

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF SEPTEMBER 12, 2013**

**A. CALL TO ORDER/ROLL CALL:**

The Governing Board of the Laytonville Unified School District held a regular meeting in the Board Room on September 12, 2013. Board President Calvin Harwood called the meeting to order at 6:17 pm.

**ROLL CALL:**

Trustees Present: Calvin Harwood, Shannon Ford, Cecelia Gillespie, Tina Tineo, and Meagen Hedley.

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

Student Representative: Ronnie Terrill.

**B. PUBLIC INPUT re CLOSED SESSION ITEMS:** No public input.

**C. CLOSED SESSION AGENDA:**

CS-1: Consideration of Inter-District Transfer Request, Number IDT 2013/14-C (E.C. 35146)	<i>CS-1</i>
CS-2: Consideration of Inter-District Transfer Request, Number IDT 2013/14-D (E.C.35146)	<i>CS-2</i>
CS-3: Consideration of Inter-District Transfer Request, Number IDT 2013/14-E (E.C.35146)	<i>CS-3</i>
CS-4: PUBLIC EMPLOYEE APPOINTMENT Title: Elementary School Instructional Assistant	<i>CS-4</i>
CS-5: PUBLIC EMPLOYEE APPOINTMENT Title: Branscomb Elementary School Instructional Assistant	<i>CS-5</i>
CS-6: PUBLIC EMPLOYEE APPOINTMENT Title: High School Computer Applications Instructor	<i>CS-6</i>

**D. ANNOUNCEMENTS FROM CLOSED SESSION:** Board President Calvin Harwood announced that the Board approved the following items: CS-1 for Consideration of Inter-District Transfer Request, Number IDT 2013/14-C; CS-2 for Consideration of Inter-District Transfer Request, Number IDT 2013/14-D; CS-3 for Consideration of Inter-District Transfer Request, Number IDT 2013/14-E; CS-4 for Public Employee Appointment of Elementary School Instructional Assistant, Kelsey Gullett; CS-5 for Public Employee Appointment of Branscomb Elementary School Instructional Assistant, Tracy Brewer; and CS-6 for Public Employee Appointment of High School Computer Applications Instructor, Tammy Lyons.

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

#### **F. ACCEPTANCE OF AGENDA:**

- **Motion** to approve the amended Agenda and move Items M5, M6, and M7 to immediately follow Item K1 by Shannon Ford, seconded by Tina Tineo, unanimously approved.

**G. CORRESPONDENCE:** Mrs. Potter shared a letter from Vicki Todd regarding the 2013/14 budget.

**H. PUBLIC INPUT:** Ashley Smith requested information regarding non-school related sports.

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

Superintendent's Report: Mrs. Potter shared that the district has had lots of new hires this year and is still looking for a new computer lab assistant at the elementary school, at least one more preschool assistant, and a new custodian at Branscomb Elementary. Mrs. Potter also explained that in grades kindergarten through third the class sizes are very large. In order to receive the maximum funding this year the District is trying to keep each class size in grades K-3 to a maximum of 24. This could mean that the District may have to create a new 1<sup>st</sup>/2<sup>nd</sup> grade classroom. Next Mrs. Potter talked about the facilities, sharing with the Board that Don Alameida has been working on the facilities plan, which should be completed soon. She also explained several on-going maintenance projects that the District has completed since the beginning of the school year. Lastly, Mrs. Potter shared that the District had a great start to the school year. She expressed her appreciation to all the employees who have been working very hard and putting in the time and energy that the kids deserve.

The following reports were given:

Elementary Principal	High School Principal	Healthy Start
LES/LMS Site Council	LHS Site Council	DAC
Student Representative	LVTA	CSEA

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

- It was discussed that Jade Empyrion should be listed as a permanent employee, not probationary in the Personnel List with Assignments.
- **Motion** to accept the Consent Agenda with the change that Jade Empyrion be a permanent employee by Shannon Ford, seconded by Tina Tineo, unanimously approved.

#### **K. ACTION:**

##### K.1. Students of the Month

- Mr. Henry presented the Student of the Month, Kate Rosenthal, for Laytonville High School and introduced her family.
- Motion to recognize Kate Rosenthal as the Student of the Month by Tina Tineo, seconded by Cecelia Gillespie, unanimously approved.

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

##### L.1. Proposed Adoption of English 9-12 Core Literature Books

- Shayla DeWolf will be proposing the adoption of the following books for grades 9 through 12.
  - The Hunger Games (Book 1), Suzanne Collins, 2008

- Catching Fire (Book 2), Suzanne Collins, 2009
- Mockingjay (Book 3), Suzanne Collins, 2010
- Between a Rock and a Hard Place, Aron Ralston
- The four books will be on display in the District Office for the next 30 days and will be presented to the Laytonville High School Site Council for a recommendation of approval.

#### L.2. Public Hearing: Notification of Compliance with EC 60119 (Instructional Materials) for 2013-14

- The Public Hearing was opened.
- The principals reported on the status of instructional materials in the specified subject areas.
- The Board discussed if there were sufficient texts and instructional materials as listed on the Core Curriculum Adopted Textbook Matrix. The Board also discussed whether pupils enrolled in foreign language or health courses have sufficient textbooks or instructional materials, and that laboratory science classes have been provided with sufficient science equipment for courses in grades 9-12.
- There was no public input.
- The Public Hearing was closed.

#### L.3. Resolution No. 440 for compliance with EC 60119

- The Board was provided a copy of EC 60119, and the Textbook Matrix and held a Public Hearing to determine the sufficiency of textbooks and instructional materials in specified subject areas consistent with the content and cycles of the curriculum frameworks adopted by the state.
- Based on what the Board discussed and was provided, Mrs. Potter recommended that Resolution No. 440 be brought back to the October board meeting before being voted upon.
- No action was taken.

#### L.4. BP and AR 5116.1 for Intradistrict Transfer Policy/Open Enrollment, First Reading

- An intradistrict transfer/open enrollment is when parents/guardians wish to register/admit/enroll their student(s) at a school other than the designated school that is in their attendance area within their district.
- The District does not currently have BP 5116.1 or an AR 5116.1 which address Intradistrict transfers. The Board was provided with several sample BP's and AR's to review.
- Mrs. Potter recommended that the board review these Policies and Administrative Regulations for a first reading and bring back revised copies to the October board meeting for a second reading and action.
- The Board discussed different issues involving intradistrict transfers, including if students would get priority after being at the specified site for a year, if siblings of students already at the specified site would get priority, and if transfers are approved strictly on a first come first served basis or a lottery system.
- No action was taken.

#### L.5. Approval of Course Description: Total Body Health

- Michael De Martini has created a new elective course to address needs and interests of the high school students. A course description for Total Body Health was provided to the Board to review.
- Mr. De Martini shared that currently he has 24-26 students and the course is generating a lot of enthusiasm from the students.
- **Motion** to adopt the course description for Total Body Health by Cecelia Gillespie, seconded by Tina Tineo, unanimously approved.

#### **M. INFORMATION ITEMS:**

##### M.1. Opening Enrollments

- While the District anticipated a marked decline in enrollment at LHS, enrollment has remained fairly stable.

<b>Enrollment</b>	<b>03</b>	<b>04</b>	<b>05</b>	<b>06</b>	<b>07</b>	<b>08</b>	<b>09</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
K-8, ISOP	307	298	280	249	236	243	258	259	268	274	286
LHS, ISOP	164	173	177	161	148	127	132	129	126	131	125
Continuation High	5	2	4	2	1	2	3	2	2	2	2
Com. Day School	6	6	5	5	8	9	6	6	9	0	0
<b>District Totals</b>	<b>482</b>	<b>479</b>	<b>466</b>	<b>417</b>	<b>393</b>	<b>381</b>	<b>399</b>	<b>396</b>	<b>405</b>	<b>407</b>	<b>413</b>

##### M.2. Fall Sports Program

- The Fall sports program has great participation again this year. In football there are 16 Varsity players. The team is being coached by Corey James, assisted by Phil Anderson and Cody Burke. Katie Cabezut is coaching 14 Varsity volleyball players and Evonne Elliott is coaching 10 JV volleyball girls. Middle School volleyball is just getting underway coached by Abbe Arkelian.

