80
4.			01-3315-0-3101-002-5730-1191-0000			216.40
5.			01-3315-0-3311-002-5730-1191-0000			35.36
6.			01-3315-0-3401-002-5730-1191-0000			396.80
7.			01-3315-0-3501-002-5730-1191-0000			1.20
8.			01-3315-0-3601-002-5730-1191-0000			113.44
9.			01-3315-0-2100-001-5730-1191-0000		2,575.00	
10.			01-3315-0-3202-002-5730-1191-0000		305.00	
11.			01-3315-0-3302-002-5730-1191-0000		160.00	
12.			01-3315-0-3312-002-5730-1191-0000		37.00	
13.			01-3315-0-3502-002-5730-1191-0000		2.00	
14.			01-3315-0-3602-002-5730-1191-0000		121.00	
15.			01-6500-0-1100-003-5750-1110-0000			14,711.00
16.			01-6500-0-1100-003-5770-1120-0000		27,757.00	
17.			01-6500-0-3101-003-5770-1120-0000		1,154.00	
18.			01-6500-0-3311-003-5770-1120-0000		189.00	
19.			01-6500-0-3401-003-5770-1120-0000		189.00	
20.			01-6500-0-3601-003-5770-1120-0000		606.00	
21.			01-6500-0-5800-001-5750-3120-9000		5,804.00	
TOTAL:					38,899.00*	38,899.00*
150008	10/31/2014	10/31/2014	1st interim	Entered by: BL48 Unapproved		
1.			01-0000-0-2170-007-1110-1000-0000			500.00
2.			01-0000-0-2440-002-0000-2700-0000			300.00
3.			01-0000-0-2970-001-1110-1000-0000			250.00
4.			01-0000-0-3101-003-1110-4100-0000			200.00
5.			01-0000-0-3311-003-1110-4100-0000			32.00
6.			01-0000-0-3402-007-1110-1000-0000		6,000.00	
7.			01-0000-0-3402-002-0000-2700-0000		1,700.00	
8.			01-0000-0-3501-003-1110-4100-0000			2.00
9.			01-0000-0-3601-003-1110-4100-0000			103.00
10.			01-0000-0-5800-001-0000-3160-0000			100.00
11.			01-0000-0-4300-001-0000-8110-0000			3,000.00
12.			01-0000-0-4300-003-1110-1000-0000			1,000.00
13.			01-0000-0-4300-000-1110-1000-0000			2,213.00
TOTAL:					7,700.00*	7,700.00*
150007	10/31/2014	11/06/2014	Supplemental/concentration	Entered by: BL48 Unapproved		
1.			01-0079-0-1100-003-1120-1000-0000			1,700.00
2.			01-0079-0-2100-002-1120-1000-0000			1,403.00
3.			01-0079-0-2100-008-1110-1000-0000		4,126.00	
4.			01-0079-0-3101-003-1120-1000-0000			114.00
CONTINUED						

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

Transaction Number from: 150006 To 159999

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

Approved and Unapproved Transactions

Number	Date	Date Entered	Description	PU RESO P OBJE SCH GOAL FUNC DIST	Debit	Credit
150007	CONTINUED					
	5.			01-0079-0-3201-003-1120-1000-0000		12.00
	6.			01-0079-0-3301-003-1120-1000-0000		7.00
	7.			01-0079-0-3311-003-1120-1000-0000		25.00
	8.			01-0079-0-3501-003-1120-1000-0000		1.00
	9.			01-0079-0-3601-003-1120-1000-0000		79.00
	10.			01-0079-0-3202-002-1120-1000-0000		200.00
	11.			01-0079-0-3202-007-1110-1000-0000		1,026.00
	12.			01-0079-0-3302-007-1110-1000-0000		540.00
	13.			01-0079-0-3312-007-1110-1000-0000		127.00
	14.			01-0079-0-3402-007-1110-1000-0000		6,317.00
	15.			01-0079-0-3502-007-1110-1000-0000		5.00
	16.			01-0079-0-3602-007-1110-1000-0000		406.00
	17.			01-0079-0-4300-002-1110-1000-0000		250.00
	18.			01-0079-0-2100-002-1110-1000-0000	7,622.00	
	19.			01-0079-0-3402-002-1110-1000-0000	464.00	
	20. Dec HS coord			01-0079-0-2300-001-0000-2100-0000	3,863.00	
	21. Dec HS coord			01-0079-0-3202-001-0000-2100-0000	455.00	
	22. Dec HS coord			01-0079-0-3302-001-0000-2100-0000	239.00	
	23. Dec HS coord			01-0079-0-3312-001-0000-2100-0000	56.00	
	24. Dec HS coord			01-0079-0-3402-001-0000-2100-0000	929.00	
	25. Dec HS coord			01-0079-0-3602-001-0000-2100-0000	80.00	
	26. Inc counseling			01-0079-0-5800-001-0000-3110-0000		5,622.00
				TOTAL:	17,834.00*	17,834.00*
150009	10/31/2014	11/12/2014	First interim	Entered by: BL48 Unapproved		
	1.			01-0002-0-8699-000-0000-0000-2002	120.00	
	2.			01-0002-0-4300-001-1110-1000-2002		120.00
	3. Insurance reimbursement			01-0740-0-8699-000-0000-0000-0000	1,852.28	
	4.			01-0740-0-5800-001-0000-3600-0000		1,852.28
	5. Inc IA ext session			01-6500-0-2100-002-5751-1110-0000		689.00
	6. Move to resource			01-6500-0-1100-002-5750-1110-0000	30,366.00	
	7.			01-6500-0-1100-002-5770-1120-0000		30,366.00
	8. RCampbell			01-6500-0-2100-003-5750-1110-0000		11,770.00
	9. RCampbell			01-6500-0-2100-003-5750-1130-0000		7,847.00
	10. KCabezut			01-6500-0-2100-002-5770-1130-0000		20,780.00
	11.			01-6500-0-2100-002-5750-1110-0000	11,244.00	
	12.			01-6500-0-2100-002-5750-1130-0000		881.00
	13.			01-6500-0-2100-002-5770-1120-0000	26,119.00	
	14. Inc extended session reimb			01-6500-0-8792-000-5001-0000-0000	618.00	
	15. Inc contribution			01-6500-0-8980-000-5001-0000-0000	3,986.00	
	16. Inc contribution			01-0000-0-8980-000-0000-0000-0000		7,486.00
	17.			01-0000-0-7980-000-0000-0000-0000	7,486.00	
	18.			01-8150-0-8980-000-0000-0000-0000	3,500.00	
	19.			01-8150-0-5600-001-0000-8110-0000		3,500.00
				TOTAL:	85,291.28*	85,291.28*
150010	10/31/2014	11/12/2014	Update district defined	Entered by: BL48 Unapproved		
	1. Ahern wedding dntr to music			01-0000-0-8699-000-0000-0000-0016	3,000.00	
				CONTINUED		

