

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF JANUARY 16, 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 January 16, 2014. Board President Calvin Harwood called the meeting to order at 6:15 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: Heaven Gunter

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

**C. CLOSED SESSION AGENDA:**

CS-1 PUBLIC EMPLOYEE APPOINTMENT  
Title: Middle School Instructional Assistant

CS-2: PUBLIC EMPLOYEE APPOINTMENT  
Title: Special Ed Instructional Assistant

CS-3: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE  
(No Additional Information Required)

**D. ANNOUNCEMENTS FROM CLOSED SESSION:** Calvin Harwood announced that the board approved Closed Session Item CS-1, Public Employee Appointment of Middle School Instructional Assistant Bronwyn Beetz with a 5-0 vote; approved Closed Session Item CS-2, Public Employee Appointment of Special Ed Instructional Assistant Rosa Guillins with a 5-0 vote and took no action on Closed Session Item CS-3, Public Employee Discipline/Dismissal/Release.

**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 Shannon Ford, unanimously approved.

**G. CORRESPONDENCE:** None.

**H. PUBLIC INPUT:** None.

**I. REPORTS AND COMMENTS:**

Superintendent's Report:

Mrs. Potter discussed the State adopting 31 math texts, the Smarter Balanced practice test, and the current state of the Community Day School rebuild.

The following reports were given:

Elementary Principal  
LES/LMS Site Council  
Student Representative

High School Principal  
LHS Site Council  
LVTA

Healthy Start  
DAC  
CSEA

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

- **Motion** to accept the Consent Agenda by Tina Tineo, seconded by Cecelia Gillespie, unanimously approved.

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

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

- Mr. Henry presented the Students of the Month, Kelsey Thomas and Corey James, Jr., for Laytonville High School and introduced their families.
- **Motion** to recognize Kelsey Thomas and Corey James, Jr. as the Students of the Month by Meagen Hedley, seconded by Shannon Ford, unanimously approved.

##### K.2. Employee Recognition Award – Resolution No.445

- Twice a year the Board of Trustees receives recommendations for the Board's Employee Recognition Awards. Staff, students and community members can recommend employees for the award. The award recipients are recognized with a Board Resolution in their honor, a gift and their name is placed on a perpetual plaque which hangs in the District Office.
- We are very pleased to present this year's Employee Recognition Award to Gloria Matheson.
- **Motion** to adopt Resolution No. 445 for the Employee Recognition Award and recognize Gloria Matheson by Tina Tineo, seconded by Meagen Hedley, unanimously approved.

##### K.3. Request for Allowance of Attendance Because of Emergency Conditions

- California Education Code Section 41422 allows for schools to obtain approval for attendance and instructional time credit for a variety of events. All schools in Laytonville Unified School District were closed on December 9, 2013 due to extreme ice on all school campuses and broken and frozen water pipes. The school grounds, walkways, and driveways were covered with inches of thick ice and school sites were without running water due to broken and/or frozen water pipes.
- **Motion** to approve the request for Allowance of Attendance Because of Emergency Conditions by Meagen Hedley, seconded by Shannon Ford, unanimously approved.

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

##### L.1. Audit Certification: 2012-13 Financial Report and Audit

- EC 41020.3 requires the Governing Board to review and accept the prior year's Financial Report and Audit at a public meeting. 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. However, the auditors did identify one deficiency in internal control over financial reporting that is considered to be a "significant deficiency."

Deficiencies are less severe than a material weakness, but are important for us to address and pay attention to.

- **Motion** to approve the 2012-13 Financial Report & Audit by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

#### L.2. Approval of Contract with Auditor

- We must approve a contract with an auditor for the next year. State legislation limits an auditor's services to a district to six consecutive years. We have been with Christy White Associates for 3 years. State law requires us to select an auditor or the County must appoint one.
- Christy White Associates have been competent auditors for the past three years. I recommend that we continue using their services.
- Motion to grant approval for the Superintendent to contract with Christy White for Auditing Services by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

#### L.3. Approval of Revised Instructional Minutes for Laytonville High School

- In order to accommodate the increased number of students purchasing brunch at the high school, Mr. Henry and the LHS staff are proposing to adjust brunch and lunch times. The request is to lengthen brunch by 5 minutes and shorten lunch by 5 minutes.
- There is no reduction in instructional minutes as a result of this proposal
- **Motion** to approve the Revised Instructional Minutes for Laytonville High School by Meagen Hedley, seconded by Cecelia Gillespie, unanimously approved.

#### L.4. North County SARB Coordinator

- In 2009-2010 Willits, Laytonville and Round Valley formed the North County Consortium to address student truancy issues. The agreement to create a School Attendance Review Board (SARB) as one entity came as the result of funding from the Safe Schools/Healthy Students Initiative, a joint effort between the United States Departments of Education, Health and Human Services, and Justice. SSHS - BRONCO (Building Resiliency Opportunities for the North County), is the systems change program designed to link and connect communities with key entities that have common goals and values in order to align strategies and leverage control over outcomes.
- The grant funding has ended, though the effective work that was achieved through the grant will continue. Laytonville Unified School District and Willits Unified School District believe that the SARB process is valuable and needs to be sustained. In order to sustain this process the districts are in need of a SARB coordinator (these tasks were previously handled by the BRONCO coordinator).
- Mrs. Potter proposed to advertise for a short term SARB Coordinator position that would go from January through mid-May and would range from 15-20 hours per month. The costs of this position (approx. \$1,800.00) for the remainder of the 2013-2014 school year would be shared between Willits and Laytonville. If the position is something that both districts agree to support for the 2014-2015 school year, a job description will be brought forward and negotiations with CSEA will be conducted at a future date.
- **Motion** to approve the hiring of a short term SARB Coordinator by Cecelia Gillespie, seconded by Shannon Ford, unanimously approved.

#### **M. INFORMATION ITEMS: None.**

**N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS:** Board President Calvin Harwood requested that the Board look in to purchasing new vans at next month's meeting, as well as the demolition of the old high school gym. Shannon Ford requested that the tin gym's heating situation be looked at in a future meeting.

**O. COMMENTS FROM THE BOARD:** Meagen Hedley shared that she hopes the flu stops going around soon. Cecelia Gillespie expressed that she is excited about the trees being planted at the high school. Shannon Ford shared that she liked going through the facilities at the last meeting and would be interested to look more into the tin gym's heating. Calvin Harwood expressed that he is an advocate for orchards, but that the District also need to plan carefully for what is planted.

**P. ADJOURNMENT:**

**Motion** to adjourn the meeting by Meagen Hedley, seconded by Cecelia Gillespie, unanimously approved. The meeting was adjourned at 8:05pm. The next regular meeting will be held on February 6, 2014.

Respectfully submitted,

Adopted as Final  
February 6, 2014

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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 #7 2013-14**

February 6, 2014

<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>			
Beetz, Bronwynn	.5 Hour/Day Branscomb Custodian	Prob. \$9.51/hr	1/24/2014
<u>Classified/Confidential Appointment</u>			
<u>Classified Resignation</u>			
<u>Classified Layoff</u>			
<u>Coaching Positions</u>			



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**REVOLVING CASH FUND #7 2013-14**

February 6, 2014

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
1/10/2014	2015	USPS	Postage	\$138.00
1/14/2014	2016	Odyssey of the Mind	Spont-O-Rama	\$25.00
1/27/2014	2017	Cindy Gunter	Payroll Advance	\$150.00
1/27/2014	2018	U.S.P.S.	Certified Mail	\$3.79





**LAYTONVILLE UNIFIED SCHOOL DISTRICT**

**WARRANT LIST**

February 6, 2014

APY250 H.02.09

MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 01/09/2014

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DISTRICT: 48 LAYTONVILLE UNIFIED  
BATCH: 0042 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
14798016	000197/	ADMINISTRATIVE SRV CORP												
		PO-019302	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
14798017	005381/	ADVANCED SECURITY SYSTEMS												
		PO-019305	1.	01	0640	0	5800	003	0000	8300	0000		250219	135.00
													WARRANT TOTAL	\$135.00
14798018	005277/	AMAZON												
		PO-019370	1.	01	6300	0	4300	003	1110	1000	0000		286858369911	180.88
													WARRANT TOTAL	\$180.88
14798019	002129/	BAY WEST SUPPLY INC												
		PO-019495	1.	01	0000	0	4300	001	0000	8200	0000		292237, 292255	760.73
													WARRANT TOTAL	\$760.73
14798020	005196/	BLICK ART MATERIALS												
		PO-019362	1.	01	0000	0	4300	003	1110	1000	3663		2499186	11.71
													WARRANT TOTAL	\$11.71
14798021	000231/	BLUE SHIELD OF CALIFORNIA												
		PO-019303	1.	01	0000	0	9514	000	0000	0000	0000		F05082, F05091	9,330.36
													WARRANT TOTAL	\$9,330.36
14798022	002727/	BRANSCOMB STORE												
		PO-019339	1.	01	0000	0	5600	008	1110	1000	0000		#9- JAN 2014	700.00
													WARRANT TOTAL	\$700.00
14798023	005991/	IRA CAUGHNOR III												
		PV-140161		01	7240	0	5800	001	7110	3600	0000		MILEAGE REIMBURSEMENT	424.88
													WARRANT TOTAL	\$424.88
14798024	001804/	CDE												
		PO-019444	1.	13	5310	0	4700	001	0000	3700	0000		14 SF-12409	187.20
													WARRANT TOTAL	\$187.20