##### M.3. 2013-14 Williams Site Visit by MCOE Team

- Education Code requires that the County Superintendent of Schools (or designees) annually visit all Decile 1—3 schools to ensure the sites are clean, safe and appropriately equipped, supplied and staffed. A team from MCOE will be conducting a visit at the Elementary School in September. The County Superintendent will present his findings to the LUSD Board later in the year. The visiting team will review the following criteria:
  - Sufficiency of Instructional Materials
  - Clean, Safe and Functional Facilities
  - School Accountability Report Card
  - Appropriate Teacher Assignments
  - Uniform Complaint Procedure

##### M.4. AYP Reports

- The AYP reports, which reflect testing data from the 2012/2013 school year have been publicly released. The reports document if schools have met or not met the

Federal Accountability Standards. The elementary school did not reach their goal. The high school did. Accountability processes are in transition as schools are implementing the Common Core Standards. At this point, it is unclear as to what specific accountability tools will be used over the next few years.

#### M.5. Recognition of Tenure

- Michael De Martini began working for the District in August of 2009. He is currently teaching Spanish I-IV and a new course, Total Body Health, at the high school and is providing English as a Second Language services district-wide. Additionally, he is the Student Activities Director and has coached track. Michael approaches all of his responsibilities with marked enthusiasm and strong teaching strategies. He is a valuable member of the staff who embraces collaboration in a positive manner. The District is pleased to have Michael as a permanent employee.

#### M.6. Welcoming of New Employees

- The District has hired many new employees for the 2013-14 school year, including:
  - Alex Cantalupo
  - Kate Ruprecht
  - Pamela Thorpe
  - Kelsey Gullett
  - Sara Gamble
  - Tracy Brewer

#### M.7. Facilities

- Michael Riemenschneider and Shin Green of Eastshore Consulting discussed the District's facilities plans.
- Shin shared the current economic standing of the nation, including current interest rates and housing sale trends and how this would affect the District's bonding capacity.

**N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS:** Cecelia Gillespie announced that she wishes to have community services incorporated into the curriculum and be included in future agendas as an information item.

**O. COMMENTS FROM THE BOARD:** Meagen Hedley wished Calvin a happy birthday. Cecelia Gillespie shared that her kids are happy in their new school at the Laytonville Elementary School. Shannon Ford wished Calvin a happy birthday. Calvin Harwood welcomed Tim Henry onto the staff as new principal. Mrs. Potter expressed her appreciation for the two principals. Additionally, she thanked Corina Rice for doing a great job at helping to lead the new teachers and guide the middle school.

#### **P. ADJOURNMENT:**

- **Motion** to adjourn the meeting by Shannon Ford seconded by Tina Tineo, unanimously approved. The meeting was adjourned at 8:17p.m. The next regular meeting will be held on October 3, 2013.

Respectfully submitted,

Adopted as Final  
October 3, 2013

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Joan Viada Potter  
Secretary to the Board

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Shannon Ford  
Clerk of the Board

**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**PERSONNEL ASSIGNMENT ORDER #3 2013-14**

October 3, 2013

<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
<u>Certificated Appointment</u>			
<u>Certificated Resignation</u>			
<u>Certificated Leave of Absence:</u>			
<u>Certificated Transfer</u>			
<u>Classified Appointment</u>			
Jackson, Rosa	Preschool Assist.	Prob. \$9.75/hr	09/20/2013
<u>Classified/Confidential Appointment</u>			
<u>Classified Resignation</u>			
<u>Classified Layoff</u>			
<u>Coaching Positions</u>			





**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**REVOLVING CASH FUND #3 2013-14**

October 3, 2013

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
9/19/13	2010	Cindy Gunter	Payroll Advance	\$300.00





WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL														\$3,500.00
14787588	004358/	BETTE LOFLIN												
		PV-140034		01-0000-0-5200-001-0000-7200-0000									REIMBURSEMENT	55.37
WARRANT TOTAL														\$55.37
14787589	003136/	MATHESON TRI-GAS INC												
		PO-019323	1.	01-7230-0-5600-001-0000-3600-0000								07586317		37.94
WARRANT TOTAL														\$37.94
14787590	002742/	GLORIA MATHESON												
		PV-140035		01-0000-0-4300-001-0000-8200-0000									REISSUE CK #786431-LOST	20.56
WARRANT TOTAL														\$20.56
14787591	002446/	MENDO MILL												
		PO-019347	1.	01-1100-0-4300-003-1110-4200-0000								421443/2		55.40
WARRANT TOTAL														\$55.40
14787592	000124/	PACIFIC GAS & ELECTRIC												
		PO-019298	1.	01-0000-0-5510-001-0000-8200-0000									ACCT. 5075063012-6	26.10
			2.	01-9010-0-5510-001-0000-8200-5375									ACCT. 7979025834-1	179.23
WARRANT TOTAL														\$205.33
14787593	001810/	BRUCE POTTER												
		PV-140036		01-0676-0-4300-003-1110-1000-0000									REIMBURSEMENT	56.24
WARRANT TOTAL														\$56.24
14787594	005116/	SIMPLEXGRINNELL												
		PV-140037		01-0640-0-5600-001-0000-8300-0000								3/18/13	68756153, 54	995.34
WARRANT TOTAL														\$995.34
14787595	003078/	SOLID WASTE OF WILLITS												
		PO-019306	1.	01-0000-0-5540-001-0000-8200-0000								277		763.76
WARRANT TOTAL														\$763.76
14787596	002582/	SPORT & CYCLE												
		PO-019128	1.	01-1100-0-4300-003-1110-4200-0000								188173		1,051.53
WARRANT TOTAL														\$1,051.53
14787597	005984/	STATE BOARD OF EQUALIZATION												
		PV-140038		40-0000-0-5800-001-0000-8100-0000									ACCT. FF STF 63-856425	115.00
WARRANT TOTAL														\$115.00
14787598	000043/	VERIZON CALIFORNIA												
		PO-019326	1.	01-0000-0-5903-001-0000-7200-0000								707-984-1155		45.15
WARRANT TOTAL														\$45.15
14787599	005939/	YOKUM'S BODY SHOP												
		PO-019338	1.	01-7230-0-5600-001-0000-3600-0000									2004 BLUEBIRD BUS	3,933.67
WARRANT TOTAL														\$3,933.67
***	BATCH TOTALS ***			TOTAL NUMBER OF WARRANTS:		22		TOTAL AMOUNT OF WARRANTS:						\$20,691.81*
***	DISTRICT TOTALS ***			TOTAL NUMBER OF WARRANTS:		22		TOTAL AMOUNT OF WARRANTS:						\$20,691.81*

APY250 H.02.09

DISTRICT: 48 LAYTONVILLE UNIFIED  
BATCH: 0013 JBMENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 09/05/2013

09/04/13 PAGE 1

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
14787578	005045/	JENET BOOKOUT											
		PV-140029		01-0000-0-5200-003-0000-2700-0000								MILEAGE REIMBURSEMENT	55.37
												WARRANT TOTAL	\$55.37
14787579	003381/	SUE CARBERRY											
		PV-140030		01-1100-0-4300-003-1110-4200-0000								REIMBURSEMENT	196.35
												WARRANT TOTAL	\$196.35
14787580	005991/	IRA CAUGHNOR III											
		PV-140031		01-7240-0-5800-001-7110-3600-0000								REIMBURSEMENT	531.10
												WARRANT TOTAL	\$531.10
14787581	005945/	CHRISTY WHITE											
		PO-019293	1.	01-0000-0-5801-001-0000-7110-0000							10982		8,352.90
												WARRANT TOTAL	\$8,352.90
14787582	001793/	CLOVER STORNETTA FARMS INC.											
		PO-019348	1.	13-5310-0-4700-001-0000-3700-0000							7448405, 7452235		236.40
												WARRANT TOTAL	\$236.40
14787583	003893/	DEVCO HEATING AND AIR											
		PO-019345	1.	14-0620-0-5600-001-0000-8110-0000							35562		255.03
												WARRANT TOTAL	\$255.03
14787584	000063/	GEIGER'S LONG VALLEY MARKET											
		PO-019329	1.	13-5310-0-4700-001-0000-3700-0000							6623: ACCT. 2004		11.67
												WARRANT TOTAL	\$11.67
14787585	006003/	MALILA GORDON											
		PV-140032		01-0000-0-5200-001-0000-7200-0000								MILEAGE REIMBURSEMENT	33.90
												WARRANT TOTAL	\$33.90
14787586	005408/	TIM HENRY											
		PV-140033		01-0000-0-4300-003-0000-2700-0000								REIMBURSEMENT	183.80
												WARRANT TOTAL	\$183.80
14787587	000258/	LAYTONVILLE DISPOSAL CO											
		PO-019346	1.	01-0000-0-5530-001-0000-8200-0000								PUMP SEPTICS	3,500.00