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

Transaction Number from: 150006 To 159999

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

Approved and Unapproved Transactions

Number	Date	Date Entered	Description	FU RESO P OBJR SCH GOAL FUNC DIST	Debit	Credit
150010	CONTINUED					
			2.	01-0000-0-4300-002-1110-1000-0016		2,000.00
			3.	01-0000-0-4300-003-1110-1000-0016		1,000.00
			4. FarmToSchool donations	01-0000-0-8699-000-0000-0000-1500	1,800.00	
			5.	01-0000-0-4300-001-1110-1000-1500		1,800.00
			6. Alumni book fund donations	01-0000-0-8699-000-0000-0000-2000	303.00	
			7.	01-0000-0-4200-003-0000-2420-2000		168.00
			8.	01-0000-0-4300-003-1110-1000-2000		135.00
			9. LRS fundraising	01-0000-0-8699-000-0000-0000-2662	3,000.00	
			10.	01-0000-0-4300-002-1110-1000-2662		3,000.00
			11. Woodshop fundraising	01-0000-0-8699-000-0000-0000-3555	500.00	
			12.	01-0000-0-4300-003-1110-1000-3555		500.00
			13. LHS SCRIP	01-0000-0-8699-000-0000-0000-3663	100.00	
			14.	01-0000-0-4300-003-1110-1000-3663		100.00
			15.	01-0000-0-4300-003-1110-1000-6000	993.74	
			16.	01-0000-0-4300-003-1110-4100-6000		993.74
			TOTAL:		9,696.74*	9,696.74*
150011	10/31/2014	12/01/2014	1st interim LCFE	Entered by: H148 Unapproved		
			1. Red. state aid remove Branscom	01-0000-0-8011-000-0000-0000-0000		130,495.00
			2. Reduce certificated	01-0000-0-1100-002-1110-1000-0000	130,495.00	
			3. Reduce EPA	01-1400-0-8012-000-0000-0000-0000		18,198.00
			4. Reduce EPA	01-1400-0-1100-003-1110-1000-0000	18,198.00	
			5. Reduce for P-1 taxes	01-0000-0-8011-000-0000-0000-0000		21,571.00
			6. Inc P-1 taxes	01-0000-0-8041-000-0000-0000-0000	18,341.00	
			7. Inc P-1 taxes	01-0000-0-8042-000-0000-0000-0000	912.00	
			8. Red P-1 taxes	01-0000-0-8021-000-0000-0000-0000		19.00
			9. Inc P-1 taxes	01-0000-0-8022-000-0000-0000-0000	456.00	
			10. Inc P-1 taxes	01-0000-0-8043-000-0000-0000-0000	309.00	
			11. Inc P-1 taxes	01-0000-0-8044-000-0000-0000-0000	322.00	
			12. Inc P-1 taxes	01-0000-0-8045-000-0000-0000-0000	1,250.00	
			TOTAL:		170,283.00*	170,283.00*
150012	10/31/2014	12/01/2014	Balance direct costs	Entered by: H148 Unapproved		
			1.	01-0000-0-5710-001-1110-1000-0000	4,000.00	
			2.	01-0000-0-5750-001-0000-7200-0000	5,000.00	
			3.	01-0000-0-5710-003-1110-1000-0000	1,500.00	
			4.	01-0000-0-5903-001-0000-7200-0000		1,500.00
			5.	01-0000-0-5800-001-0000-8100-0000		1,000.00
			6.	01-0000-0-5540-001-0000-8200-0000		100.00
			7.	01-0000-0-5300-003-1110-1000-0000		75.00
			8.	01-0000-0-5200-002-0000-2700-0000		250.00
			9.	01-0000-0-5200-001-0000-7100-0000		500.00
			10.	01-0000-0-4300-003-1110-1000-0000		3,000.00
			11.	01-0000-0-4300-001-0000-7200-0000		500.00
			12.	01-0000-0-4300-001-0000-8110-0000		2,000.00
			13.	01-0000-0-4300-002-1110-1000-0000		1,000.00

CONTINUED

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

Transaction Number from: 150006 To 159999

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

Approved and Unapproved Transactions

Number	Date	Date Entered	Description	FU RESO P OBJE SCH GOAL FUNC DIST	Debit	Credit
150012	CONTINUED					
	14.			01-0000-0-4300-003-0000-2700-0000		575.00
				TOTAL:	10,500.00*	10,500.00*
				DISTRICT TOTAL	340,204.02**	340,204.02**
				GRAND TOTAL	340,204.02**	340,204.02**

LAYTONVILLE UNIFIED SCHOOL DISTRICT
WILLIAMS REPORT
December 11, 2014

Mendocino County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
QUARTERLY REPORT FOR LAYTONVILLE UNIFIED SCHOOL DISTRICT
2014-2015 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 1ST Quarter July – September 2014-2015 school year.

INSTRUCTIONAL MATERIALS:

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
Laytonville Elementary	9/16/2014	9		No insufficiencies.					