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FU RESO P OBJE SCH GOAL FUNC DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
14798025	003496/	CDW GOVERNMENT INC.				
		PO-019494 1.	01-0635-0-4300-003-1110-1000-0000		HT71205	520.63
			WARRANT TOTAL			\$520.63
14798026	000039/	CHEVRON BUSINESS CARD SERVICES				
		PO-019311 1.	01-0000-0-4361-001-0000-8110-0000		ACCT. 7898860577	180.56
		2.	01-7230-0-4361-001-0000-3600-0000		ACCT. 7898860577	882.91
			WARRANT TOTAL			\$1,063.47
14798027	001793/	CLOVER STORNETTA FARMS INC.				
		PO-019348 1.	13-5310-0-4700-001-0000-3700-0000		7557914,7574415,7575578	308.28
			WARRANT TOTAL			\$308.28
14798028	003893/	DEVCO HEATING AND AIR				
		PO-019345 1.	14-0620-0-5600-001-0000-8110-0000		36016	160.85
		PO-019499 1.	14-0620-0-5600-001-0000-8110-0000		35893	2,650.00
		1.	14-0620-0-5600-001-0000-8110-0000		36016	575.00
			WARRANT TOTAL			\$3,385.85
14798029	004873/	SUZANNE DUNHAM				
		PV-140162	01-0676-0-4300-008-1110-1000-0000		REIMBURSEMENT	15.85
			WARRANT TOTAL			\$15.85
14798030	005362/	FERRELLGAS				
		PO-019372 2.	01-0000-0-5520-001-0000-8200-0000		1079490067,779878,79,81,042375	8,005.57
		4.	01-9010-0-5520-001-0000-8200-5375		1079779877	193.49
			WARRANT TOTAL			\$8,199.06
14798031	000063/	GEIGER'S LONG VALLEY MARKET				
		PO-019300 3.	01-0000-0-4300-001-0000-7110-0000		7788: ACCT. 1221	9.87
		2.	01-0000-0-4300-001-0000-8200-0000		2873, 8523: ACCT. 1228	15.04
		2.	01-0000-0-4300-001-0000-8200-0000		0475: ACCT. 1228	21.50
			WARRANT TOTAL			\$46.41

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
14798032	005999/	GLOBAL TRADEQUEST INC.												
		PO-019428	1.	01-0676-0-4300-001-1110-1000-0000								131346		139.00
			1.	01-0676-0-4300-001-1110-1000-0000								131346		13.91
		WARRANT TOTAL												\$152.91
14798033	005749/	KELLEY AUTOMOTIVE												
		PO-019392	1.	01-7230-0-5800-001-0000-3600-0000								11/20, 11/22, 12/30		684.77
		WARRANT TOTAL												\$684.77
14798034	006064/	KULLY SUPPLY INC.												
		PO-019503	1.	14-0620-0-4300-001-0000-8110-0000								SI-283373		104.74
			1.	14-0620-0-4300-001-0000-8110-0000								SI-283373		8.50
		PO-019504	1.	14-0620-0-4300-001-0000-8110-0000								SI-283539		197.50
			1.	14-0620-0-4300-001-0000-8110-0000								SI-283539		8.50
		WARRANT TOTAL												\$319.24
14798035	005713/	LD PRODUCTS/41NKJETS.COM												
		PO-019427	1.	01-0676-0-4300-001-1110-1000-0000								SIP-001241369		235.41
		WARRANT TOTAL												\$235.41
14798036	005891/	LONG VALLEY AUTO SUPPLY												
		PO-019313	1.	01-8150-0-4300-001-0000-8110-0000								062083		1.81
		WARRANT TOTAL												\$1.81
14798037	004329/	TAMMY LYONS												
		PV-140163		01-0676-0-4300-003-1110-1000-0000								REIMBURSEMENT		24.99
		WARRANT TOTAL												\$24.99
14798038	003136/	MATHESON TRI-GAS INC												
		PO-019323	1.	01-7230-0-5600-001-0000-3600-0000								08344498		37.94
		WARRANT TOTAL												\$37.94
14798039	002446/	MENDO MILL												
		PO-019506	1.	01-0000-0-4300-001-0000-8200-0000								433150/2		7.56
		WARRANT TOTAL												\$7.56

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU RESO P OBJE SCH GOAL FUNC DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
14798040	000622/	MENDOCINO COUNTY OFFICE OF ED					
		PV-140164	01-0000-0-5800-001-0000-7200-0000		140102		29.36
			WARRANT TOTAL				\$29.36
14798041	000124/	PACIFIC GAS & ELECTRIC					
		PO-019298	1. 01-0000-0-5510-001-0000-8200-0000		ACCT. 0991326276-3		9,771.34
			1. 01-0000-0-5510-001-0000-8200-0000		ACCT. 5075063012-6		53.28
			2. 01-9010-0-5510-001-0000-8200-5375		ACCT. 7979025834-1		178.90
			WARRANT TOTAL				\$10,003.52
14798042	004314/	PEARSON EDUCATION					
		PO-019239	1. 01-0756-0-4100-001-1110-1000-0000		4022627054,772372,8916,266,492		297.25
		PO-019265	1. 01-6300-0-4100-001-1110-1000-0000		4022771754		1,142.90
			WARRANT TOTAL				\$1,440.15
14798043	004793/	PETERSON					
		PO-019507	1. 01-7230-0-5600-001-0000-3600-0000		SW260003480		3,356.64
			WARRANT TOTAL				\$3,356.64
14798044	001308/	JOAN POTTER					
		PV-140165	01-0000-0-4300-003-1110-4100-6000		REIMBURSEMENT		43.60
			01-0000-0-5200-003-1110-4100-6000		REIMBURSEMENT		53.11
			WARRANT TOTAL				\$96.71
14798045	005513/	REDWOOD EMPIRE OFFICIALS					
		PO-019497	1. 01-1100-0-5800-003-1110-4200-0000		2013 WINTER SPORTS		4,894.00
			WARRANT TOTAL				\$4,894.00
14798046	006065/	RIME MAGIC					
		PO-019426	1. 01-3310-0-4300-001-5770-1120-0000		00770		107.68
			WARRANT TOTAL				\$107.68
14798047	005128/	SCHOLASTIC BOOK FAIRS-13					
		PO-019502	1. 01-0000-0-4300-002-1110-1000-2111		W31977768F		3,184.56
			WARRANT TOTAL				\$3,184.56
14798048	000018/	SCHOOL SPECIALTY					
		PO-019425	1. 01-0676-0-4300-002-1110-1000-0000		208111848062		7.30
			WARRANT TOTAL				\$7.30
14798049	005987/	MARBRY SIPILA					
		PO-019377	1. 13-5310-0-4700-001-0000-3700-0000		311917		50.00
			WARRANT TOTAL				\$50.00
14798050	003078/	SOLID WASTE OF WILLITS					
		PO-019306	1. 01-0000-0-5540-001-0000-8200-0000		275: ACCT. 5145-6		849.04
			WARRANT TOTAL				\$849.04
14798051	002862/	SONOMA CTY. OFFICE OF ED.					
		PV-140166	01-0728-0-5200-001-0000-2100-0000		IN14-01495		1,980.00
			WARRANT TOTAL				\$1,980.00
14798052	005340/	SPRINT					
		PO-019324	1. 01-0000-0-5903-001-0000-7200-0000		ACCT. 924289408		141.41
			2. 01-9010-0-5903-001-0000-2100-5375		ACCT. 924289408		30.51
			WARRANT TOTAL				\$171.92
14798053	004056/	TAG/AMS INC					
		PO-019374	1. 01-7230-0-5800-001-0000-3600-0000		2662826		130.00
			WARRANT TOTAL				\$130.00
14798054	006063/	VERIZON WIRELESS					
		PO-019496	1. 01-7405-0-5800-001-1110-1000-0000		9716149329		440.82
			WARRANT TOTAL				\$440.82
14798055	004686/	WILLIAM V MACGILL & CO.					
		PO-019424	1. 01-0811-0-4300-002-0000-3140-0000		IN0465906		263.48
			WARRANT TOTAL				\$263.48
***	BATCH TOTALS ***		TOTAL NUMBER OF WARRANTS:	40	TOTAL AMOUNT OF WARRANTS:		\$53,992.12*
***	DISTRICT TOTALS ***		TOTAL NUMBER OF WARRANTS:	40	TOTAL AMOUNT OF WARRANTS:		\$53,992.12*