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL													\$3,500.00
14787588	004358/	BETTE LOFLIN											
		PV-140034		01-0000-0-5200-001-0000-7200-0000								REIMBURSEMENT	55.37
												WARRANT TOTAL	\$55.37
14787589	003136/	MATHESON TRI-GAS INC											
		PO-019323	1.	01-7230-0-5600-001-0000-3600-0000								07586317	37.94
												WARRANT TOTAL	\$37.94
14787590	002742/	GLORIA MATHESON											
		PV-140035		01-0000-0-4300-001-0000-8200-0000								REISSUE CK #786431-LOST	20.56
												WARRANT TOTAL	\$20.56
14787591	002446/	MENDO MILL											
		PO-019347	1.	01-1100-0-4300-003-1110-4200-0000								421443/2	55.40
												WARRANT TOTAL	\$55.40
14787592	000124/	PACIFIC GAS & ELECTRIC											
		PO-019298	1.	01-0000-0-5510-001-0000-8200-0000								ACCT. 5075063012-6	26.10
			2.	01-9010-0-5510-001-0000-8200-5375								ACCT. 7979025834-1	179.23
												WARRANT TOTAL	\$205.33
14787593	001810/	BRUCE POTTER											
		PV-140036		01-0676-0-4300-003-1110-1000-0000								REIMBURSEMENT	56.24
												WARRANT TOTAL	\$56.24
14787594	005116/	SIMPLEXGRINNELL											
		PV-140037		01-0640-0-5600-001-0000-8300-0000								3/18/13 68756153, 54	995.34
												WARRANT TOTAL	\$995.34
14787595	003078/	SOLID WASTE OF WILLITS											
		PO-019306	1.	01-0000-0-5540-001-0000-8200-0000								277	763.76
												WARRANT TOTAL	\$763.76
14787596	002582/	SPORT & CYCLE											
		PO-019128	1.	01-1100-0-4300-003-1110-4200-0000								188173	1,051.53
												WARRANT TOTAL	\$1,051.53
14787597	005984/	STATE BOARD OF EQUALIZATION											
		PV-140038		40-0000-0-5800-001-0000-8100-0000								ACCT. FF STF 63-856425	115.00
												WARRANT TOTAL	\$115.00
14787598	000043/	VERIZON CALIFORNIA											
		PO-019326	1.	01-0000-0-5903-001-0000-7200-0000								707-984-1155	45.15
												WARRANT TOTAL	\$45.15
14787599	005939/	YOKUM'S BODY SHOP											
		PO-019338	1.	01-7230-0-5600-001-0000-3600-0000								2004 BLUEBIRD BUS	3,933.67
												WARRANT TOTAL	\$3,933.67
***	BATCH TOTALS ***												
												TOTAL NUMBER OF WARRANTS:	22
												TOTAL AMOUNT OF WARRANTS:	\$20,691.81*
***	DISTRICT TOTALS ***												
												TOTAL NUMBER OF WARRANTS:	22
												TOTAL AMOUNT OF WARRANTS:	\$20,691.81*

APY250 H.02.09

DISTRICT: 48 LAYTONVILLE UNIFIED  
BATCH: 0016 JBMENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 09/19/2013

09/18/13 PAGE 1

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FU RESO P OBJE SCH GOAL FUNC DIST	ABA NUM DESCRIPTION	ACCOUNT NUM DESCRIPTION	AMOUNT
14788774	002129/	BAY WEST SUPPLY INC				
		PO-019380	1. 01-0000-0-4300-001-0000-8200-0000	287691		232.89
			WARRANT TOTAL			\$232.89
14788775	003755/	BUSINESS CARD				
		PV-140052	01-0000-0-4300-001-0000-7110-0000	ACCT. 4339-XXX-9835		30.14
			01-0000-0-4300-001-0000-8200-0000	ACCT. 4339-XXX-9835		48.59
			01-0000-0-4400-003-1110-4200-0000	ACCT. 4339-XXX-9835		1,688.00
			01-0000-0-5800-001-0000-7200-0000	ACCT. 4339-XXX-9835		57.32
			01-0635-0-4300-003-1110-1000-0000	ACCT. 4339-XXX-9835		909.95
			01-0640-0-4300-001-0000-8300-0000	ACCT. 4339-XXX-9835		708.01
			01-9010-0-4300-003-1110-1000-5870	ACCT. 4339-XXX-9835		17.93
			WARRANT TOTAL			\$3,459.94
14788776	006039/	ALEXANDRA CANTALUPO				
		PV-140053	01-0676-0-4300-002-1110-1000-0000	REIMBURSEMENT		250.00
			WARRANT TOTAL			\$250.00
14788777	005991/	IRA CAUGHNOR III				
		PV-140054	01-7240-0-5800-001-7110-3600-0000	MILEAGE REIMBURSEMENT		531.10
			WARRANT TOTAL			\$531.10
14788778	001793/	CLOVER STORNETTA FARMS INC.				
		PO-019348	1. 13-5310-0-4700-001-0000-3700-0000	7463152		171.89
			1. 13-5310-0-4700-001-0000-3700-0000	7467701		207.15
			WARRANT TOTAL			\$379.04
14788779	004792/	DEPT. OF JUSTICE				
		PO-019333	1. 01-0000-0-5814-001-0000-7400-0000	989807		128.00
			WARRANT TOTAL			\$128.00
14788780	003893/	DEVCO HEATING AND AIR				
		PO-019345	1. 14-0620-0-5600-001-0000-8110-0000	35602		334.40

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
		PO-019388	1.	14-0620-0-4400-001-0000-8110-0000								WARRANT TOTAL	35214		1,794.00 \$2,128.40
14788781	004110/	EHLETT'S PETROLEUM MAINTENANCE													
		PO-019381	1.	01-7230-0-5800-001-0000-3600-0000								WARRANT TOTAL	4171		277.50 \$277.50
14788782	000063/	GEIGER'S LONG VALLEY MARKET													
		PO-019310	1.	01-0000-0-4300-001-0000-8110-0000								WARRANT TOTAL	3587: ACCT. 1228		10.75
		PO-019378	1.	01-3310-0-4300-001-5770-1120-0000								WARRANT TOTAL	6611: ACCT. 1209		19.44 \$30.19
14788783	005762/	KANDICE GOLIGHTLY													
		PV-140055		01-0676-0-4300-010-3200-1000-0000									REIMBURSEMENT		18.25
				01-0790-0-4300-010-3200-1000-0000									REIMBURSEMENT		86.29 \$104.54
14788784	003572/	ERIC LASSOTOVITCH													
		PV-140056		01-0714-0-4100-003-1110-1000-0000									REIMBURSEMENT		172.47 \$172.47
14788785	001860/	MARIA ALICIA LINFOOT													
		PV-140057		01-6500-0-5200-001-5001-2100-0000									REIMBURSEMENT		174.95 \$174.95
14788786	005891/	LONG VALLEY AUTO SUPPLY													
		PO-019382	1.	01-7230-0-4364-001-0000-3600-0000								WARRANT TOTAL	55766, 56610		35.89 \$35.89
14788787	004329/	TAMMY LYONS													
		PV-140059		01-0676-0-4300-002-1110-1000-0000									REIMBURSEMENT		36.53
				01-3310-0-4300-001-5770-1120-0000									REIMBURSEMENT		305.34 \$341.87
14788788	002742/	GLORIA MATHESON													
		PV-140060		01-0000-0-4300-001-0000-8200-0000									REIMBURSEMENT		13.91



WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
-----														
WARRANT TOTAL														\$13.91
14788789	006038/	CINDY NORVELL												
		PV-140058		01-0714-0-4300-003-1110-1000-0000									REIMBURSEMENT	88.52
WARRANT TOTAL														\$88.52
14788790	003629/	OFFICE DEPOT												
		PO-019129	1.	01-5826-0-4300-003-0000-2420-0000									673393975001	68.06
WARRANT TOTAL														\$68.06
14788791	002696/	RITCHIES FOOD SERVICE												
		PO-019379	2.	13-5310-0-4300-001-0000-3700-0000									682881	109.10
			1.	13-5310-0-4700-001-0000-3700-0000									682881	39.85
WARRANT TOTAL														\$148.95
14788792	000018/	SCHOOL SPECIALTY												
		PO-019264	1.	01-7090-0-4300-002-1110-1000-0000									208111262636	54.67
WARRANT TOTAL														\$54.67
14788793	005987/	MARBRY SIPILA												
		PO-019377	1.	13-5310-0-4700-001-0000-3700-0000									575933, 575938	90.00
WARRANT TOTAL														\$90.00
14788794	002582/	SPORT & CYCLE												
		PO-019357	1.	01-1100-0-4300-003-1110-4200-0000									188673	195.74
WARRANT TOTAL														\$195.74
14788795	003434/	SYSCO FD SCVS OF SAN FRANCISCO												
		PO-019335	1.	13-5310-0-4700-001-0000-3700-0000									309160344	1,229.44
WARRANT TOTAL														\$1,229.44
14788796	001485/	THE WILLITS NEWS												
		PO-019318	1.	01-0000-0-5811-001-0000-7400-0000									8/1-8/31/13	435.11
WARRANT TOTAL														\$435.11
14788797	000043/	VERIZON CALIFORNIA												
		PO-019326	1.	01-0000-0-5903-001-0000-7200-0000									DISTRICT PHONES	1,006.77
WARRANT TOTAL														\$1,006.77
14788798	004871/	WELLS FARGO BANK												
		PO-019387	1.	01-0000-0-5800-001-0000-7200-0000									997158	500.00
WARRANT TOTAL														\$500.00
***	BATCH TOTALS ***			TOTAL NUMBER OF WARRANTS:	25							TOTAL AMOUNT OF WARRANTS:		\$12,077.95*
***	DISTRICT TOTALS ***			TOTAL NUMBER OF WARRANTS:	25							TOTAL AMOUNT OF WARRANTS:		\$12,077.95*



# LAYTONVILLE UNIFIED SCHOOL DISTRICT

## MONTHLY BUDGET REPORT

October 3, 2013

48 Laytonville Unified School Dis J2376		BUDGET REPORT		BOX110	H.00.30 09/27/13 10:50 PAGE	1
FUND :01 GENERAL FUND		FROM 07/01/2013 TO 06/30/2014				
		UNAPPROVED TRANSACTIONS INCLUDED				
OBJECT CLASSIFICATION	APPROVED BUDGET	CURRENT	EXPENDED/RECEIVED YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	
8000 BEGINNING BALANCE	921,234.79	0.00	0.00	0.00	921,234.79	100.0
8011 REV LIMIT STATE AID - CURR YR	786,862.00	106,126.00	106,126.00	0.00	680,736.00	86.5
8021 HOMEOWNERS' EXEMPTION	18,822.00	0.00	0.00	0.00	18,822.00	100.0
8022 TIMBER YIELD TAX	4,264.00	0.00	0.00	0.00	4,264.00	100.0
8041 SECURED ROLLS TAX	1,748,324.00	1,743.16	1,743.16	0.00	1,746,580.84	99.9
8042 UNSECURED ROLL TAXES	60,917.00	0.00	0.00	0.00	60,917.00	100.0
8043 PRIOR YEARS' TAXES	3,068.00	0.00	0.00	0.00	3,068.00	100.0
8044 SUPPLEMENTAL TAXES	0.00	6.21	6.21	0.00	6.21	.0
8045 EDUC REVENUE AUGMENTATION FUND	17,082.00	0.00	0.00	0.00	17,082.00	100.0
8092 PERS REDUCTION TRANSFER	7,775.00	0.00	0.00	0.00	7,775.00	100.0
8110 MAINTENANCE & OPER (PL 81-874)	25,000.00	0.00	0.00	0.00	25,000.00	100.0
8181 SPECIAL EDUCATION - ENTITLEMENT	80,009.00	0.00	0.00	0.00	80,009.00	100.0
8182 SPECIAL EDUCATION- DISC GRANTS	3,200.00	0.00	0.00	0.00	3,200.00	100.0
8290 ALL OTHER FEDERAL REVENUE	220,340.00	3,575.02	3,575.02	0.00	216,764.98	98.3
8311 OTHER STATE APPORT - CURR YEAR	220,600.00	0.00	0.00	0.00	220,600.00	100.0
8434 CLASS SIZE REDUCTION, GRDS K-3	77,461.00	0.00	0.00	0.00	77,461.00	100.0
8560 STATE LOTTERY REVENUE	54,000.00	0.00	0.00	0.00	54,000.00	100.0
8590 ALL OTHER STATE REVENUE	371,461.00	0.00	0.00	0.00	371,461.00	100.0
8650 LEASES & RENTALS	12,500.00	2,700.00	2,700.00	0.00	9,800.00	78.4
8660 INTEREST	2,500.00	0.00	0.00	0.00	2,500.00	100.0
8677 INTERAGENCY SERVICES BETW LEAS	36,977.02	0.00	0.00	0.00	36,977.02	100.0
8699 ALL OTHER LOCAL REVENUE	193,584.21	13,556.91	13,556.91	0.00	180,027.30	92.9
8792 TP OF APPORTIONMENT FROM COB	220,000.00	0.00	0.00	0.00	220,000.00	100.0
TOTAL: 8XXX	5,085,981.02	127,707.30	127,707.30	0.00	4,958,273.72	97.4
1100 TEACHERS' SALARIES	1,404,304.00	244,377.23	244,377.23	0.00	1,159,926.77	82.5
1170 TEACHER - SUBSTITUTE	28,100.00	0.00	0.00	0.00	28,100.00	100.0
1200 CERT PUPIL SUPPORT SALARIES	29,728.00	5,487.02	5,487.02	0.00	24,240.98	81.5
1300 CERT SUPERVISOR/ADMIN SALARIES	297,531.00	69,176.05	69,176.05	0.00	228,354.95	76.7
1900 OTHER CERTIFICATED SALARIES	4,000.00	0.00	0.00	0.00	4,000.00	100.0
TOTAL: 1XXX	1,763,663.00	319,040.30	319,040.30	0.00	1,444,622.70	81.9
2100 INSTRUCTIONAL AIDES' SALARIES	239,192.26	38,592.27	38,592.27	0.00	200,599.99	83.8
2170 INSTRUCTIONAL AIDE - SUBSTITUTE	400.00	0.00	0.00	0.00	400.00	100.0
2200 CLASSIFIED SUPPORT SALARIES	241,492.34	54,223.58	54,223.58	0.00	187,268.76	77.5
2250 CLASSIFIED SUPP - P.T./ADDIT'L	2,500.00	310.28	310.28	0.00	2,189.72	87.5
2260 CLASSIFIED SUPPORT - OVER-TIME	3,500.00	81.33	81.33	0.00	3,418.67	97.7
2270 CLASSIFIED SUPPORT - SUBSTITUTE	4,500.00	0.00	0.00	0.00	4,500.00	100.0
2300 CLASS. SUPERVISOR/ADMIN SALARIES	119,366.00	25,049.25	25,049.25	0.00	94,316.75	79.1
2400 CLERICAL, TECH, OFFICE SALARIES	178,820.38	44,753.88	44,753.88	0.00	134,066.50	75.0