* 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:

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
Laytonville Elementary	10/17/2014	Multi-Purpose & Stage	Electrical circuit breaker taped at stage service panel. Missing cover plate on stage outlet. North staircase access blocked.	No			95.40% Good
		Kitchen	Diffuser missing on fluorescent fixture. Plastic clothes dryer vent duct should be replaced with metal	No			
		Room 2	5 stained ceiling tiles, high storage unsecured	No			
		Room 3	7 stained ceiling tiles, unsecured file cabinets and bookcases	No			

Completed by: V Gulick

Mendocino County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
QUARTERLY REPORT FOR LAYTONVILLE UNIFIED SCHOOL DISTRICT
2014-2015 FISCAL YEAR

		Room 6	GFCI outlet on counter by sink failed to trip in test mode. High unsecured storage and file cabinets	No			
		Preschool	Approx. 10 light fixtures inoperable (about 1/2 the total). Unsecured Cupboard in kitchen area, excessive clutter in office area.	No			
		Room 9	High unsecured storage, unsecured cabinets, lights out on south side, fire extinguisher not inspected in last month	No			
		Middle School Boys / Girls	One sink faucet in Boys room inoperable	No			
		Room 18	Exterior soft light missing diffuser and lamp. Fire extinguisher not inspected in last month, no Uniform Complaint Form	No			

*"Good repair" means the facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria.

** "Emergency condition" means a facility condition that poses a threat to the health or safety of pupils or staff while at school.

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

The 2013-2014 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

Completed by: V Gulick

Mendocino County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
QUARTERLY REPORT FOR LAYTONVILLE UNIFIED SCHOOL DISTRICT
2014-2015 FISCAL YEAR

TEACHER MISASSIGNMENTS AND TEACHER VACANCIES: *No review conducted during this quarter*

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

Schools	Laytonville Elementary
Number of misassignments for the 2014-2015	0
Number of misassignments that were corrected within 30 calendar days	0
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	0
Number of Teacher Vacancies for the 2014-2015	0
Number of Teacher Vacancies Filled in the 2014-2015	0

Completed by: V Gulick

Mendocino County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
QUARTERLY REPORT FOR LAYTONVILLE UNIFIED SCHOOL DISTRICT
2014-2015 FISCAL YEAR

UNIFORM COMPLAINTS:

The number of complaints filed within the district during the 1st Quarter 2014-2015, 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
Facilities Conditions	0	0	0
CAHSEE Intensive Instruction & Services	0	0	0
TOTALS	0	0	0

Completed by: V Gulick

BOARD ACTION ITEM K1

Board Meeting Date: December 11, 2014
Subject: Students of the Month
From: Joan Potter, Superintendent

Explanation:

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

Recommendation:

Recognize the Students of the Month and their families

Attachments:

None

BOARD ACTION ITEM K2

Board Meeting Date: December 11, 2014

Subject: Annual Organizational Meeting – Election of Officers

From: Joan Potter, Superintendent

Explanation:

Education Code Section 35143 provides for an annual organizational meeting at which the Officers of the Board are elected. The Board President will conduct 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).

Recommendation:

Nominate and elect a President and Clerk of the Board.
Nominate and elect two DAC representatives.
Nominate and elect one Family Resource Center (Healthy Start) representative.

Attachments:

None

BOARD ACTION ITEM K3

Board Meeting Date: December 11, 2014

Subject: Resolution No. 463 Designation of Signatures of Members of the Governing Board

From: Joan Potter, Superintendent

Explanation:

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. 463 certifies these signatures.

We will take your signatures at the end of the meeting.

Recommendation:

Adopt Resolution No. 463

Attachments:

Resolution No. 463
Statement of Facts—Roster of Public Agencies Filing
Signatures of Governing Board Members Document

Laytonville Unified School District
December 11, 2014

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

RESOLUTION NO. 463

On motion of Member _____, seconded by Member _____, the following resolution is adopted:

WHEREAS The Governing Board of the LAYTONVILLE UNIFIED SCHOOL DISTRICT recognizes its obligation to maintain statutory regulations regarding Governing Boards (Education Code Section 42633).

THEREFORE BE IT RESOLVED the following people are designated by their affixed signatures on the attached verification form as the members of the Governing Board of the LAYTONVILLE UNIFIED SCHOOL DISTRICT.

Shannon Ford
Meagen Hedley
Cecelia Gillespie

Calvin Harwood
Tina Tineo

I, _____, clerk of the Governing Board of the Laytonville Unified School District of Mendocino County, California, do hereby certify that the foregoing is a full true and correct copy of a resolution adopted by the said Board at a regular meeting on December 11, 2014. A copy of Resolution No. 463 is on file in the office of the Board.

Date

Clerk



State of California
Secretary of State

**STATEMENT OF FACTS
ROSTER OF PUBLIC AGENCIES FILING**
(Government Code section 53051)

(Office Use Only)

Instructions:

1. Complete and mail to: Secretary of State,
P.O. Box 942877, Sacramento, CA 94277-0001 (916) 653-3984
2. A street address must be given as the official mailing address or as
the address of the presiding officer.
3. Complete addresses as required.
4. If you need additional space, attach information on an 8½" X 11" page, one sided and legible.

New Filing ☐ Update ☒

Legal name of Public Agency: _____

Nature of Update: _____

County: _____

Official Mailing Address: _____

Name and Address of each member of the governing board:

Chairman, President or other Presiding Officer (Indicate Title): _____

Name: _____ Address: _____

Secretary or Clerk (Indicate Title): _____

Name: _____ Address: _____

Members:

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

RETURN ACKNOWLEDGMENT TO: (Type or Print)

NAME [_____]

ADDRESS [_____]

CITY/STATE/ZIP [_____]

_____ Date

_____ Signature

_____ Typed Name and Title

SEC/STATE NP/SF 405 (REV. 05/09)

**SIGNATURES OF MEMBERS
OF THE
GOVERNING BOARD
OF THE
LAYTONVILLE UNIFIED SCHOOL DISTRICT**

These signatures are required to be on file in the office of the County Superintendent of Schools.
Education Code Section 42633.

Shannon Ford _____

Meagen Hedley _____

Tina Tineo _____

Calvin Harwood _____

Cecelia Gillespie _____

Signatures of any other person authorized to sign warrants in the name of this board:

Joan Potter

Print Name

Signature

Bette Loflin

Print Name

Signature

Verification:

The above signatures were executed in my presence this 11th day of December, 2014.

Signature

District Administrative Assistant

Title

BOARD ACTION ITEM K4

Board Meeting Date: December 11, 2014

Subject: Designation of Regular Board Meeting Dates for 2015

From: Joan Potter, Superintendent

Explanation:

The Board needs to review and adopt a calendar of regular meeting dates for 2015. A proposed calendar based on past practice is attached for your consideration. The meeting dates calendar can be revised, but it needs to be adopted this evening. We sometimes revise the calendar after the year gets underway for special circumstances.