APY250 H.02.09

MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 01/16/2014

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DISTRICT: 48 LAYTONVILLE UNIFIED  
BATCH: 0044 JB

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FU RESO P OBJE SCH GOAL FUNC DIST		DESCRIPTION	
14798753	003682/	AT&T				
		PO-019509	1. 01-0000-0-5903-001-0000-7700-0000		BILL PAYER 2352586145994	525.56
			WARRANT TOTAL			\$525.56
14798754	003755/	BUSINESS CARD				
		PV-140172	01-0714-0-5300-002-1110-4100-0000		ACCT. 4339-XXX-9835	65.00
			01-6500-0-5200-001-5770-1191-0000		ACCT. 4339-XXX-9835	664.00
			01-7405-0-4300-001-1110-1000-0000		ACCT. 4339-XXX-9835	825.92
			01-7405-0-5200-001-1110-1000-0000		ACCT. 4339-XXX-9835	791.23
			WARRANT TOTAL			\$2,346.15
14798755	005991/	IRA CAUGHNOR III				
		PV-140173	01-7240-0-5800-001-7110-3600-0000		MILEAGE REIMBURSEMENT	526.40
			WARRANT TOTAL			\$526.40
14798756	005945/	CHRISTY WHITE				
		PO-019293	1. 01-0000-0-5801-001-0000-7110-0000	11340		8,352.90
			WARRANT TOTAL			\$8,352.90
14798757	005795/	CLEARLY MENDOCINO WATER CO.				
		PO-019421	1. 01-0000-0-5530-008-0000-8200-0000	26241		7.50
			WARRANT TOTAL			\$7.50
14798758	001793/	CLOVER STORNETTA FARMS INC.				
		PO-019348	1. 13-5310-0-4700-001-0000-3700-0000	7545334, 7578056, 7582058		549.85
			WARRANT TOTAL			\$549.85
14798759	004792/	DEPT. OF JUSTICE				
		PO-019333	1. 01-0000-0-5814-001-0000-7400-0000	011557		32.00
			WARRANT TOTAL			\$32.00
14798760	003893/	DEVCO HEATING AND AIR				
		PO-019517	1. 14-0620-0-5600-001-0000-8110-0000	36043, 36151		1,331.31
			WARRANT TOTAL			\$1,331.31
14798761	005362/	FERRELLGAS				
		PO-019372	2. 01-0000-0-5520-001-0000-8200-0000	1080356455, 56, 360648		5,779.08

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE DESCRIPTION	ABA NUM	ACCOUNT NUM	AMOUNT
WARRANT TOTAL															\$5,779.08
14798762	005821/	FLEETPRIDE													
		PO-019514	1.	01-7230-0-4364-001-0000-3600-0000								ACCT. 750800			186.73
		WARRANT TOTAL													\$186.73
14798763	000063/	GEIGER'S LONG VALLEY MARKET													
		PO-019310	2.	14-0620-0-4300-001-0000-8110-0000								2873, 8523: ACCT. 1228			15.04
		PO-019378	1.	01-3310-0-4300-001-5770-1120-0000								9432: ACCT. 1209			14.32
		PO-019390	1.	01-6012-0-4300-001-1110-4100-0000								1721, 0953: ACCT. 1221			34.03
		WARRANT TOTAL													\$63.39
14798764	000191/	LAYTONVILLE UNIFIED REVOLVING													
		RC-140009		01-0000-0-5904-001-0000-2100-2222								REVOLVING			46.00
				01-0000-0-5904-001-0000-7200-0000								REVOLVING			92.00
		WARRANT TOTAL													\$138.00
14798765	000220/	LAYTONVILLE WATER DISTRICT													
		PO-019322	1.	01-0000-0-5530-001-0000-8200-0000								LES, LMS, LHS-NEW, AG, NEW			1,571.26
		PO-019510	1.	01-0000-0-5530-001-0000-8200-0000								LES, LMS, LHS-NEW, AG, NEW			1,522.28
		WARRANT TOTAL													\$3,093.54
14798766	003321/	LONG VALLEY FEED & SUPPLY													
		PO-019513	1.	01-0000-0-4300-001-0000-8110-0000								8321			25.80
		WARRANT TOTAL													\$25.80
14798767	000061/	LONG VALLEY LUMBER													
		PO-019375	2.	14-0620-0-4300-001-0000-8110-0000								ACCT. 1273			515.33
		WARRANT TOTAL													\$515.33
14798768	004464/	MENDOCINO COMMUNITY NETWORK													
		PO-019304	1.	01-0002-0-5901-001-1110-1000-0000								1452306			10.00
		WARRANT TOTAL													\$10.00
14798769	006067/	KATE RUPRECHT													
		PV-140174		01-0676-0-4300-002-1110-1000-0000								CLASS SUPPLIES			60.05

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															\$60.05
14798770	005987/	MARBRY SIPILA													
		PO-019377	1.	13-5310-0-4700-001-0000-3700-0000									595051		50.00
WARRANT TOTAL															\$50.00
14798771	002582/	SPORT & CYCLE													
		PO-019367	1.	01-1100-0-4300-003-1110-4200-0000									189773		549.67
		PO-019458	1.	01-1100-0-4300-003-1110-4200-0000									189891		221.05
			1.	01-1100-0-4300-003-1110-4200-0000									189932		67.99
WARRANT TOTAL															\$838.71
14798772	003808/	STATE BOARD OF EQUALIZATION													
		PO-019433	1.	01-7230-0-4361-001-0000-3600-0000									DIESEL FUEL TAX		10.97
			2.	01-7230-0-5800-001-0000-3600-0000									UNDERGROUND STORAGE TANK		58.04
WARRANT TOTAL															\$69.01
14798773	006068/	JAMIE STUTH													
		PV-140175		01-6500-0-5200-001-5770-1191-0000									MILEAGE REIMBURSEMENT		452.00
WARRANT TOTAL															\$452.00
14798774	003434/	SYSCO FD SCVS OF SAN FRANCISCO													
		PO-019335	1.	13-5310-0-4700-001-0000-3700-0000									401060465		1,552.39
WARRANT TOTAL															\$1,552.39
14798775	003411/	THRIFTY SUPPLY COMPANY													
		PO-019516	1.	01-0000-0-4300-001-0000-8110-0000									2122594-01		22.62
WARRANT TOTAL															\$22.62
14798776	000043/	VERIZON CALIFORNIA													
		PO-019434	1.	01-9010-0-5903-001-0000-2100-5375									707-984-8089		52.78
		PO-019479	1.	01-0640-0-5903-001-0000-8300-0000									DISTRICT		312.92
		PO-019511	1.	01-0000-0-5903-001-0000-7200-0000									DISTRICT		543.93
		PO-019518	1.	01-0000-0-5903-001-0000-7200-0000									DISTRICT		318.78
WARRANT TOTAL															\$1,228.41
14798777	005748/	WILLITS MOBILE LOCK & KEY													
		PO-019493	1.	01-0640-0-5800-002-0000-8300-0000									2527		2,430.08
WARRANT TOTAL															\$2,430.08
14798778	003863/	XEROX CORPORATION													
		PO-019327	3.	01-0790-0-5600-010-3200-1000-0000									072044557		93.15
WARRANT TOTAL															\$93.15
***	BATCH TOTALS ***			TOTAL NUMBER OF WARRANTS:			26	TOTAL AMOUNT OF WARRANTS:					\$30,279.96*		
***	DISTRICT TOTALS ***			TOTAL NUMBER OF WARRANTS:			26	TOTAL AMOUNT OF WARRANTS:					\$30,279.96*		