FROM 07/01/2013 TO 06/30/2014

UNAPPROVED TRANSACTIONS INCLUDED

FUND :01 GENERAL FUND

OBJECT CLASSIFICATION	APPROVED BUDGET	EXPENDED/RECEIVED		%	ENCUMBERED	UNENCUMBERED BALANCE
		CURRENT	YEAR TO DATE			
2900 OTHER CLASSIFIED SALARIES	8,971.56	1,624.56	1,624.56	18.1	0.00	7,347.00 81.8
2970 OTHER CLASSIFIED - SUBSTITUTE	420.00	0.00	0.00	.0	0.00	420.00 100.0
TOTAL: 29XX	799,162.54	164,635.15	164,635.15	20.6	0.00	634,527.39 79.3
3101 STRS, CERTIFICATED	137,191.00	24,181.42	24,181.42	17.6	0.00	113,009.58 82.3
3102 STRS, CLASSIFIED	0.00	12.51	12.51	100.0	0.00	12.51- .0
3201 PERS, CERTIFICATED	0.00	454.91	454.91	100.0	0.00	454.91- .0
3202 PERS, CLASSIFIED	81,278.17	17,955.45	17,955.45	22.0	0.00	63,322.72 77.9
3301 CASDI, CERTIFICATED	0.00	245.74	245.74	100.0	0.00	245.74- .0
3302 CASDI, CLASSIFIED	47,977.72	9,939.04	9,939.04	20.7	0.00	38,038.68 79.2
3311 MEDICARE, CERTIFICATED	25,479.00	4,441.75	4,441.75	17.4	0.00	21,037.25 82.5
3312 MEDICARE, CLASSIFIED	11,853.49	2,326.60	2,326.60	19.6	0.00	9,526.89 80.3
3401 HEALTH & WELFARE, CERTIFICATED	237,533.00	53,457.50	53,457.50	22.5	0.00	184,075.50 77.4
3402 HEALTH & WELFARE, CLASSIFIED	263,613.11	61,072.43	61,072.43	23.1	0.00	202,540.68 76.8
3501 UNEMPLOYMENT INS, CERTIFICATED	896.00	125.52	125.52	14.0	0.00	770.48 85.9
3502 UNEMPLOYMENT INS, CLASSIFIED	476.58	79.38	79.38	16.6	0.00	397.20 83.3
3601 WORKERS' COMP, CERTIFICATED	85,001.42	14,815.57	14,815.57	17.4	0.00	70,185.85 82.5
3602 WORKERS' COMP, CLASSIFIED	37,470.00	7,764.52	7,764.52	20.7	0.00	29,705.48 79.2
3701 OPEB ALLOCATED CERTIFICATED	25,052.00	0.00	0.00	.0	0.00	25,052.00 100.0
3702 OPEB ALLOCATED CLASSIFIED	2,400.00	0.00	0.00	.0	0.00	2,400.00 100.0
3801 PERS REDUCTION, CERTIFICATED	1,007.16	0.00	0.00	.0	0.00	1,007.16 100.0
3802 PERS REDUCTION, CLASSIFIED	6,272.84	0.00	0.00	.0	0.00	6,272.84 100.0
3901 OTHER BENEFITS, CERTIFICATED	22,000.00	0.00	0.00	.0	0.00	22,000.00 100.0
3902 OTHER BENEFITS, CLASSIFIED	500.00	0.00	0.00	.0	0.00	500.00 100.0
TOTAL: 30XX	986,001.49	196,872.34	196,872.34	19.9	0.00	789,129.15 80.0

4100 APPRAID TEXTBOOKS/CORE CURRICULA	19,600.00	8,311.03	8,311.03	42.4	3,792.63	7,496.34 38.2
4200 MATERIALS & SUPPLIES	125,935.26	19,896.36	19,896.36	15.7	14,684.82	91,354.08 72.5
4361 FUEL - GASOLINE,DIESEL	35,000.00	657.45	657.45	1.9	8,342.55	26,000.00 74.2
4362 TRANSP - OIL,GREASE	1,500.00	0.00	0.00	.0	0.00	1,500.00 100.0
4363 TIRES & ACCESSORIES	2,500.00	243.57	243.57	9.7	0.00	2,256.43 90.2
4364 REPLACEMENT PARTS	5,000.00	340.71	340.71	6.8	1,308.32	3,350.97 67.0
4365 TRANSP - OTHER SUPPLIES	3,000.00	0.00	0.00	.0	0.00	3,000.00 100.0
4400 NON-CAPITALIZED EQUIPMENT	2,000.00	3,613.86	3,613.86	100.0	0.00	1,613.86- .0
TOTAL: 40XX	194,535.26	33,062.98	33,062.98	16.9	28,128.32	133,343.96 68.5
5200 TRAVEL & CONFERENCES	18,423.02	4,518.09	4,518.09	24.5	0.00	13,904.93 75.4
5300 DUES & MEMBERSHIPS	1,760.00	1,843.73	1,843.73	100.0	0.00	83.73- .0
5450 OTHER INSURANCE	43,100.00	44,874.00	44,874.00	100.0	0.00	1,774.00- .0
5510 LIGHTS & POWER	96,500.00	22,767.95	22,767.95	23.5	73,732.85	0.00 .0

FROM 07/01/2013 TO 06/30/2014  
UNAPPROVED TRANSACTIONS INCLUDED

FUND :01 GENERAL FUND

OBJECT CLASSIFICATION	APPROVED BUDGET	EXPENDED/RECEIVED		UNENCUMBERED
		CURRENT	YEAR TO DATE	
				BALANCE
5520 HEATING FUEL	51,200.00	0.00	0.00	41,500.00 9,700.00 18.9
5530 WATER & SEWER	19,300.00	8,030.94	8,030.94	7,469.06 3,800.00 19.6
5540 WASTE DISPOSAL	11,000.00	1,723.40	1,723.40	9,276.60 0.00 .0
5600 RENT,LEASES,REPAIR NON CAP IMP	40,598.00	16,342.40	16,342.40	17,720.66 6,534.94 16.0
5750 TRANSFR DIRECT COSTS-INTERFUND	5,000.00-	0.00	0.00	0.00 5,000.00-.0
5800 PROFES'L/CONSULTG SVCS/OP EXP	225,147.70	12,907.60	12,907.60	1,113.00 211,127.10 93.7
5801 AUDIT FEES	18,000.00	8,352.90	8,352.90	10,209.10 562.00-.0
5802 LEGAL FEES	8,500.00	0.00	0.00	0.00 8,500.00 100.0
5811 ADVERTISING	1,000.00	462.86	462.86	628.14 91.67-.0
5814 FINGERPRINTING	750.00	160.00	160.00	340.00 250.00 33.3
5901 COMMUNIC - INTERNET SVCS/LINES	1,150.00	30.00	30.00	90.00 1,030.00 89.5
5903 COMMUNIC - TELEPHONE SERVICES	4,550.00	2,763.31	2,763.31	3,386.69 1,600.00-.0
5904 COMMUNIC - POSTAGE/DELIVERY	3,500.00	681.03	681.03	0.00 2,818.97 80.5
TOTAL: 5XXX	539,478.72	125,458.21	125,458.21	165,465.97 248,554.54 46.0
TOTAL: 1XXX - 5XXX	4,282,841.01	839,068.98	839,068.98	193,594.29 3,250,177.74 75.8
7350 TRANSFER INDIRECT COSTS-INTFRD	2,800.00-	0.00	0.00	0.00 2,800.00-.0
7615 INT-FD TF GEN,SPRES,BLDG TO DM	20,000.00	0.00	0.00	0.00 20,000.00 100.0
7616 INT-FD TF FR GENERAL TO CAFE	29,312.84	0.00	0.00	0.00 29,312.84 100.0
7911 BUDG FUND BAL-RESERVE REV CASH	5,000.00	0.00	0.00	0.00 5,000.00 100.0
7950 BUDG FUND BAL- STABILIZATION	247,816.00	0.00	0.00	0.00 247,816.00 100.0
7980 BUDG FUND BAL-OTHER ASSIGNMENT	324,103.51	0.00	0.00	0.00 324,103.51 100.0
7989 BUDG FUND BAL- RSRV ECON UNCR	179,707.66	0.00	0.00	0.00 179,707.66 100.0
TOTAL: 7XXX	803,140.01	0.00	0.00	0.00 803,140.01 100.0
TOTAL: 1XXX - 7XXX	5,085,981.02	839,068.98	839,068.98	193,594.29 4,053,317.75 79.6