An updated 2014-15 Board Action Calendar (BAC) is also attached for your information. This is a calendar of Board activities that we 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 is needed tonight

Recommendation:

Adopt the proposed Calendar of Regular Board Meeting Dates for 2015

Attachments:

Proposed 2015 Calendar of Regular Meeting Dates
2014/15 Board Action Calendar

Laytonville Unified School District
December 11, 2014

REGULAR BOARD MEETING DATES: 2015

January 15, 2015	Third Thursday	Holidays
February 5, 2015	First Thursday	
March 5, 2015	First Thursday	
April 9, 2015	Second Thursday	Spring Break
May 7, 2015	First Thursday	
June 4, 2015	First Thursday	
June 25, 2015	Fourth Thursday	Budget Adoption
July 2015	No meeting	
August 13, 2015	Second Thursday	Vacations
September 10, 2015	Second Thursday	Labor Day, Proximity to August BOE Meeting, Budget
October 1, 2015	First Thursday	Pending Homecoming
November 5, 2015	First Thursday	
December 10, 2015	Second Thursday	First Interim Budget, Thanksgiving

Adopted 12/11/2014

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Board Action Calendar for 2014/15

August 2014	Summer School Report (information)
August 2014	Summer Maintenance Projects Report (information)
August 2014	Local Biennial Review of Conflict of Interest Code (Last reviewed August 2012)
August 2014	Approve the Filing of a Declaration of Need for Fully Qualified Educators (if needed)
August 2014	4 th Qtr. Williams Uniform Complaint Report (consent)
August 2014	Report on Staff Dev. Program for 2014/15
Aug./Sept. 2014	Upcoming Williams Site Visit in September (information)
September 2014	Opening Enrollments (information)
September 2014	Student Accountability Reports (information)
September 2014	PUBLIC HEARING: Notification of Compliance with EC 60119 (Instructional Materials) for 2014/15
September 2014	RESOLUTION: Compliance with EC 60119 following Public Hearing
September 2014	Sports Program Update (information)
September 2014	RESOLUTION: GANN Limit
October 2014	Employee Appreciation Award – Notification & Forms (information)
Sept./ Oct. 2014	Approval of Unaudited Actuals for 2014/15
October 2014	Certification: Adoption dates for State Aligned Texts (K-8 state adopted & aligned; 9-12 state aligned only)
October 2014	1 st Qtr. Williams Uniform Complaint Report (consent)
November 2014	Approve Date for Annual Organizational Meeting
November 2014	PUBLIC HEARING: Impact Aid-Tribal Notice, Budget, BP 1261

November 2014	Biennial Nutritional & Physical Activity Quality Indicators Review (BP 5030) (last reviewed November 2011)
December 2014	Annual Organizational Meeting: Election of Officers
December 2014	Appointment of Superintendent as Secretary to BOE
December 2014	Adopt Board Annual Calendar of Meeting Dates
December 2014	RESOLUTION: Designation of Signatures of BOE
December 2014	Adopt First Interim Budget Report
December 2014	Annual Williams Site Visit Report by Co. Supt. (correspondence)
December 2014	Select Employee (Classified) Appreciation Award Recipient (closed session)
January 2015	Present Employee Appreciation Award
January 2015	Transportation Safety Plan (every three years--last revised 2012)
January 2015	2 nd Qtr. Williams Uniform Complaint Report (consent)
January 2015	County Superintendent's Williams 2 nd Quarterly Report (consent)
Jan/Feb 2015	Consolidated Application Approval, Part 2 (consent)
February 2015	Approve & Certify Annual Audit Report for 2013/14
February 2015	P-1 (first apportionment period) ADA Report (information)
February 2015	Review & Authorize SARC Distribution
February 2015	Annual Instructional Materials Adoption
February 2015	NCLB LEA Plan Revise (with DAC) every 5 years--last revised 5/03; pending reauthorization and new guidelines
February 2015	Title 1 Parent Involvement Policies
March 2015	Adopt Second Interim Budget Report
March 2015	Employee (Certificated) Appreciation Award – Notification & Forms (information)

March 2015	Schools & District Safety Plans
April 2015	School Level Parent Involvement Plan, Student/Parent Compact
April 2015	Approve 2015 Summer School Program
April 2015	Annual Review: BP 6145 – Extra & Cocurric. Activities
April 2015	Annual Review: BP & E 5132 – Dress Codes
April 2015	3 rd Qtr. Williams Uniform Complaint Report (consent)
April 2015	Ed. Tech. Plan Review (expires June 2015)
April 2015	CAHSEE Waiver Requests for Graduation
April 2015	RESOLUTION: Education Protection Account
April 2015	Select Employee (Certificated) Appreciation Award Recipient (closed session)
May 2015	Title VII Indian Ed. Formula Grant Application
May 2015	Academic Performance Index (API) Report (information)
May 2015	Graduation waiver request for students with IEP's
May 2015	RESOLUTIONS: Day of the Teacher & Classified Employees Week
May 2015	Approve Next Year Instructional Minutes
May 2015	RESOLUTION: Participation in Staywell Health Plan JPA
May 2015	Single School Plan for Student Achievement (SPSA) Review and Revision
May 2015	Present Employee Appreciation Award
May 2015	Deferred Maintenance Schedule – Revision to OPSC every five yrs. or as needed – last revised 5/10
May 2015	Approve Renewal of Small District Funding Waiver Request w/MCOE Support Letter for CDS; narrative required every other yr. (last narrative submitted 5/13)

May 2015	Annual Review of Williams Audit Exceptions: Inst. Mat'ls & Prog. Funds; Facilities; Tchr. Assgnmt's
May 2015	Annual Approval – Placement of CDS on old LHS campus
June 2015	Designation of CIF Representative to the League (consent)
June 2015	PUBLIC HEARING: LCAP
June 2015	PUBLIC HEARING: Proposed Budget for 2015/16
June 2015	Adopt LCAP
June 2015	Adopt Proposed 2015/16 Budget
June 2015	RESOLUTION: Appropriate the Ending Balance to a Reserve Account
June 2015	RESOLUTION: Authorize County Superintendent to Transfer Expenditures Between Funds
June 2015	Approve Submission of Consolidated Application for Funding Categorical Aid Programs Part 1 (consent)
June 2015	Annual Superintendent's Evaluation (closed session)
June 2015	Admin Contract Extensions (closed session, open session for Superintendent Contract Ratification)
June 2015	Report on Peer Assistance & Review Program (PAR) and Beginning Teacher Support and Assessment Program (information)
June 2015	Approve Board Action Calendar for 2015/16