DISTRICT: 48 LAYTONVILLE UNIFIED  
BATCH: 0045 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
14799326	002129/	BAY WEST SUPPLY INC											
		PO-019495	1.	01-0000-0-4300-001-0000-8200-0000							292620		105.44
		PO-019508	1.	01-0000-0-4300-001-0000-8200-0000							293115, C293116		607.47
		WARRANT TOTAL											\$712.91
14799327	002727/	BRANSCOMB STORE											
		PO-019339	1.	01-0000-0-5600-008-1110-1000-0000							#10 FEB RENT		700.00
		WARRANT TOTAL											\$700.00
14799328	004523/	CA REDWOOD REGION OOTM											
		PO-019519	1.	01-0714-0-5800-002-1110-4100-0000							LEMS #3326 PROB 1 DIV 2		55.00
		WARRANT TOTAL											\$55.00
14799329	001793/	CLOVER STORNETTA FARMS INC.											
		PO-019348	1.	13-5310-0-4700-001-0000-3700-0000							7545334, 7584563		335.89
		WARRANT TOTAL											\$335.89
14799330	006008/	FLORENCE FILTER CORPORATION											
		PO-019501	1.	01-0000-0-4300-001-0000-8200-0000							89696-IN		134.18
		WARRANT TOTAL											\$134.18
14799331	000063/	GEIGER'S LONG VALLEY MARKET											
		PO-019300	3.	01-0000-0-4300-001-0000-7110-0000							0745: ACCT. 1221		18.98
		WARRANT TOTAL											\$18.98
14799332	000191/	LAYTONVILLE UNIFIED REVOLVING											
		RC-140010		01-0714-0-5800-002-1110-4100-0000							OOTM FOR 2/1/14		25.00
		WARRANT TOTAL											\$25.00
14799333	002446/	MENDO MILL											
		PO-019506	1.	01-0000-0-4300-001-0000-8200-0000							183155/1		92.44
		PO-019521	1.	01-0640-0-4300-001-0000-8300-0000							183155/1, 435003/2, 435006/2		99.60
		WARRANT TOTAL											\$192.04
14799334	002696/	RITCHIES FOOD SERVICE											
		PO-019379	2.	13-5310-0-4300-001-0000-3700-0000							918786 ?		82.85
			1.	13-5310-0-4700-001-0000-3700-0000							918786 ?		98.06
		WARRANT TOTAL											\$180.91
14799335	005987/	MARBRY SIPILA											
		PO-019520	1.	13-5310-0-4700-001-0000-3700-0000							595054		50.00
		WARRANT TOTAL											\$50.00
14799336	003078/	SOLID WASTE OF WILLITS											
		PO-019306	1.	01-0000-0-5540-001-0000-8200-0000							L25669		55.00
		WARRANT TOTAL											\$55.00
14799337	003434/	SYSCO FD SCVS OF SAN FRANCISCO											
		PO-019335	1.	13-5310-0-4700-001-0000-3700-0000							401130331		1,844.75
		WARRANT TOTAL											\$1,844.75
14799338	002298/	TIRE DISTRIBUTION SYSTEMS											
		PO-019515	1.	01-0000-0-4300-001-0000-8110-0000							851-20851		240.51
		WARRANT TOTAL											\$240.51
14799339	006063/	VERIZON WIRELESS											
		PO-019496	1.	01-7405-0-5800-001-1110-1000-0000							ACCT. 342027484-00001		76.02
		WARRANT TOTAL											\$76.02
***	BATCH TOTALS ***												
		TOTAL NUMBER OF WARRANTS:	14								TOTAL AMOUNT OF WARRANTS:		\$4,621.19*
***	DISTRICT TOTALS ***												
		TOTAL NUMBER OF WARRANTS:	14								TOTAL AMOUNT OF WARRANTS:		\$4,621.19*



# LAYTONVILLE UNIFIED SCHOOL DISTRICT MONTHLY BUDGET REPORT

February 6, 2014

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

FUND .01 GENERAL FUND

OBJECT CLASSIFICATION		APPROVED BUDGET	EXPENDED/RECEIVED			ENCUMBERED	UNENCUMBERED	
			CURRENT	YEAR TO DATE	%		BALANCE	%
8000	BEGINNING BALANCE	994,126.39	0.00	0.00	.0	0.00	994,126.39	100.0
8011	REV LIMIT STATE AID - CURR YR	1,006,392.00	488,179.00	488,179.00	48.5	0.00	518,213.00	51.4
8012	EDUCATION PROTECTION ACCOUNT	472,811.00	236,415.75	236,415.75	50.0	0.00	236,415.25	49.9
8021	HOMOWNERS' EXEMPTION	18,680.00	9,339.77	9,339.77	49.9	0.00	9,340.23	50.0
8022	TIMBER YIELD TAX	4,302.00	3,301.43	3,301.43	76.7	0.00	1,000.57	23.2
8029	OTHER SUBVENTIONS/IN-LINU TAX	0.00	137.41	137.41	100.0	0.00	137.41	.0
8041	SECURED ROLLS TAX	1,816,683.00	1,001,563.05	1,001,563.05	55.1	0.00	815,119.95	44.8
8042	UNSECURED ROLL TAXES	59,739.00	59,442.83	59,442.83	99.5	0.00	296.17	.4
8043	PRIOR YEARS' TAXES	4,667.00	1,734.00	1,734.00	.0	0.00	6,401.00	100.0
8044	SUPPLEMENTAL TAXES	0.00	109.11	109.11	100.0	0.00	109.11	.0
8045	EDUC REVENUE AUGMENTATION FUND	21,047.00	0.00	0.00	.0	0.00	21,047.00	100.0
8110	MAINTENANCE & OPER (PL 81-874)	25,000.00	0.00	0.00	.0	0.00	25,000.00	100.0
8181	SPECIAL EDUCATION - ENTITLEMENT	72,335.00	36,468.00	36,468.00	50.4	0.00	35,867.00	49.5
8182	SPECIAL EDUCATION- DISC GRANTS	3,200.00	1,600.00	1,600.00	50.0	0.00	1,600.00	50.0
8290	ALL OTHER FEDERAL REVENUE	225,701.76	87,782.36	87,782.36	38.8	0.00	137,919.40	61.1
8550	MANDATED COSTS REIMBURSEMENTS	0.00	13,833.00	13,833.00	100.0	0.00	13,833.00	.0
8560	STATE LOTTERY REVENUE	54,000.00	18,278.55	18,278.55	33.8	0.00	35,721.45	66.1
8590	ALL OTHER STATE REVENUE	147,225.00	178,361.25	178,361.25	100.0	0.00	31,136.25	.0
8650	LEASES & RENTALS	12,500.00	7,100.00	7,100.00	56.8	0.00	5,400.00	43.2
8660	INTEREST	2,500.00	1,213.92	1,213.92	48.5	0.00	1,286.08	51.4
8677	INTERAGENCY SERVICES BETW LEAS	100,349.12	0.00	0.00	.0	0.00	100,349.12	100.0
8699	ALL OTHER LOCAL REVENUE	167,884.12	33,873.39	33,873.39	20.1	0.00	134,010.73	79.8
8792	TF OF APPORTIONMENT FROM CORP	225,555.69	109,615.17	109,615.17	48.5	0.00	115,940.52	51.4
TOTAL: 8xxx		5,434,718.08	2,284,879.99	2,284,879.99	42.0	0.00	3,149,838.09	57.9
1100	TEACHERS' SALARIES	1,449,770.22	763,556.70	763,556.70	52.6	0.00	686,213.52	47.3
1170	TEACHER - SUBSTITUTE	33,689.50	22,955.45	22,955.45	68.1	0.00	10,728.05	31.8
1200	CERT PUPIL SUPPORT SALARIES	29,728.00	16,461.06	16,461.06	55.3	0.00	13,266.94	44.6
1300	CERT SUPERVISOR/ADMIN SALARIES	291,721.00	171,713.81	171,713.81	58.8	0.00	120,007.19	41.1
1900	OTHER CERTIFICATED SALARIES	4,000.00	0.00	0.00	.0	0.00	4,000.00	100.0
TOTAL: 1xxx		1,808,902.72	974,687.02	974,687.02	53.8	0.00	834,215.70	46.1
2100	INSTRUCTIONAL AIDES' SALARIES	253,953.77	131,185.61	131,185.61	51.6	0.00	122,768.16	48.3
2170	INSTRUCTIONAL AIDE - SUBSTITUTE	580.00	398.05	398.05	68.6	0.00	181.95	31.3
2200	CLASSIFIED SUPPORT SALARIES	242,492.34	142,424.30	142,424.30	58.7	0.00	100,068.04	41.2
2250	CLASSIFIED SUPP - P.T./ADDIT'L	2,500.00	1,717.85	1,717.85	68.7	0.00	782.15	31.2
2260	CLASSIFIED SUPPORT - OVER-TIME	3,500.00	1,636.78	1,636.78	46.7	0.00	1,863.22	53.2
2270	CLASSIFIED SUPPORT - SUBSTITUTE	4,500.00	989.44	989.44	21.9	0.00	3,510.56	78.0
2300	CLASS. SUPVRSR/ADMIN SALARIES	119,366.00	58,448.25	58,448.25	48.9	0.00	60,917.75	51.0
2400	CLERICAL, TECH, OFFICE SALARIES	194,031.38	112,044.30	112,044.30	57.7	0.00	81,987.08	42.2