FROM 07/01/2013 TO 06/30/2014

UNAPPROVED TRANSACTIONS INCLUDED

Summary

FUND :01 GENERAL FUND

OBJECT CLASSIFICATION	APPROVED BUDGET	CURRENT YEAR TO DATE	%	ENCUMBERED	UNENCUMBERED BALANCE
TOTAL INCOME ( 8000 - 8999 )	5,085,981.02	127,707.30	2.5	0.00	4,958,273.72 97.4
TOTAL: 1xxx - 5xxx	4,282,841.01	839,068.98	19.5	193,594.29	3,250,177.74 75.8
TOTAL: 1xxx - 6xxx	4,282,841.01	839,068.98	19.5	193,594.29	3,250,177.74 75.8
TOTAL: 1xxx - 7xxx	5,085,981.02	839,068.98	16.4	193,594.29	4,053,317.75 79.6
TOTAL EXPENSES ( 1000 - 7999 )	5,085,981.02	839,068.98	16.4	193,594.29	4,053,317.75 79.6

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

October 3, 2013

48 Laytonville Unified School Dis      Budget Transfer Transactions      J2378    BT0100    H.00.04 09/27/13    PAGE    1  
Date last used from: 00/00/0000 To 99/99/9999  
Transaction Number from: 140000      To 149999  
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
-----													
NO RECORDS FOUND													





**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**QUARTELY REPORT ON WILLIAMS UNIFORM COMPLAINTS**

October 3, 2013

**2013-2014 Quarterly Report on Williams Uniform Complaints**  
[Education Code § 35186]

District: Laytonville Unified School District

Person completing this form: Malilla Gordon, District Administrative Assistant

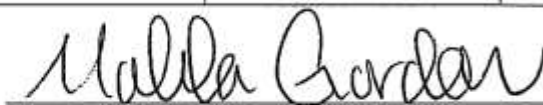
Quarterly Report Submission Date: ☒ October 2013 (July, Aug, Sept 2013) **1<sup>st</sup> Quarter**  
(check one) ☐ January 2014 (Oct, Nov, Dec 2013) **2<sup>nd</sup> Quarter**  
☐ April 2014 (Jan, Feb, March 2014) **3<sup>rd</sup> Quarter**  
☐ July 2014 (April, May, June 2014) **4<sup>th</sup> Quarter**

Date for information to be reported publicly at governing board meeting: October 3, 2013

Please check the box that applies:

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

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



Signature of Person Completing this form

10/1/2013

Date

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

\_\_\_\_\_  
Date

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

Revised 9/2013 vlg



## **BOARD ACTION ITEM K1**

Board Meeting Date: October 3, 2013  
Subject: Students of the Month  
From: Joan Potter, Superintendent

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### 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: October 3, 2013  
Subject: GANN Limit and Resolution No. 441  
From: Joan Potter, Superintendent

---

### Explanation:

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

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

### Recommendation:

Adopt Resolution No. 441 for the GANN Limit

### Attachments:

Resolution No. 441 for the GANN Limit  
GANN Form

Laytonville Unified School District  
October 3, 2013

**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**RESOLUTION # 441**  
**RESOLUTION FOR ADOPTING THE “GANN” LIMIT**  
*(Normal, no increase to Limit pursuant to G.C. 7902.1)*

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

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

WHEREAS, the District must establish a revised Gann limit for the 2012-13 fiscal year and a projected Gann Limit for the 2013-14 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2012-13 and 2013-14 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2012-13 and 2013-14 fiscal years do not exceed the limitations imposed by Proposition 4;

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

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSTAINING: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Superintendent, Secretary to the Board

\_\_\_\_\_  
Calvin Harwood, Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Adopted October 3, 2013

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

Board Meeting Date: October 3, 2013

Subject: Resolution No. 440 for Compliance with Ed Code Section 60119 for the 2013-14 School Year and Certification of Provisions of Standards-Aligned Instructional Materials

From: Joan Potter, Superintendent

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### Explanation:

At the September Board Meeting the Board was provided a copy of EC 60119, and the Textbook Matrix and held a Public Hearing to determine the sufficiency of textbooks and instructional materials in specified subject areas consistent with the content and cycles of the curriculum frameworks adopted by the state. During that Public Hearing it was determined that sufficient materials did not exist as many items were backordered. We now have sufficient materials as prescribed by law in all the subject areas listed in EC 60119.

I recommend that the Board now adopt Resolution No. 440 to indicate the Board's findings and state that we are in compliance with EC 60119.

### Recommendation:

Adopt Resolution No. 440 for Certification of Provisions of Standards-Aligned Materials

### Attachments:

Resolution No. 440 for Certification of Provisions of Standards-Aligned Materials

**RESOLUTION NO. 440**  
**SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

**Whereas**, the local governing board of the Laytonville Unified School District, pursuant to Education Code § 60119, held a public hearing on September 12, 2013 to provide the public and board of education detailed information regarding the sufficiency of textbooks and instructional materials for all students; and

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

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

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

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

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

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

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

**Now Therefore Be It Resolved**, by the Laytonville Unified Board of Education, that for the 2013-14 school year, the Laytonville Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycle and content of the curriculum frameworks.

**LAYTONVILLE UNIFIED SCHOOL DISTRICT**

**Certification of Provision of Standards-Aligned Instructional Materials**

The Governing Board of the Laytonville Unified School District hereby certifies that as of this date, October 3, 2013, each pupil in the district, in kindergarten through grade twelve, has been



provided with a standards-aligned textbook or basic instructional materials in each of the following areas:

History/Social Science  
Mathematics  
Reading/Language Arts  
Science

**By Order of the Laytonville Unified School District Board of Education**

Dated October 3, 2013

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

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Calvin Harwood, President  
Laytonville USD Board of Education



## BOARD DISCUSSION/ACTION ITEM L2

Board Meeting Date: October 3, 2013

Subject: BP and AR 5116.1 for Intradistrict Transfer Policy/Open Enrollment, Second Reading and Approval

From: Joan Potter, Superintendent

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### Explanation:

As California Ed. Code requirements have changed, our BP and AR 5116.1 need revising. Sample policies were presented at the September Board Meeting. I have revised sample policies to be specific to Laytonville Unified School District and they are attached for your review and possible approval.

### Recommendation:

Review and approve the attached BP and AR.

### Attachments:

Proposed BP 5116.1  
Proposed AR 5116.1

**Intradistrict Transfers/Open Enrollment**

The Board of Trustees desires to provide enrollment options that meet the diverse needs and interests of district students. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. (Education Code 35160.5)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

**Enrollment Priorities**

Priority for attendance outside a student's attendance area shall be given as follows:

1. If a district school receiving Title I funds is identified for program improvement, corrective action, or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school (20 USC 6316)
2. If while on school grounds a student becomes the victim of a violent criminal offense, he/she shall be provided an option to transfer to another district school (20 USC 7912)
3. If a student attends a school designated by the California Department of Education as "persistently dangerous," he/she shall be provided an option to transfer to another district school (20 USC 7912; 5 CCR 11992)
4. The Superintendent or designee may approve a student's transfer to a district school that is at capacity and otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student.

To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)

a. A written statement from a representative of an appropriate state or local agency, such as a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist.

b. A court order, including a temporary restraining order and injunction.

For all other applications for enrollment from outside a school's attendance area, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that

are in excess of the school's capacity. A school's capacity shall be calculated in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. A specialized school or program is defined as "a program or school designed to meet the unique educational needs of students with disabilities or English Language Learners." Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

All intra-district transfer decisions are final and not subject to appeal, except as provided in paragraphs 1-4 above.