Future Agenda Items

December 2015	Trustee terms expire: Shannon, Tina & Meagan expire in 2015 (Calvin and Cecelia expire 2017)
March 2016	School Year Calendar(s) Adoption (every 2 years, due March 2016)
March 2016	Triennial Plan for Expelled Youth (due March 2016)
April 2017	Review Auditor's Contract (3 year contract expires June 2017)

BOARD DISCUSSION/ACTION ITEM L1

Board Meeting Date: December 11, 2014

Subject: First Interim Budget Report

From: Joan Potter, Superintendent

Explanation:

It's time for the 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 down by \$32,118: LCFF decreased \$42,793; and local revenue increased \$10,675 due to donations, fundraising and reimbursements. The beginning balance was higher due to carryover.
- Expenditures are up \$57,409: salaries and benefits are down, while supplies and services are up as a result of budgeting the carryover and new revenue.
- We have a 4% economic uncertainty reserve with a 6% stabilization

Recommendation:

Adopt the 2014-15 First Interim Budget Report

Attachments

2014-15 First Interim Budget Report
SACS Summary Forms
LCFF Entitlement Details

BOARD DISCUSSION/ACTION ITEM L2

Board Meeting Date: December 11, 2014

Subject: Audit Certification: 2013/14 Financial Report and Audit

From: Joan Potter, Superintendent

Explanation:

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:	\$8,672,479
Overall Revenues:	\$5,353,075
Expenses:	\$5,271,595

Resource Allocation

Curriculum & Inst.	58%
Pupil services	9%
Administration	9%
Maint. & Operations	10%
Ancillary&Long-term debt	8%

Control Deficiencies: None.

Recommendation:

Approve the 2013/14 Financial Report & Audit

Attachments

Audit Report for 2013/14 & Audit Certification for 2013/14 Financial Report.

BOARD DISCUSSION/ACTION ITEM L3

Board Meeting Date: December 11, 2014

Subject: Resolution No. 464 for Establishing an Independent Citizens' Bond Oversight Committee

From: Joan Potter, Superintendent

Explanation:

Our District was successful at the election conducted on November 4, 2014 obtaining authorization from the District's voters to issue up to \$5.5 million dollars of the District's school facilities bond ("Measure Q"). The Election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish an Independent Citizens' Bond Oversight Committee in order to satisfy the accountability requirements of Prop 39. David Casnocha, LUSD's legal bond council, has prepared by-laws and a resolution which the board must adopt in order to move forward with the establishment of the oversight committee. The Committee does not have legal capacity independent from the District.

Recommendation:

Attachments

Resolution No. 464 for Establishing an Independent Citizen's Bond Oversight Committee
Independent Citizen's Bond Oversight Committee Bylaws
Application for Independent Citizen's Bond Oversight Committee

Laytonville Unified School District
December 11, 2014

LAYTONVILLE UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 464

RESOLUTION OF THE BOARD OF TRUSTEES OF THE LAYTONVILLE UNIFIED SCHOOL DISTRICT ESTABLISHING AN INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE AND APPROVING BYLAWS THEREFORE

WHEREAS, the Board of the Laytonville Unified School District (the "District") previously adopted a resolution requesting Mendocino County (the "County") to call an election for general obligation bonds (the "Bond Election") to be held on November 4, 2014; and

WHEREAS, notice of the Bond Election was duly given; and on November 4, 2014 the Bond Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$5.5 million ("Measure Q"); and

WHEREAS, based on the Canvass and Statement of Results for the County, more than fifty-five percent of the votes cast on the Measure Q were in favor of issuing the aforementioned bonds; and

WHEREAS, the Board of the District wishes hereby to establish an independent citizens' bond oversight committee in connection with any issuance of bonds under Measure Q and to approve Bylaws governing such committee.

NOW, THEREFORE, THE BOARD OF THE LAYTONVILLE UNIFIED SCHOOL DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. Authorization. Measure Q was authorized pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution in accordance with the requirements of the Strict Accountability In Local School Construction Bonds Act of 2000 (the "Act").

Section 2. Establishment of Committee. An independent citizens' bond oversight committee (the "Committee") is hereby established for the purposes set forth in the Act.

Section 3. Bylaws. The Committee shall operate pursuant to the Board approved Bylaws. The Committee shall have only those responsibilities granted to them in the Act and in the Bylaws. The Bylaws, as submitted herewith and attached hereto, are hereby approved.

Section 4. Other Actions. Officers of the Board and members of the Committee established hereunder are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials and staff are hereby ratified, confirmed and approved.

ADOPTED, SIGNED AND APPROVED this December 11, 2014.

BOARD OF THE LAYTONVILLE UNIFIED
SCHOOL DISTRICT

President

ATTEST:

Secretary

STATE OF CALIFORNIA)
)ss
MENDOCINO COUNTY)

I, _____, do hereby certify that the foregoing Resolution No. _____ was duly adopted by the Board of the Laytonville Unified School District at a meeting thereof held on December 11, 2014 and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

By: _____
Secretary

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE
BYLAWS**

Section 1. Committee Established. The Laytonville Unified School District (the "District") was successful at the election conducted on November 4, 2014 (the "Election") in obtaining authorization from the District's voters to issue up to \$5.5 million dollar aggregate principal amount of the District's school facilities bond ("Measure Q"). The Election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish an Independent Citizens' Bond Oversight Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Laytonville Unified School District (the "Board") hereby establishes the Independent Citizens' Bond Oversight Committee (the "Committee") which shall have the duties and rights set forth in these Bylaws. The Committee does not have legal capacity independent from the District.

Section 1. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under Measure Q. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 2. Duties. To carry out its stated purposes, the Committee shall perform only the duties set forth in Sections 3.1, 3.2, and 3.3 hereof, and shall refrain from those activities set forth in Sections 3.4 and 3.5.