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

FUND :01 GENERAL FUND

OBJECT CLASSIFICATION		APPROVED BUDGET	EXPENDED/RECEIVED			ENCUMBERED	UNENCUMBERED	
			CURRENT	YEAR TO DATE	%		BALANCE	%
2470	CLERICAL, TECH, OFFICE-SUBSTITUT	0.00	2,031.19	2,031.19	100.0	0.00	2,031.19	.0
2900	OTHER CLASSIFIED SALARIES	8,971.56	4,903.52	4,903.52	54.6	0.00	4,068.04	45.3
2970	OTHER CLASSIFIED - SUBSTITUT	420.00	34.43	34.43	8.1	0.00	385.57	91.8
TOTAL: 2xxx		830,315.05	455,813.72	455,813.72	54.8	0.00	374,501.33	45.1
3101	STRS, CERTIFICATED	137,670.46	73,409.36	73,409.36	53.3	0.00	64,261.10	46.6
3102	STRS, CLASSIFIED	0.00	102.10	102.10	100.0	0.00	102.10	.0
3201	PERS, CERTIFICATED	2,383.00	1,419.08	1,419.08	59.5	0.00	963.92	40.4
3202	PERS, CLASSIFIED	84,899.48	46,878.03	46,878.03	55.2	0.00	38,021.45	44.7
3301	OASDI, CERTIFICATED	1,291.00	936.84	936.84	72.5	0.00	354.16	27.4
3302	OASDI, CLASSIFIED	50,245.95	27,512.84	27,512.84	54.7	0.00	22,733.11	45.2
3311	MEDICARE, CERTIFICATED	26,228.91	13,481.22	13,481.22	51.3	0.00	12,747.69	48.6
3312	MEDICARE, CLASSIFIED	12,383.93	6,452.21	6,452.21	52.1	0.00	5,931.72	47.8
3401	HEALTH & WELFARE, CERTIFICATED	236,546.00	151,435.04	151,435.04	64.0	0.00	85,110.96	35.9
3402	HEALTH & WELFARE, CLASSIFIED	275,236.11	141,932.90	141,932.90	51.5	0.00	133,303.21	48.4
3501	UNEMPLOYMENT INS, CERTIFICATED	948.80	437.22	437.22	46.0	0.00	511.58	53.9
3502	UNEMPLOYMENT INS, CLASSIFIED	495.77	221.67	221.67	44.7	0.00	274.10	55.2
3599	SUI - NO BENEFIT MAP	0.00	208.50	208.50	100.0	0.00	208.50	.0
3601	WORKERS' COMP, CERTIFICATED	83,607.43	44,982.35	44,982.35	53.8	0.00	38,625.08	46.1
3602	WORKERS' COMP, CLASSIFIED	39,240.81	21,533.39	21,533.39	54.8	0.00	17,707.42	45.1
3701	OPRB ALLOCATED CERTIFICATED	25,052.00	0.00	0.00	.0	0.00	25,052.00	100.0
3702	OPRB ALLOCATED CLASSIFIED	2,400.00	0.00	0.00	.0	0.00	2,400.00	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: 3xxx		1,001,129.65	530,942.75	530,942.75	53.0	0.00	470,186.90	46.9
4100	APPRVD TEXTBOOKS/CORE CURRICULA	19,600.00	17,925.78	17,925.78	91.4	22.34	1,674.22	8.4
4300	MATERIALS & SUPPLIES	144,677.85	69,418.75	69,418.75	47.9	5,971.17	69,287.93	47.8
4361	FUEL - GASOLINE, DIESEL	35,000.00	15,802.69	15,802.69	45.1	3,724.36	15,472.95	44.2
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	1,182.52	1,182.52	23.6	684.47	3,133.01	62.6
4365	TRANSP - OTHER SUPPLIES	3,000.00	0.00	0.00	.0	0.00	3,000.00	100.0
4400	NON-CAPITALIZED EQUIPMENT	41,542.44	3,613.86	3,613.86	8.6	0.00	37,928.58	91.3
TOTAL: 4xxx		252,820.29	108,187.17	108,187.17	42.7	10,402.34	134,230.78	53.0
5200	TRAVEL & CONFERENCES	31,405.67	15,810.47	15,810.47	50.3	0.00	15,595.20	49.6
5300	DUES & MEMBERSHIPS	2,394.00	2,118.73	2,118.73	88.5	0.00	275.27	11.4
5450	OTHER INSURANCE	44,874.00	44,874.00	44,874.00	100.0	0.00	0.00	.0
5510	LIGHTS & POWER	96,500.00	59,596.39	59,596.39	61.7	36,903.61	0.00	.0



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

FUND :01 GENERAL FUND

OBJECT CLASSIFICATION	APPROVED BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE	%	ENCUMBERED	UNENCUMBERED BALANCE	%
5520 HEATING FUEL	51,200.00	23,325.27	23,325.27	45.5	18,174.73	9,700.00 18.9
5530 WATER & SEWER	19,300.00	17,082.28	17,082.28	88.5	4,217.72	2,000.00 .0
5540 WASTE DISPOSAL	11,000.00	6,274.73	6,274.73	57.0	4,754.78	29.51 .0
5600 RENT, LEASES, REPAIR NON CAP IMP	47,051.67	31,167.68	31,167.68	66.2	9,071.86	6,812.13 14.4
5750 TRANSFR DIRECT COSTS-INTERFUND	5,000.00	0.00	0.00	100.0	0.00	5,000.00 .0
5800 PROPS'L/CONSULTG SVCS/OP EXP	227,518.58	58,017.08	58,017.08	25.4	1,534.87	167,966.63 73.8
5801 AUDIT FEES	18,562.00	16,705.80	16,705.80	90.0	1,856.20	0.00 .0
5802 LEGAL FEES	8,500.00	3,522.37	3,522.37	41.4	0.00	4,977.63 58.5
5811 ADVERTISING	1,092.00	462.86	462.86	42.3	628.81	0.33 .0
5814 FINGERPRINTING	750.00	512.00	512.00	68.2	0.00	238.00 31.7
5901 COMMUNIC - INTERNET SVCS/LINES	1,150.00	70.00	70.00	6.0	50.00	1,030.00 89.5
5903 COMMUNIC - TELEPHONE SERVICES	7,550.00	10,748.20	10,748.20	100.0	4,842.64	8,040.84 .0
5904 COMMUNIC - POSTAGE/DELIVERY	3,500.00	1,426.01	1,426.01	40.7	0.00	2,073.99 59.2
TOTAL: 5xxx	567,347.92	291,713.87	291,713.87	51.4	82,035.22	193,598.63 34.1
TOTAL: 1xxx - 5xxx	4,460,515.63	2,361,344.53	2,361,344.53	52.9	92,437.56	2,006,733.54 44.9
7350 TRANSFER INDIRECT COSTS-INTRPD	2,800.00	0.00	0.00	100.0	0.00	2,800.00 .0
7615 INT-FD TP GEN, SPRES, BLDG TO IM	39,603.00	19,603.00	19,603.00	49.4	0.00	20,000.00 50.5
7616 INT-FD TP PR GENERAL TO CAFE	16,312.84	0.00	0.00	.0	0.00	16,312.84 100.0
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	270,220.00	0.00	0.00	.0	0.00	270,220.00 100.0
7980 BUDG FUND BAL-OTHER ASSIGNMENT	465,719.95	0.00	0.00	.0	0.00	465,719.95 100.0
7989 BUDG FUND BAL- RESV BCON INCHS	180,146.66	0.00	0.00	.0	0.00	180,146.66 100.0
TOTAL: 7xxx	974,202.45	19,603.00	19,603.00	2.0	0.00	954,599.45 97.9
TOTAL: 1xxx - 7xxx	5,434,718.08	2,380,947.53	2,380,947.53	3	92,437.56	2,961,332.99 54.4

FROM 07/01/2013 TO 06/30/2014  
 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 )	5,434,718.08	2,284,879.99	2,284,879.99	42.0	0.00	3,149,838.09	57.0
TOTAL: 1xxx - 5xxx	4,460,515.63	2,361,344.53	2,361,344.53	52.9	92,437.56	2,006,733.54	44.9
TOTAL: 1xxx - 6xxx	4,460,515.63	2,361,344.53	2,361,344.53	52.9	92,437.56	2,006,733.54	44.9
TOTAL: 1xxx - 7xxx	5,434,718.08	2,380,947.53	2,380,947.53	43.8	92,437.56	2,961,332.99	54.4
TOTAL EXPENSES ( 1000 - 7999 )	5,434,718.08	2,380,947.53	2,380,947.53	43.8	92,437.56	2,961,332.99	54.4

**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**BUDGET TRANSFERS**  
February 6, 2014

48 Laytonville Unified School Dis      Budget Transfer Transactions      J1399    HT0100    H.00.04 01/31/14    PAGE    1  
Date last used from: 00/00/0000 To 99/99/9999  
Transaction Number from: 140021      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	COAL	FUNC	DIST	Debit	Credit
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NO RECORDS FOUND													



## **BOARD ACTION ITEM K1**

Board Meeting Date: February 6, 2014  
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

Laytonville Unified School District  
February 6, 2014

**ACTION**  
Page 7





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

Board Meeting Date: February 6, 2014

Subject: BP and AR 6020 for Title I Parent Involvement Policy, Annual Review

From: Joan Potter, Superintendent

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### Explanation:

Our Board Policy and Administrative Regulations 6020 require that Title I schools have parent involvement policies and procedures that participating parents and school staff agree to abide by. We are required to review these policies annually.