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

Adopted: October 3, 2013

Laytonville Unified School District  
Laytonville, CA

**Transfers for Victims of a Violent Criminal Offense**

Within a reasonable amount of time, not to exceed 14 days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In determining whether a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident on a case-by-case basis and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and his/her parent/guardian in making the offer. If the parent/guardian elects to transfer his/her child, the transfer shall be completed as soon as practicable.

**Transfers from a "Persistently Dangerous" School**

Within 10 school days after receiving notification from the California Department of Education (CDE) that a school has been designated as "persistently dangerous," the Superintendent or designee shall notify parents/guardians of the school's designation. Within 10 school days after this notification has been provided to parents/guardians, the Superintendent or designee shall notify parents/guardians of their option to transfer their child.

(cf. [0450](#) - Comprehensive Safety Plan)

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide written notification to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designee may establish a reasonable timeline, not to exceed seven school days, for the submission of parent/guardian requests.

The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. For students who accept the offer, the transfer shall generally be made within 30 school days of receiving the notice of the school's designation from the CDE. If parents/guardians decline the assigned school, the student may remain in his/her current school.

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian

preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

## Other Intradistrict Open Enrollment

### Limitations

1. Students moving into the district after the published deadline date for Intradistrict transfers will not be eligible for Intradistrict transfers for the fall semester of the upcoming school year.
2. Students residing with caregivers but whose parents/guardians reside within the district will be assigned to school based upon the attendance area of the parents'/guardians' residence; otherwise, students residing with caregivers will be assigned to a school by Principal or Superintendent.
3. Transfer request for Special Education students will be approved contingent upon the capacity in the existing program and/or the availability of a specific program at the requested school.

### Application Process

1. Applications for transfer may be secured from the District Administration Office; the request shall carry the approval of the parent/guardian, or the student if the student is 18 years of age.
2. Applications for transfer are to be submitted to the District Administration Office by the published deadline date each year. Applications received after the published deadline date will not be processed.

To implement intradistrict open enrollment pursuant to Education Code [35160.5](#):

1. Students of parents/guardians who submit applications to the district by the published deadline shall be eligible for admission to their school of choice the following school year under the district's open enrollment policy if space is available. Students not yet enrolled in the district may apply for an Interdistrict transfer as part of the registration process.
2. The Superintendent or designee shall review the capacity of each school and make adjustments as needed annually, based upon the following criteria: district-wide pupil enrollment; grade levels to be served; and available space that ensures all schools have the facilities and seats available to manage future growth; and programmatic needs that:
  - a. maintains equity of access to curriculum and equitable programs across all of the District's schools
  - b. supports the Necessary Small School structure at both Branscomb and Spy Rock Schools.

- c. ensures that all schools have programmatic capacity to handle future growth in student enrollment.
  - d. ensures that the grade levels served at Branscomb and Spy Rock School are in the best interest of optimal instruction.
3. When annually reviewing and adjusting the capacity of each school, the Superintendent or designee shall ensure that no less than two seats are available for open enrollment transfers at each school.
4. A Transfer Priority List shall be determined by lottery from the eligible pool of intradistrict transfer applicants. Parents shall be notified of their child's place on the list for the school requested. Late applicants shall not be added to the waiting list for the current year.
5. Students shall be enrolled in schools of choice according to their place on the transfer priority list. Once each school has either reached capacity or enrolled all the students on the transfer priority list, the district will allow one-for-one student exchanges between schools based on the Transfer Priority List placement.
6. Students not placed in the school requested using the process outlined above shall be placed on a waiting list in the same order as they appeared in the Transfer Priority List.
7. The Superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.
8. Approved applicants must confirm their enrollment within 10 school days of being offered a space in the requested school.
9. Any complaints regarding the selection process shall be submitted to the Superintendent or designee.

## Notifications

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 48980)

1. All options for meeting residency requirements for school attendance

(cf. [5111.1](#) - District Residency)

(cf. [5111.12](#) - Residency Based on Parent/Guardian Employment)

(cf. [5111.13](#) - Residency for Homeless Children)

2. Program options offered within local attendance areas



3. A description of any special program options available on both an interdistrict and intradistrict basis
4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied
5. A district application form for requesting a change of attendance
6. The explanation of attendance options under California law as provided by the CDE

Adopted: October 3, 2013

Laytonville Unified School District  
Laytonville, CA



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

Board Meeting Date: October 3, 2013

Subject: Unaudited Actuals for 2012-13

From: Joan Potter, Superintendent

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### Explanation:

The 2012-13 unaudited actuals represent the expenditures completed and revenues received when the books were closed. The 2012-13 unaudited actuals have an impact on the 2013-14 budget which will be reflected in the First Interim Budget Report. The First Interim will be presented at the December meeting. Board review and adoption of the 2012-13 actuals is required.

The 2012-13 unaudited actuals include changes to:

The unrestricted ending balance increased by \$75,860 (\$29,311 flex local programs and \$46,549 general fund).

The general fund contributions to restricted accounts decreased from \$241,841 to \$196,590. (Sp. Ed. and Transportation)

Cafeteria encroachment decreased from \$14,349 to \$7,885.

The restricted ending balance decreased \$8,647.

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

### Recommendation:

Approve the Unaudited Actuals for 2012-13

### Attachments:

Unaudited Actuals for 2012-13

Laytonville Unified School District  
October 3, 2013

DISCUSSION/ACTION  
Page 12

# LUSD Estimated to Unaudited Actuals Comparison 2012-2013

A. Revenues	<i>Estimated</i>	Unaudited		<i>Estimated</i>	Unaudited	
	Unrestricted		<u>Difference</u>	Restricted		<u>Difference</u>
<sup>1</sup> Revenue Limit Sources	2,646,424	2,645,155	(1,269)			
<sup>2</sup> Federal Revenues	25,500	29,190	3,690	455,423	422,718	(32,705)
<sup>3</sup> State Revenue	433,225	430,624	(2,601)	292,007	298,851	6,844
<sup>4</sup> Local Revenue	1,418,166	193,115	(1,225,051)	358,446	326,927	(31,519)
<b>Total Revenues</b>	<b>4,523,315</b>	<b>3,298,083</b>	<b>(1,225,232)</b>	<b>1,105,876</b>	<b>1,048,496</b>	<b>(57,380)</b>
<b>B. Expenditures</b>						
Certificated Salaries	1,210,255	1,199,885	10,370	206,499	199,540	6,959
Cert Admin Salaries	253,493	274,422	(20,929)	35,020	17,510	17,510
Classified Salaries	455,646	451,119	4,527	426,751	421,402	5,349
Employee Benefits	697,550	695,382	2,168	322,789	314,815	7,974
Books and Supplies	89,095	84,293	4,802	116,104	90,908	25,196
Services/Operating	1,638,868	389,544	1,249,324	224,079	194,078	30,001
Capital Outlay						
Other Outgo						
Direct Support/Indirect	(34,130)	(33,245)	885	31,325	30,331	994
<b>Total Expenditures</b>	<b>4,310,777</b>	<b>3,061,400</b>	<b>1,249,377</b>	<b>1,362,567</b>	<b>1,268,584</b>	<b>93,983</b>
<b>C. Excess/(Deficiency)</b>	<b>212,538</b>	<b>236,683</b>	<b>24,145</b>	<b>(256,691)</b>	<b>(220,087)</b>	<b>36,604</b>
<b>D. Transfers in</b>						
Transfers out	85,836	79,372	6,464	20,000	20,000	0
Contributions	241,841	196,590	45,251	(241,841)	(196,590)	(45,251)
<b>E. Net Inc/(Dec)</b>	<b>(115,139)</b>	<b>(39,279)</b>	<b>75,860</b>	<b>(34,850)</b>	<b>(43,497)</b>	<b>(8,647)</b>
<b>F. Beginning Balance</b>	<b>980,755</b>	<b>980,755</b>	<b>0</b>	<b>90,469</b>	<b>90,469</b>	<b>0</b>
<b>Ending Balance</b>	<b>865,616</b>	<b>941,476</b>	<b>75,860</b>	<b>55,619</b>	<b>46,972</b>	<b>(8,647)</b>
<b>Components of ending balance:</b>						
Revolving Cash	5,000	5,000	0			
Stabilization	276,548	276,548	0			
Economic Uncertainty	184,366	184,366	0			
Designations (next page)	388,057	399,702	11,645	55,619	46,972	(8,647)
<b>Undesignated</b>	<b>11,645</b>	<b>75,860</b>	<b>64,215</b>			