2.1 **Inform the Public.** The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

2.2 **Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in Measure Q; and (b) no bond proceeds were used for teacher or administrative salaries or other operating expenses in compliance with Attorney General Opinion 04-110, issued on November 9, 2004.

2.3 **Annual Report.** The Committee shall present to the Board, in public session, an annual written report which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and

(b) A summary of the Committee's proceedings and activities for the preceding year.

2.4 Duties of the Board/Superintendent. Either the Board or the Superintendent, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (i) Approval of contracts,
- (ii) Approval of change orders,
- (iii) Expenditures of bond funds,
- (iv) Handling of all legal matters,
- (v) Approval of project plans and schedules,
- (vi) Approval of all deferred maintenance plans, and
- (vii) Approval of the sale of bonds.

2.5 Measure Q Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.
- (b) The establishment of priorities and order of construction for the bond projects, which shall be made by the Board in its sole discretion.
- (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.
- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board in its sole discretion.
- (e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.
- (f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.
- (g) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Prop 39.

Section 3. Authorized Activities.

3.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive copies of the District's annual, independent performance audit and annual, independent financial audit required by Prop 39 (Article XIII A of the California Constitution) (together, the "Audits") at the same time said Audits are submitted to the District, and review the Audits.

(b) Inspect District facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent.

(c) Review copies of deferred maintenance plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

(e) Receive from the Board, within three months of the District receiving the Audits, responses to any and all findings, recommendations, and concerns addressed in the Audits, and review said responses.

Section 4. Membership.

4.1 Number.

The Committee shall consist of at least seven (7) members appointed by the Board from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) member shall be the parent or guardian of a child enrolled in the District.
- One (1) member shall be both a parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the P.T.A. or a school site council.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- Two (2) members of the community at-large.

4.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age.

(b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

Ethics: Conflicts of Interest.

Members of the Committee are not subject to the Political Reform Act (Gov. Code §§ 81000 *et seq.*), and are not required to complete Form 700; but each member shall comply with the Committee Ethics Policy attached as “Attachment A” to these Bylaws.

Pursuant to Section 35233 of the Education Code, the prohibitions contained in Article 4 (commencing with Section 1090) of Division 4 of Title 1 of the Government Code (“Article 4”) and Article 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code (“Article 4.7”) are applicable to members of the Committee. Accordingly:

Members of the Committee shall not be financially interested in any contract made by them in their official capacities or by the Committee, nor shall they be purchasers at any sale or vendors at any purchase made by them in their official capacity, all as prohibited by Article 4; and

Members of the Committee shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to duties as a member of the Committee or with the duties, functions, or responsibilities of the Committee or the District. A member of the Committee shall not perform any work, service, or counsel for compensation where any part of his or her efforts will be subject to approval by any other officer, employee, board, or commission of the District’s Board of Trustees, except as permitted under Article 4.7.

4.3 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing as of the date of appointment by the Board. No member may serve more than three (3) consecutive terms. At the Committee’s first meeting, members will draw lots or otherwise select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term. Members whose terms have expired may continue to serve on the Committee until a successor has been appointed. Terms commence on the date or number is appointed to the Committee by the Board of Trustees.

4.4 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District will advertise in the local newspapers, on its website, and in other customary forums, as well as solicit appropriate local groups for applications; (b) the Superintendent will review the applications; and (c) the Superintendent will make recommendations to the Board.

4.5 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member’s removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. The Board shall seek to fill vacancies within 90 days of the date of occurrence of a vacancy.

4.6 Compensation. The Committee members shall not be compensated for their services.

4.7 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual; (c) the Committee shall not establish sub-committees for any purpose; and (d) the Committee shall have the right to request and receive copies of any public records relating to Measure Q funded projects.

Section 5. Meetings of the Committee.

5.1 Regular Meetings. The Committee shall meet at least once a year, but shall not meet more frequently than quarterly.

5.2 Location. All meetings shall be held within the boundaries of the Laytonville Unified School District, located in Mendocino County, California.

5.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business of the Committee.

Section 6. District Support.

6.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation, translation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

6.2 District staff and/or District consultants shall attend Committee proceedings in order to report on the status of projects and the expenditure of bond proceeds.

Section 7. Reports. In addition to the Annual Report required in Section 3.3, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 8. Officers. The Superintendent shall appoint the initial Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as Chair only when the Chair is absent. The Chair and Vice-Chair shall serve in such capacities for a term of one year and may be re-elected by vote of a majority of the members of the Committee.

Section 9. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a majority vote of the Board.

Section 10. Termination. The Committee shall automatically terminate and disband concurrently with the Committee's submission of the final Annual Report which reflects the final accounting of the expenditure of all Measure Q monies.

CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds, or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.
- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.
- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Laytonville Unified School District.
- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
APPLICATION FOR INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE**

The Board of Trustees of the Laytonville Unified School District is seeking qualified, interested individuals to serve on a committee of community leaders which will serve as the Independent Citizens' Oversight Committee ("COC") for the implementation of the District's Measure Q school facilities bond program.

Proposition 39 Bond Election

On November 4, 2014, voters residing within the Laytonville Unified School District passed Measure Q. Measure Q is a \$5.5 million dollar bond measure that authorizes funding for needed repairs, upgrades, and new construction projects to the District's schools. Proposition 39 required a 55% supermajority for approval; Measure Q was passed by 68.69%.

Establishment of a Citizens' Oversight Committee

After a bond authorized under Proposition 39 is passed, state law requires that the Laytonville Unified School District Board appoint an Independent Citizens' Oversight Committee to work with the District.

Committee Responsibilities

In accordance with Education Code Section 15278(b), the Citizens' Oversight Committee shall:

- Inform the public concerning the District's expenditure of Measure Q bond proceeds;
- Review expenditure reports produced by the District to ensure that Measure Q bond proceeds were expended only for the purposes set forth in Measure Q; and
- Present to the Board in public session, an annual written report outlining their activities and conclusions regarding the expenditure of Measure Q bond proceeds.

The Bylaws which govern the Citizens' Oversight Committee are attached to this Application.

Appointment of Committee Members

All appointments will be made by the Board from applications submitted to the District.

Time Commitment and Term

Initial appointments will be staggered, such that some of the initial appointees will be appointed to serve one full two-year term. The other initial appointments will serve a one-year term, but will be eligible for reappointment by the Board for a second and third two-year term.