### Recommendation:

Review BP and AR 6020 for Title I Parent Involvement Policies

### Attachments:

Current BP and AR 6020

**PARENT INVOLVEMENT: District Strategies for Title I Schools**

The Governing Board recognizes the crucial role that parents/guardians play in the education of their children and that active parental involvement contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home. *(cf. 0420 - School Plans/Site Councils) (cf. 0420.1 - School-Based Program Coordination)(cf. 0420.5 - School-Based Decision Making)(cf. 0520.1 - High Priority Schools Grant Program)(cf. 0520.2 - Title I Program Improvement Schools)(cf. 1220 - Citizen Advisory Committees) (cf. 1230 - School-Connected Organizations)(cf. 1240 - Volunteer Assistance)(cf. 1250 - Visitors/Outsiders)*

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so. *(cf. 5020 - Parent Rights and Responsibilities) (cf. 5145.6 - Parental Notifications)*

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation. *(cf. 0500 - Accountability)*

**Title I Schools—annual objectives**

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. *(Education Code 11503) (cf. 6171 - Title I Programs)*

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out activities listed in 20 USC 6318. *(20 USC 6318)*

The Superintendent or designee shall consult with parents of participating students in planning and implementing parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. *(20 USC 6318) (cf. 3100 - Budget)*

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

**Non-Title I Schools**

In the event the district has a school that does not receive Title 1 funds, the Superintendent or designee shall develop and implement strategies to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and those schools will address the purposes and goals described in Education Code 11502. *(Education Code 11504)*

Adopted: March 5, 2009

Revised: 3/1/2012

Reviewed: 3/7/2013, 2/6/2014

Laytonville Unified School District

February 6, 2014

Laytonville Unified School District

Laytonville, CA

DISCUSSION/ACTION

Page 8.1

**PARENT INVOLVEMENT: District Strategies for Title I Schools**

To ensure that parents/guardians of Title I students are provided with opportunities to be involved in their children's education, the Superintendent or designee shall:

1. Involve parents of participating students in the joint development of the Title I local educational agency (LEA) plan pursuant to 20 USC 6312 and the process of school review and improvement pursuant to 20 USC 6316 (20 USC 6318). This shall occur at the school level with the involvement of the School Site Councils and at the district level with the involvement of the District Advisory Committee (DAC). The elementary School Site Council shall represent the satellite schools and Community Day School; and the high school Site Council shall represent the Continuation School. Parents shall be notified of meetings, activities and opportunities for other participation through school newsletters, parent e-mail lists, the district's web site, marquees and other posted announcements.

Additionally:

- a. Parents shall be provided copies of working drafts of the LEA plan in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.
  - b. Parents shall be invited to Board meetings for public comment on the LEA plan prior to the Board's approval of the plan or revisions to the plan. *(cf. 6171 - Title I Programs) (cf. 0420 - School Plans/Site Councils) (cf. 1220 - Citizen Advisory Committees)*
2. Provide coordination, technical assistance, and the support necessary to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance (20 USC 6318). These efforts shall include staff and parent trainings regarding parental involvement, and ongoing reviews of these policies at the district and school level to ensure staff and parent awareness and participation. Parents shall be invited to participate in the development of such trainings. These activities shall include information to schools about the indicators and assessment tools that will be used to monitor student progress.
3. Build the capacity of schools for strong parent involvement (20 USC 6318 mandate). The Superintendent or designee shall:
    - a. Assist parents in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children. Such information shall be disseminated at the district level at Board and DAC meetings and at the school level at Site Council and schoolwide informational meetings such as Back-to-School-Night. *(cf. 6011 - Academic Standards) (cf. 6162.5 - Student Assessment) (cf. 6162.51 -Standardized Testing and Reporting Program) (cf. 6162.52 - High School Exit Examination)*
    - b. Provide materials and training to help parents work with children to improve achievement. Support will include literacy and technology based training and strategies.

- c. Staff, including, teachers, administrators and support personnel shall receive training in the value and utility of parent contributions, parent-teacher cooperation and coordination and the outreach efforts required to facilitate such partnering and interaction. *(cf. 4131 - Staff Development)(cf. 4231 - Staff Development) (cf. 4331 - Staff Development)*
- d. Facilitate the coordination and integration of parent involvement programs and activities with the various school and community groups and agencies that can promote parental involvement in school affairs. These shall include the state preschool, the parents co-op preschool, the Family Resources Center (Healthy Start) and the Long Valley Health Center. *(20 USC 6318) (cf. 6300 - Preschool/Early Childhood Education)*
- e. Ensure that information about school programs, meetings, and other activities is sent to the parents in a format and, as practicable in a language the parents can understand.
- f. Ensure that district staff respond reasonably to parent requests for support of involvement activities.
- g. Inform parents, DAC and the School Site Councils, of the existence and purpose of state level parent information and resource centers that provide training, information, and support.

In addition, the Superintendent or designee may:

- a. Support Title 1 parent participation at meetings and trainings by making available transportation and childcare services to parents who otherwise could not attend such activities.
- b. Arrange meetings at various times so the maximum number of people can attend; if parents are unable to attend, offer to provide a venue for in-home conferences.
- c. Provide trainings that emphasize the important role of parents as mentors for other parents to increase involvement in school activities.
- d. Research, adopt and implement model approaches to improving parent involvement.
- e. Ensure that DAC serves as a district wide parent advisory council to provide advice on parent involvement in Title I programs.
- f. Develop appropriate roles for community-based organizations such as the Family Resource Center, the Long Valley Health Center and the various pre-schools.
- g. Refer families in need to community agencies and organizations that offer parent education programs and related services. *(cf. 1020 - Youth Services)*
- h. Provide a master calendar of district activities and district meetings.
- i. Provide information about opportunities for parent involvement through the school newsletters, web site and e-mail list.
- j. Provide parent involvement training to DAC, Site Councils and the Family Resource Center to encourage them to actively involve parents. *(cf. 1230 - School-Connected Organizations)*
- k. Provide translation services as needed.
- l. Regularly evaluate staff development activities related to parent involvement.
- m. Include expectations for parent outreach and involvement in job descriptions. *(cf. 4115 - Evaluation/Supervision) (cf. 4215 - Evaluation/Supervision) (cf. 4315 - Evaluation/Supervision)*

- n. Develop a cohesive, coordinated plan focused on student needs and shared goals.
4. Coordinate and integrate Title I parent involvement strategies with school committees such as DAC and the Site Councils and with local agencies such as the Family Resource Center, the Long Valley Health Center and the parents preschool co-op. To promote increased parent involvement, school representatives shall participate in the Family Resource Center's Board meetings to share data and information across programs. (20 USC 6318) (*cf. 6300 - Preschool/Early Childhood Education*)
5. Conduct, with involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served by Title I (20 USC 6318) Title 1 parents shall be involved in the process; such involvement may take place through DAC and Site Council meetings.

The Superintendent or designee shall:

- a. Ensure program evaluations include the identification of barriers to participation in parent involvement activities, with attention to parents with economic disadvantages, disabilities, limited English proficiency, limited literacy, or who are racial or ethnic minorities. (20 USC 6318)
- b. Use evaluation results to design strategies for more effective involvement and, if necessary, recommend changes in the parent involvement policy. (20 USC 6318)
- c. Assess district progress in meeting annual parent involvement objectives, notify parents of such reviews and assessments and provide them with copies upon request. (Ed. Code 11503)

Additionally, the Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents and staff with the quality and frequency of district communications.
- b. Gather and monitor data regarding the number of parents participating in district activities and the types of activities in which they are engaged.
- c. Assess the impact of the district's parent involvement efforts on student achievement.
- d. Involve parents/guardians in the activities of schools served by Title I. (20 USC 6318)

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians.
- b. Assist schools with translation services or other accommodations needed to encourage participation of parents with special needs.
- c. Encourage parental advice regarding their expectations and concerns for their children.