9/24/2013

**Other designations:**

	Estimated	Actuals	Diff
<b><u>Unrestricted</u></b>			
Music	11,397	10,620	(777)
Leadership	207	207	0
Home Ec	422	422	0
Softball bleachers	461	461	0
Library	0	121	121
LES Book Fair	12,000	9,334	(2,666)
LES Fundraising	4,000	4,040	40
LHS Fundraising	1,781	2,496	715
Math	25	25	0
OM	536	536	0
LHS Scrip	1,000	1,575	575
Mock trial	6,950	5,233	(1,717)
ASES	220	214	(6)
Autism program	0	50	50
NCRCN	10,400	10,385	(15)
Local trans	0	0	0
Site block	0	378	378
Old ITSDR	5,448	5,431	(17)
STAR	2,600	3,339	739
CAHSEE	0	1,286	1,286
MAA	0	2,492	2,492
IMF	74,578	75,224	646
Lottery	0	975	975

**Flexibility resources**

Art, music BG	21,332	23,897	2,565
GATE	0	0	0
HPSBG	5,375	5,461	86
PAR	4,787	5,163	376
Cert staff ment	12,723	15,969	3,246
St D: Math/Read	12,103	14,110	2,007
Pupil retention	17,390	23,653	6,263
Teacher cred BG	2,452	5,665	3,213
Prof D BG	11,757	11,347	(410)
School Safety	15,307	18,149	2,842
School/Library BG	0	6,304	6,304

	Estimated	Actuals	Diff
<b><u>Restricted</u></b>			
Medi-Cal bill	10,911	10,147	(764)
Lottery IMF	4,800	10,248	5,448
EIA	0	1,395	1,395
First Five	5,010	7,320	2,310
Ecoliteracy	2,800	2,888	88
Healthy Start	28,658	14,974	(13,684)



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

Board Meeting Date: October 3, 2013

Subject: BP and E 4133/4233/4333 for Travel Reimbursement, First Reading

From: Joan Potter, Superintendent

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### Explanation:

Our BP 4133/4233/4333 is somewhat antiquated and the travel reimbursement guidelines have not yet been adapted as an Exhibit.

### Recommendation:

Review the attached BP and E

### Attachments:

Revised BP 4133/4233/4333

Proposed E 4133/4233/4333

Laytonville Unified School District  
October 3, 2013

~~The Governing Board of any school district shall provide for the payment of pay for the actual and necessary expenses, including traveling expenses, of incurred by any employee of the district incurred in the course in the course of performing authorized services for the district, whether within or outside the district, under the direction of the governing board. The Superintendent or designee may authorize an advance of funds to cover necessary expenses.~~

*The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.*

*Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims.*

*The Board may establish an allowance on either a mileage or monthly basis to reimburse designated employees for the use of their own vehicles in the performance of assigned duties. Mileage will be reimbursed at the current Internal Revenue Services (IRS) rate.*

Legal Reference:

EDUCATION CODE

44032 Travel expense payment

44033 Automobile allowance

44576 Remuneration of trainees in staff development projects

Adopted: January 11, 1990  
Revised: October 3, 2013

Laytonville Unified School District  
Laytonville, CA



## LAYTONVILLE UNIFIED SCHOOL DISTRICT

### Regulations for Travel Reimbursements and Overnight Conferences

Reimbursement for travel and overnight conferences will be provided according to Ed. Code Section 44033 and the following regulations:

- Authorization for travel expenditures must be secured four weeks in advance of the activity; this timeline allows for purchase order processing, the preferred method of payment.
- When the four week requirement cannot be met due to extenuating circumstances, the use of a revolving cash advance or district credit card may be authorized by the Superintendent.
- This method of payment may be approved only in exceptional circumstances.
- The district credit card may be used where vendors do not accept purchase orders (examples include airlines and restaurants). **Itemized receipts are required** (receipts with a non-itemized total are not sufficient).
- The use of a personal credit card for travel expenses requires prior authorization and must conform to the guidelines.
- Transportation in district vehicles requires advance notice and the completion of a Transportation Request Form; vehicles vary in cost per mile and the program funding the activity will be charged for the mileage expense.
- Mileage reimbursement for the use of private vehicles requires advance authorization.
  - The reimbursement rate is the current IRS rate.
  - The district gasoline credit card may not be used for fueling private vehicles.
  - Personal credit card expenditures for fuel are not reimbursable.

### Guidelines for Lodging, Food & Related Expenses

- **Itemized receipts are required** for reimbursements (credit card receipts or receipts with a non-itemized total are not sufficient).
- Expenditures are not cumulative; that is, not eating breakfast & lunch does not mean the dinner can be reimbursed for an amount greater than normally allowed.
- The allowable rates listed below include tax.
  - Lodging – \$125 (ask for government rate if available, or check the next nearest hotel)
  - Meals:    -Breakfast \$12                      -Lunch \$14                      -Dinner \$25

- Park – use self-park (valet parking is not reimbursable except for approved extenuating circumstances)
  - Bridge Tolls – as required
  - Tips – up to 15% for meals; bellhops & parking attendants are not reimbursable
- Alcohol purchases are not reimbursable (or allowed on the district credit card).
- Reimbursement requests with itemized receipts from the vendor must be submitted to the Business Office within 30 days of the expenditure.
- Reimbursement is dependent on compliance with these regulations.
- Use of the district credit card, contrary to the regulations, will result in the employee's responsibility to reimburse the district.

Adopted: October 3, 2013

Laytonville Unified School District  
Laytonville, CA

## BOARD DISCUSSION/ACTION ITEM L5

Board Meeting Date: October 3, 2013

Subject: Food Service Increase in Breakfast Price

From: Joan Potter, Superintendent

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### Explanation:

Mat Paradis, Food Service Director, has done an analysis of our current breakfast and lunch expenses. In his analysis he has determined that we are not charging enough for breakfast. He is proposing that the District approve increasing the charge for breakfast from \$1.25 to \$1.50.

### Recommendation:

Approve the increase of breakfast charges from \$1.25 to \$1.50.

### Attachments:

None



## INFORMATION ITEM M1

Board Meeting Date: October 3, 2013

Subject: Employee Appreciation Award

From: Joan Potter, Superintendent

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### Explanation:

The Governing Board recognizes two employees each year for their contributions to the improvement and effectiveness of the District's educational program. One award is presented in January and one is presented in May. The Governing Board recognizes employees who:

- by exemplary service over an extended period of time have contributed to the improvement or effectiveness of the district educational program.
- perform special acts or services in the public interest.
- by superior accomplishments, make exceptional contributions to the effectiveness, efficiency, economy or improvements of district operations.
- propose ideas or procedures which eliminate or reduce district expenditures or improve the efficiency of district operations.

Our previous awards have been presented to:

Joan Potter	Amy McHenry	Beth Hogan	Dennis Hogan
Nancy Luis	Steve McCaffrey	Carolyn Carpenter	Tammy Lyons
Alicia Linfoot	Sparky Hagan	Binet Payne	Bette Loflin
Bruce Potter	Pedro Salmeron	Konnie Hawkins	Katy Cabezut
Sue Carberry	Anna Salmeron	Suzie Dunham	

Nominations are due in November and the Board will select the award recipient in December for recognition in January. Recipients are presented a certificate and a special gift.

### Attachments:

None



## INFORMATION ITEM M2

Board Meeting Date: October 3, 2013  
Subject: Community Services  
From: Joan Potter, Superintendent

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Explanation:

Board Member Cecelia Gillespie has asked to review our current community service/volunteer opportunities for students. The principals will provide an overview of what currently exists.

Attachments:  
None