Would You be Interested in Serving?

If you wish to serve on this important committee, please review the committee Bylaws for more information about the committee's role and responsibilities and complete the attached application. Completed applications should be sent to the Superintendent's Office of the Laytonville Unified School District by 4:30 PM on _____, 2015.

**Laytonville Unified School District
150 Ramsey Road, Laytonville, CA 95454
Telephone: 707.984.6414**

LAYTONVILLE UNIFIED SCHOOL DISTRICT
APPLICATION FOR INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE
(Please Print or Type)

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

FAX #: _____ E-Mail: _____

Why do you want to serve on the Measure Q Independent Citizens' Oversight Committee?

Do you have any special area of expertise or experience that you think would be helpful to the committee?

If you have served on other school district, city or community committees please list and briefly describe your role:

I would be able to represent the following constituencies in the District: (check all that apply)

☐ **Business Representative** - Active in a business organization representing local business

Organization: _____

☐ **Senior Citizen Group Representative** - Active member in a senior citizens' organization.

Organization: _____

☐ **Taxpayer Organization Member** - Active in a bona fide taxpayers' association.

Organization: _____

☐ **Parent or Guardian of Child Enrolled in District.**

Child's Name and School: _____

Child's Name and School: _____

☐ **Parent /Guardian of Child Enrolled in District & Active in a Parent-Teacher Organization**

Child's Name and School: _____

Child's Name and School: _____

Organization: _____

☐ **At-Large Community Member** – Resident of the Laytonville Unified School District.

Please note any additional information you feel should be considered as part of your application:

1. Are you an employee of the District?*
2. Are you a vendor, contractor, or consultant to the school district?*
3. Do you have conflicts that would preclude your attending quarterly meetings?
4. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Independent Citizens' Oversight Committee?*
5. Are you willing to comply with the ethics code included in the bylaws?

YES	NO

(*Employees, vendors, contractors, and consultants of the Laytonville Unified School District are prohibited by law from being members of the Citizens' Oversight Committee. Employment which could result in becoming a contractor or subcontractor to the district would also be a potential conflict.)

Signature of Applicant

All answers and statements in this document are true and complete to the best of my knowledge.

Signature _____ Date _____

Completed applications must be received in the
Superintendent's Office of the Laytonville Unified School District
150 Ramsey Road, Laytonville, CA 95454

no later than at 4:30 pm, _____, 2015. If you have any questions, please
call the Laytonville Unified School District at 707.984.6414.

It is the policy of the Laytonville Unified School District not to unlawfully discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, religion, marital status, age or mental or physical disability in the educational programs or activities which it operates.

Laytonville Unified School District
December 11, 2014

DISCUSSION/ACTION
Page 14.12

BOARD DISCUSSION/ACTION ITEM L4

Board Meeting Date: December 11, 2014
Subject: Revised Uniform Complaint Procedures
From: Joan Potter, Superintendent

Explanation:

Pursuant to Education Code, the Uniform Complaint Procedures Policy must include a reference to the Local Control Funding Formula (LCFF) and the Local Control Accountability Plan (LCAP). Statute requires an update to the Uniform Complaint Procedures Policy (E 1312.3) to include complaints regarding requirement and implementation of the Local Control Funding Formula (LCFF) including the implementation of the Local Control and Accountability Plan (LCAP). This is effective June 30, 2014.

The Board last approved a revised E 1312.3 on September 11, 2008, at the behest of the U.S. Department of Education to be compliant with current federal regulations. The Board approved a revised BP 1312.3 on March 7, 2013.

Attached is the revised 2014/15 Annual Notification of the Uniform Complaint Procedures, Supplement to the Annual Notification of the Uniform Complaint Procedures, Revised BP 1312.3 for Uniform Complaint Procedures and the Revised E 1312.4 for Uniform Complaint Procedures. All additions are italicized.

Recommendation:

Attachments

Revised 2014/15 Annual Notification of the Uniform Complaint Procedures
Supplement to the Annual Notification of the Uniform Complaint Procedures
Revised BP 1312.3 for Uniform Complaint Procedures
Revised E 1312.4 for Uniform Complaint Procedures

Laytonville Unified School District
2014-15
Annual Notification of the Uniform Complaint Procedures (UCP)

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties

The *Laytonville Unified School District* has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs.

The *Laytonville Unified School District* shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

Consolidated Categorical Aid Programs
Migrant Education
Career Technical and Technical Education and Training Programs
Child Care and Developmental Programs
Child Nutrition Programs
Special Education Programs
Safety Planning Requirements
Student Fees
Local Control Accountability Plan

Complaints must be filed in writing with the following compliance officer:

Name and/or Title of Compliance Officer: Joan Potter, Superintendent
Address: P.O. Box 868, Laytonville, CA 95454
Telephone Number: (707) 984-6414

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts\ of the alleged discrimination, harassment, intimidation, or bullying,, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the LEA's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the *Laytonville Unified School District's* UCP policy and complaint procedures shall be available free of charge.

Updated: December 11, 2014

**SUPPLEMENT TO THE ANNUAL NOTICE TO PARENTS
2014-2015**

Dear Parent/Guardian:

LOCAL CONTROL AND ACCOUNTABILITY PLAN (EC §§52060-52077):

The District is required to adopt a three-year Local Control and Accountability Plan (LCAP) and to update the LCAP on or before July 1 of each subsequent year. The LCAP is required to identify annual goals, specific actions geared toward implementing those goals, and must measure progress for student subgroups across multiple performance indicators based on eight priorities set by the State. The priorities must be aligned to the District's spending plan. The LCAP must be approved before the annual District budget can be adopted. Once the budget and LCAP are adopted at the local level, the Plan will be reviewed by the County Superintendent to ensure alignment of projected spending toward goals and services. The following are the eight State priorities:

1. Providing all students access to fully-credentialed teachers, instructional materials that align with State standards, and safe facilities;
2. Implementation of and student access to State academic content and performance standards;
3. Parent involvement and participation;
4. Improving student achievement and outcomes along multiple measures;
5. Supporting student engagement;
6. Highlighting school climate and connectedness;
7. Ensuring all students have access to classes that prepare them for college and careers; and
8. Measuring other important student outcomes related to required areas of study.