The district's Board policy and administrative regulation containing parent involvement strategies shall be incorporated into the LEA plan and distributed to parents/guardians of students participating in Title I programs. (20 USC 6318) (*cf. 5145.6 - Parental Notifications*)

## School-Level Policies for Title I Schools 20 USC 6318

At each school receiving Title I funds, a written policy on parent involvement shall be developed jointly with and agreed upon by parents of participating students. The parents at satellite schools and the Community Day School shall participate in the development of the elementary school policy and be represented by the elementary school Site Council. The Continuation School parents shall participate in the development of the high school policy, with accommodations made for their children's schools, and be represented by the high school Site Council. Such policies shall describe the means by which the schools will: (20 USC 6318)

1. Convene an annual meeting at a convenient time for the majority of parents/guardians, and invite all parents of participating students to inform them of the school's participation in Title I and to explain program requirements and the right of parents to be involved.
2. Offer flexible meeting times for which related transportation, child care, and/or home visits may be provided to maximize parent involvement. The Family Resource Center can be enlisted to facilitate childcare and transportation.
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent involvement policy and, if applicable, the joint development of the plan for school wide programs pursuant to 20 USC 6314 and 6318 and EC 64001. This plan shall be known as the Single Plan for Student Achievement. (SPSA)
4. Provide the parents of participating students:
  - a. Timely information about Title I programs.
  - b. A description and explanation of the school's curriculum, academic assessments used to measure student progress and the proficiency levels students are expected to meet. (*cf. 5121 - Grades/Evaluation of Student Achievement*) (*cf. 5123 - Promotion/Acceleration/Retention*)
  - c. Opportunities for regular meetings for suggestions and participation in decisions related to their children's education, and appropriate responses to parent inquiries.
5. In the event the SPSA is not satisfactory to the parents, an opportunity for comments is to be provided when the school makes the plan available to the district.
6. Jointly develop with the parents a school-parent compact (20 USC 6318) that outlines how the entire school staff, students and parents will share responsibility for improved student academic achievement and the means by which the school and parents will build a partnership to help students achieve state standards, pursuant to EC 51101 (*cf. 0520.1 - High Priority Schools Grant Program*). The school-parent compact shall be part of the SPSA. This compact shall address:
  - a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards.
  - b. Ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and free time including television viewing and other extra-curricular activities.

- c. Parental support for the schools such as volunteering in the classroom, attending school assemblies and events such as Back-to-School Night, Open House, Math and Reading Nights, Parent Conferences and other programs such as the Elocution Contest, the Winter Program the Talent Show and other student presentations, and participating in decisions related to their children's education  
*(cf. 1240 - Volunteer Assistance) (cf. 5020 - Parent Rights and Responsibilities) (cf. 5113 - Absences and Excuses) (cf. 6145 - Extracurricular/Cocurricular Activities) (cf. 6154 - Homework/Makeup Work)*
- d. The importance of ongoing communication between teachers and parents through:
  - i. biannual parent-teacher conferences during which the compact shall be discussed as it relates to student achievement.
  - ii. regular and frequent reports to parents regarding their children's progress.
  - iii. access to staff and opportunities to volunteer, participate and observe in the classroom.
- 7. Build the capacity of the school and parents for strong involvement by implementing the activities described in items #3a-f in the section "District Strategies for Title I Schools" above.
- 8. Provide opportunities for the participation of parents with limited English proficiency and/or disabilities, and parents of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents can understand.

Each school's parent involvement policy shall be made available to the local community and distributed to parents of participating students in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. (20 USC 6318)

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent involvement policy at appropriately noticed Site Council meetings. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement (SPSA) pursuant to EC 64001. The Site Councils, under the leadership of the principals or designees, and jointly with parents of participating students and staff, shall periodically update the school's policy to meet the changing needs of the parents and the school. (20 USC 6318) *(cf 0420)*

### **Parent Involvement - Non-Title I Schools**

For each school that does not receive federal Title I funds (EC 11504), the Superintendent or designee shall, at a minimum:

- 1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (EC 11502, 11504). The Superintendent or designee shall direct the school principals to:
  - a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents and enhance their ability to support their children's education.

- b. Provide information, in parent handbooks, newsletters and presentations, about academic expectations and resources to assist parents with the subject matter..
  - c. Provide parents with information about class and homework.
- 2. Inform parents that they can positively affect their children's learning by participating in school sponsored or referred parent education trainings (EC 11502, 11504) on:
  - a. good study habits and effective home study environments.
  - b. regular school attendance, homework completion, and minimal television viewing.
  - c. volunteering in the classroom and participating in school advisory committees.
- 3. Build effective communication between the home and school so that parents may know when and how to assist their children with classroom learning activities (EC11502, 11504) This may include:
  - a. Frequent teacher reports to parents on their children's progress including biannual parent-teacher conferences.
  - b. Opportunities for parents to observe and volunteer in their children's classrooms.
  - c. Information to parents about parent involvement opportunities.
  - d. Notices and information to parents in a format and language they can understand.
  - e. Mechanisms to encourage parent input on district and school issues.
  - f. Identification of barriers to parents restricting participation in school activities, including to parents who are economically disadvantaged, disabled, or have limited English proficiency, literacy, or are of racial or ethnic minority background.
  - g. Adjusting meeting schedules to accommodate parent needs and, to the extent practicable, by providing translation or interpreter services, transportation, and child care, as practicable.
- 4. Training staff to better communicate with parents (EC 11502, 11504), including
  - a. Providing staff development to strengthen communications with parents, including those who have limited English proficiency or limited literacy.
  - b. Inviting input from parents regarding the content of the staff development activities pertaining to home-school communications.



5. Integrating parent involvement programs into school plans for academic accountability by:
  - a. Including parent involvement strategies in school reform/school improvement initiatives.
  - b. Involve parents/guardians in school planning processes.

Adopted: March 5, 2009  
Revised: 3/1/2012  
Reviewed: 3/7/2013, 2/6/2014

Laytonville Unified School District  
February 6, 2014

Laytonville Unified School District  
Laytonville, CA

DISCUSSION/ACTION  
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## BOARD DISCUSSION/ACTION ITEM L2

Board Meeting Date: February 6, 2014  
Subject: BP and AR 5111 for Student Admission, First Reading  
From: Joan Potter, Superintendent

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### Explanation:

#### **Transitional Kindergarten (Excerpts for the California Department of Education web site)**

*Transitional Kindergarten is the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. Each elementary or unified school district must offer transitional kindergarten classes for all children eligible to attend. A child who completes one year in a transitional kindergarten program, shall continue in a kindergarten program for one additional year. A Kindergarten Continuance Form is not needed for children who are age-eligible for transitional kindergarten. A child is eligible for transitional kindergarten if they have their fifth birthday between (EC 48000[c]):*

- *October 2 and December 2 for the 2013–14 school year.*
- *September 2 and December 2 for the 2014–15 school year and each school year thereafter.*

*In order to claim apportionment for transitional kindergarten, districts must use a modified curriculum that is age and developmentally appropriate. California law (EC 48000) defines transitional kindergarten as “the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate.”*

As we anticipate having students who fit the criteria for a Transitional Kindergarten program in the 2014-2015 school year, the district needs to establish Board Policy that addresses this program. Currently there are two board policies that address this topic, BP and AR 5111; and BP 6170.1. These board policies are located in items L2 and L3 in this month's board packet.

### Recommendation:

Review the attached BP and AR 5111 and bring back to the March Board Meeting for a Second Reading/Approval

### Attachments:

Current BP and AR 5111  
Proposed BP and AR 5111

## Students

### Admission

The Governing Board believes that all children should have the opportunity to receive educational services. All children residing within the district shall have access to district schools. Immigrant children shall not be denied admission on the basis of citizenship or legal resident status. Children of the homeless shall be admitted with or without a permanent address, preferably to a school which offers a food program. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The Superintendent or designee shall maintain procedures which provide for the verification of all entrance requirements specified in law and Board policy.

(cf. 5111.1 - District Residency)  
(cf. 5141.22 - Infectious Diseases)  
(cf. 5141.3 - Health Examinations)

No child shall be unconditionally admitted to any district school without presentation of a fully documented immunization record as required by law, unless otherwise exempted. (Health and Safety Code 3381)

(cf. 5141.31 - Immunizations)

### Students Expelled from Other Districts

EDUCATION CODE 48915.1 REQUIRES A HEARING AND AN INTERDISTRICT AGREEMENT WHEN ENROLLING A STUDENT WHO HAS BEEN EXPELLED FROM ANOTHER DISTRICT FOR ACTS DESCRIBED IN PARAGRAPHS (1) THROUGH (4) OF EDUCATION CODE 48915(a).

The Board may admit students who have been expelled from other districts without a hearing or an interdistrict attendance agreement, unless the hearing is required by law. If the hearing is required and the student subsequently admitted, an interdistrict attendance agreement shall be required unless the student has established legal residency in the district.

(cf. 5117 - Interdistrict Attendance)

Legal Reference: (See next page)

Admission (continued)

Legal Reference:

EDUCATION CODE

46600 Agreements for admission of pupils desiring interdistrict attendance  
48000 Minimum age of admission (kindergarten)  
48002 Evidence of minimum age required to enter kindergarten or first grade  
48010 Minimum age of admission (first grade)  
48011 Admission from kindergarten or other school; minimum age  
48200 Children between ages of 6 and 16 years (compulsory full-time education)  
48211 Habits and disease  
48221 Physical or mental condition  
48915.1 Expulsions: enrollment in another school district  
49408 Information of use in emergencies  
49076 Access to records by persons without written consent or under judicial order

HEALTH & SAFETY CODE

3380-3390 Immunization against communicable diseases  
3400 et seq. Tuberculosis tests for pupils

CODE OF REGULATIONS, TITLE 5

200 Promotion from kindergarten to first grade

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements  
TITLE VII, SUBTITLE B, THE MCKINNEY ACT OF 1987

Policy  
adopted: January 11, 1990

LAYTONVILLE UNIFIED SCHOOL DISTRICT  
Laytonville, California

Laytonville Unified School District  
February 6, 2014

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StudentsAdmission

The Governing Board believes that all children should have the opportunity to receive educational services. All children residing within the district shall have access to district schools. Immigrant children shall not be denied admission on the basis of citizenship or legal resident status. Children of the homeless shall be admitted with or without a permanent address, preferably to a school which offers a food program. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The Superintendent or designee shall maintain procedures which provide for the verification of all entrance requirements specified in law and Board policy.

(cf. 5111.1 - District Residency)  
 (cf. 5141.22 - Infectious Diseases)  
 (cf. 5141.3 - Health Examinations)

No child shall be unconditionally admitted to any district school without presentation of a fully documented immunization record as required by law, unless otherwise exempted. (Health and Safety Code 3381)

(cf. 5141.31 - Immunizations)

Students Expelled from Other Districts

EDUCATION CODE 48915.1 REQUIRES A HEARING AND AN INTERDISTRICT AGREEMENT WHEN ENROLLING A STUDENT WHO HAS BEEN EXPELLED FROM ANOTHER DISTRICT FOR ACTS DESCRIBED IN PARAGRAPHS (1) THROUGH (4) OF EDUCATION CODE 48915(a).

The Board may admit students who have been expelled from other districts without a hearing or an interdistrict attendance agreement, unless the hearing is required by law. If the hearing is required and the student subsequently admitted, an interdistrict attendance agreement shall be required unless the student has established legal residency in the district.

(cf. 5117 - Interdistrict Attendance)

Legal Reference: (See next page)

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

Board Meeting Date: February 6, 2014

Subject: BP 6170.1 for Instruction – Transitional Kindergarten, First Reading

From: Joan Potter, Superintendent

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Explanation:

See Board Discussion/Action Item L3.

Recommendation:

Review the attached BP 6170.1 and bring back to the March Board Meeting for a Second Reading/Approval

Attachments:

Proposed BP 6170.1

Laytonville Unified School District  
February 6, 2014





## BOARD DISCUSSION/ACTION ITEM L4

Board Meeting Date: February 6, 2014  
Subject: Old High School Gym Demolition  
From: Joan Potter, Superintendent

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### Explanation:

The Old High School Gym is in great need of removal. The roof is leaking and the interior of the building is in complete disrepair. This building was condemned many years ago. As the new high school ended up costing more to complete than originally anticipated, the demolition of the gym was not completed at that time. As part of our Facilities Assessment and Master Plan, Don Alameida projected a cost of \$35,890.00 to tear down the gym. I believe that it would be prudent for us to put this job out to bid to get an actual cost for the demolition.

### Recommendation:

Authorize the Superintendent to solicit a bid for the demolition of the Old High School Gym.

### Attachments:

None



## BOARD DISCUSSION/ACTION ITEM L5

Board Meeting Date: February 6, 2014

Subject: Purchase of New District Van(s)

From: Joan Potter, Superintendent

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### Explanation:

Board President Calvin Harwood asked that we discuss the condition of our current vans and the need for purchasing new ones.

The vans are used for field trips, athletic transportation, and home to school transportation. They are the more economical way to safely transport the students than buses.

The following is a list of our current vans with their year, make and current mileage readings. Purchasing a comparable model would cost the district \$22,139.

Van No.	Year	Make	Current Mileage
1*	2003	Ford	40,913
2	2001	Dodge	92,118
4**	1997	Ford	108,649
5	2006	Ford	85,179
6	2002	Dodge	75,558
7	2006	Ford	95,117

\* Van #1 is currently being used by Healthy Start

\*\* Van #4 is used for maintenance purposes only and not for transporting students

### Recommendation:

Authorize the Superintendent to research and purchase one new school van

### Attachments:

None

Laytonville Unified School District  
February 6, 2014



## BOARD DISCUSSION/ACTION ITEM L6

Board Meeting Date: February 6, 2014

Subject: PUBLIC HEARING: Notice of Compliance with Govt. Code Section 3547 - Collective Bargaining re: the 2014-17 LVTA successor contract, including LUSD and LVTA Initial Proposals

From: Joan Potter, Superintendent

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### Explanation:

Government Code Section 3547 requires that initial proposals for collective bargaining agreements be sunshined at a public hearing. The District's Initial Proposals and the Long Valley Teachers' Initial Proposals for the 2014-17 LVTA successor contract are listed below.

The Notice of Public Hearing has been posted for 10 days and the initial proposals have been available for review at the district office. The public is invited to comment on the proposals.

### LVTA's Initial Proposals:

- Conditions of Employment, Article 8
- Salaries, Article 9
- Salary Schedule, Appendix B
- Staff Development, Appendix I
- 403(b) Matching Contributions, Appendix J

### District's Initial Proposals:

- The District wishes to negotiate regarding the following sections from The LVTA contract
  - Appendix B-Salary Schedule
  - Article 3-3.6-Definitions
  - Article 8-Conditions of Employment
  - Article 9-Salaries
  - Article 13-Evaluations
  - Article 16- Class Size
  - Article 17-Reopeners
  - Article 19- Policy for Certificated Early Retirement
  - Article 22-District Support for Programs
  - Appendix E-Health and Welfare Benefits
  - Appendix F- Shared Contracts
  - Appendix I-Staff Development Days

### Recommendation:

Conduct the Public Hearing

### Attachments:

None

Laytonville Unified School District  
February 6, 2014



## BOARD DISCUSSION/ACTION ITEM L7

Board Meeting Date: February 6, 2014

Subject: LUSD-LVTA 2014-17 Collective Bargaining Contract-Adoption of the District's Initial Proposals re: Language Modifications for the Successor Contract

From: Joan Potter, Superintendent

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### Explanation:

The District's Initial proposals for the 2014-17 collective bargaining contract with the Long Valley Teachers' Association are listed below. Per Government Code Section 3547, a hearing was held and the public was invited to review and comment on the District's proposals.

### **District's Initial Proposals:**

- The District wishes to negotiate regarding the following sections from The LVTA contract
  - Appendix B-Salary Schedule
  - Article 3-3.6-Definitions
  - Article 8-Conditions of Employment
  - Article 9-Salaries
  - Article 13-Evaluations
  - Article 16- Class Size
  - Article 17-Reopeners
  - Article 19- Policy for Certificated Early Retirement
  - Article 22-District Support for Programs
  - Appendix E-Health and Welfare Benefits
  - Appendix F- Shared Contracts
  - Appendix I-Staff Development Days

### Recommendation:

Adopt the District's Initial Proposals for language modifications

### Attachments:

None





## BOARD INFORMATION ITEM M1

Board Meeting Date: February 6, 2014

Subject: P-1 ADA Report

From: Joan Potter, Superintendent

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### Explanation:

Below is a chart comparing the differences between our attendance rates during the 2012/13 and 2013/14 school years during the first four school months.

Grade Range	2012/13	2013/14	Change
K	27.22	30.76	3.54
1-3	100.50	92.14	<8.36>
4-6	76.21	87.21	11.00
7-8	53.29	52.79	<.50>
9-12	121.82	116.25	<5.57>
Continuation	2.00	1.51	<.49>
<b>Total</b>	<b>381.04</b>	<b>380.66</b>	<b>&lt;.38&gt;</b>

School Site	2012/13	2013/14	Change
LES	230.51	247.48	16.97
Spyrock	17.82	8.25	<9.57>
Branscomb	8.89	7.17	<1.72>

### Attachments:

None



## BOARD INFORMATION ITEM M2

Board Meeting Date: February 6, 2014  
Subject: Facilities  
From: Joan Potter, Superintendent

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### Explanation:

After identifying the facilities priorities at the December 19<sup>th</sup> Board Meeting the next step is to begin making a concerted effort to share our goals with the public. Michael Riemenschneider and Don Alameida have put together a Power Point and some talking points regarding some frequently asked questions. I am in the process of scheduling meetings with various community groups to discuss the district's plans and the need for a Bond election.

### Attachments:

FAQs