The Board of Education is required to establish a District Advisory Committee (DAC) and District English Learner Advisory Committee (DELAC) to provide advice to the Board of Education and the Superintendent regarding the LCAP. (DELACs are required if enrollment in the school district includes at least 15% English learners and the district enrolls at least 50 pupils who are English learners. Districts are not required to establish a new DELAC if an English Learner Parent Committee has already been established). DACs shall include parents or legal guardians of low income students, English learner students, and foster youth.

Each District is required to consult with its teachers, principals, administrators, other school personnel, local bargaining units, parents, and pupils in developing the LCAP. As part of this consultation process, districts must present their proposed plans to the DAC and DELAC. The advisory committees can review and comment on the proposed plan. Districts must respond in writing to the comments of the DAC and DELAC. Districts are also required to notify members of the public that they may submit written comments regarding the specific actions and expenditures proposed in the LCAP.

Districts must hold at least two public hearings to discuss and adopt (or update) their LCAPs. The district must first hold at least one hearing to solicit recommendations and comments from

the public regarding expenditures proposed in the plan, and then adopt (or officially update) the LCAP at a subsequent hearing.

Districts are required to post on the school district website the LCAP approved by the Board of Education and any updates or revisions to the LCAP, and establish policies for filing a complaint of noncompliance under Education Code section 52075 using the Uniform Complaint Procedures. Information regarding the requirements for a LCAP and the complaint process shall be provided to pupils, parents, guardians, and employees on an annual basis.

UNIFORM COMPLAINT PROCEDURES (5 CCR §4622):

Uniform Complaint Procedures shall be used to address any complaint alleging the District's failure to comply with the LCAP requirements in the Education Code. The complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the LCAP requirements. If the complainant is not satisfied with the decision of the school district, the individual may appeal the decision to the State Superintendent of Public Instruction. The State Superintendent of Public Instruction is required to issue a decision on the appeal within 60 days of the State Superintendent of Public Instruction's receipt of the appeal.

If the school district finds merit in the complaint or the State Superintendent of Public Instruction finds merit in the appeal, the school district will provide a remedy to all affected pupils, parents and guardians.

Community Relations UNIFORM COMPLAINT PROCEDURES

BP 1312.3 (a)

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

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

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

- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Special Education Programs
- Safety Planning Requirements
- *Local Control Accountability Plan*

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

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

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

State and Federal Laws cited:

1. 34 Code of Federal Regulations [CFR] §§ 300.510-511
2. California Code of Regulations [CCR] Title 5 §§ 4600–4687
3. California Code of Regulations [CCR] Title 5 § 4610(b)
4. California Code of Regulations [CCR] Title 5 § 4622
5. California Code of Regulations [CCR] Title 5 §§ 4630–4631
6. California Education Code [EC] §§ 200, 220, 262.3
7. California Education Code [EC] § 262.3(d)
8. California Education Code [EC] § 35186
9. Government Code [GC] §§ 11135, 11138
10. *Local Control and Accountability Plan [EC] §52075*

Adopted: September 12, 2002

LAYTONVILLE UNIFIED SCHOOL DISTRICT

Revised: 6/22/06, 3/1/12, 6/21/12, 3/7/13, 12/11/14

Laytonville, California

**NOTICE TO PARENTS/GUARDIANS:
COMPLAINT RIGHTS**

Parents/Guardians:

Education Code [35186](#) requires that the following notice be posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. This means that each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments as defined in Education Code [35186](#)(h)(1) and (2). There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certificate required to teach English learners, if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12 or until they pass both parts of the CAHSEE, whichever comes first.

English learners who have not passed one or both parts of the CAHSEE by the end of grade 12 are entitled to receive services to improve English proficiency as needed to pass those parts of the CAHSEE not yet passed for two consecutive academic years after the completion of grade 12 or until they pass both parts of the CAHSEE, whichever comes first.

Pupils who have not passed one or both parts of the CAHSE by the end of grade 12 have a right to file a complaint regarding intensive instruction and services under the Uniform Complaint Procedures if he or she was not provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12 or until they pass both parts of the CAHSEE, whichever comes first.

5. To file a complaint regarding the above matters, the appropriate form can be obtained at the principal's office, district office, or can be downloaded from the school district's or California Department of Education's website. Complaints may be filed anonymously and the complainant does not need to use the district supplied form. If a response is

requested, the response shall be made to the mailing address of the complainant indicated on the complaint.

Adopted 2/3/05
Revised 4/6/06, 9/13/07, 9/11/08, 12/11/14

Laytonville Unified School District
Laytonville, CA

Uniform Complaint Procedure Form For EC 35186 Complaints

Education Code Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: ☐ Yes ☐ No

Name: _____ Address: _____

Phone Number: Day: _____ Evening: _____

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials (*Education Code 35186; Title 5, Section 4681*)

- ☐ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- ☐ A pupil does not have access to textbooks or instructional materials to use at home or after school.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ☐ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions (*Education Code 35186, 35292.5; Title 5, Section 4681*)

- ☐ A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- ☐ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- ☐ The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when closing of the restrooms is necessary for student safety or to make repairs.

3. Teacher Vacancy or Misassignment (*Education Code 35186; Title 5, Section 4681*)

- ☐ Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- ☐ Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- ☐ Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

4. Post 12th Grade CAHSEE Intensive Instructional Services

- ☐ Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.

5. Local Control Accountability Plan

- ☐ The school district has not complied with Education Code Sections 52060 through 52076 or Sections 47606.5 and 47607.3

Date of Problem: _____

Location of Problem (School Name, Address, and Room Number or Location): _____

Course or Grade Level and Teacher Name: _____

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation:

Please file this complaint at the following location:

Joan Potter, Superintendent, Laytonville USD, PO Box 868, Laytonville, CA 95454 984-6414

Adopted 2/3/05; Revised 4/6/06, 9/13/07, 9/11/08, 12/11/14

Laytonville USD, Laytonville, CA

BOARD INFORMATION ITEM M1

Board Meeting Date: December 11, 2014
Subject: Bond Program Update
From: Joan Potter, Superintendent

Explanation:

Eastshore Consulting, Inc. is here to present an update on the Bond Program.

Recommendation:

Attachments: