

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF JUNE 27, 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 June 27, 2013. Board President Calvin Harwood called the meeting to order at 4:35 pm.

ROLL CALL:

Trustees Present: Calvin Harwood, Shannon Ford, Cecelia Gillespie, and Meagen Headley. Tina Tineo arrived at 4:38 pm.

Administrators Present: Joan Potter and Daniel Regelbrugge.

Student Representative: None.

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-A
(E.C. 35146)

CS-2: Consideration of Inter-District Transfer Request, Number IDT 2013/14-B
(E.C.35146)

CS-3: Consideration of Intra-District Transfer Request, Number IDT 2013/14-A
(E.C. 35146)

CS-4: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(No Additional Information Required)

CS-5: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Superintendent/Director of Maintenance and Transportation

CS-6: PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS
Title: LHS Principal and LEMS Principal

CS-7 PUBLIC EMPLOYMENT-Superintendent/Director of Maintenance
and Transportation Contract

CS-8 PUBLIC EMPLOYMENT – LHS Principal and LEMS Principal Contracts

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that the Board approved Inter-District Transfer Request Number IDT 2013/14-A, Inter-District Transfer Request Number IDT 2013/14-B, and Intra-District Transfer Request Number IDT 2013/14-A. Additionally, the Board extended the Superintendent's contract through 2017 with no salary increase, as well as the Laytonville Elementary School Principal's contract through 2017 with no salary increase.

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 Tina Tineo, seconded by Shannon Ford, unanimously approved.

G. CORRESPONDENCE: None.

H. PUBLIC INPUT: None.

I. REPORTS AND COMMENTS:

Superintendent's Report: Mrs. Potter shared that the District has started on many of the summer maintenance projects already. While the painting has begun, there is still roofing, landscaping, weed-eating and pruning to be done over the summer. She explained that many of the teachers in the district will be doing various staff development trainings and courses throughout the summer. Lastly, the District will be hiring two teachers at the middle school and a computer applications teacher at the high school.

The following reports were given:

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

J. ACTION: CONSENT AGENDA

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

K. ACTION:

K.1. PUBLIC HEARING: Proposed Budget for 2013/14

- LUSD is on a single adoption budget cycle, whereby a preliminary or projected budget for 2013/14 is adopted by June 30th. If the budget must be revised due to revisions in the State budget, the District must make the revisions within 45 days of the Legislature's vote. This is usually referred to as the September revise, but it may occur later.
- The Board must conduct a public hearing on the LUSD proposed budget and comments received from the community will be recorded. The public hearing notice was posted for 10 days. The 2013-14 proposed budget may be modified at the Board's discretion. Such modifications and other corrections to the budget would be reflected in the September budget review.
- The Public Hearing was opened.
- No comments from the public.
- The public hearing was closed.

K.2. Approval of 2013/14 Budget

- Budget highlights are listed below:
 - Revenue changes:

a COLA of 1.565%	<u>Financial impact:</u>
revenue limit deficit of 22.272%	\$ 24,060
	-\$758,119
 - This results in \$734,059 less in revenues than we otherwise would have received.
 - Revenue neutral: LHS remains in the band for budget year

- Other reductions and expenses:
 - decrease in rates for Worker's Compensation
 - decrease in rates for Unemployment Insurance
 - 0% increase in health benefits costs.
 - major component of the budget is employee costs
- LUSD is projected to have adequate reserves for 2013/14 and beyond.
 - economic uncertainty reserves of 4%
 - stabilization of 6%
- Some accounts may not be closed even by the September Review. Changes, including the adjustments described above, final expenditures, additional revenues and carryovers will be reflected at that time.
- **Motion** to adopt the proposed 2013/14 budget by Cecelia Gillespie, seconded by Shannon Ford, unanimously approved.

K.3. Resolution No. 438 for Appropriating the Ending Balance to a Reserve

- Article XIII B of the California Constitution requires the District appropriate its ending balance to our reserve account at the end of each school year.
- **Motion** to approve Resolution No. 438 for Appropriating the Ending Balance to a Reserve by Tina Tineo, seconded by Meagen Headley, unanimously approved.

K.4. Resolution No. 439 for Authorizing Budgetary Transfers

- Education Code 42601 requires a resolution authorizing the County Superintendent of Schools to make transfers between expenditure classifications, and to balance expenditure classifications as deemed necessary to permit payment of obligations of the District.
- Motion to adopt Resolution No. 439 for Authorizing Budgetary Transfers by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

L. DISCUSSION / ACTION:

L.1. PUBLIC HEARING: Notice of Compliance with Govt. Code Section 3547- Collective Bargaining re: the 2011-14 LVTA successor contract, including LUSD Initial Proposals

- 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.
- 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 2011-14 LVTA successor contract are listed below:
 - District's Initial Proposals:
 - Salary schedule modifications
- The Public Hearing was opened.
- There was no public input.
- The Public Hearing was closed.

L.2. LUSD-LVTA 2011-14 Collective Bargaining Contract-Adoption of the District's Initial Proposals re: Salary Schedule Modifications

- 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 2011-14 LVTA successor contract are listed below:
 - District's Initial Proposals: Salary schedule modifications
- **Motion** to adopt the District's Initial Proposals for language modifications by Shannon Ford, seconded by Tina Tineo, unanimously approved.

L.3. Approval of Settlement Terms Regarding CSEA Chapter 80 Agreements for 2013-2015

- The District and CSEA Chapter No. 80 have come to an agreement regarding the proposed settlement terms.
- **Motion** to ratify the LUSD CSEA Chapter 80 2013-15 Successor Contract by Cecelia Gillespie, seconded by Shannon Ford, unanimously approved.

L.4. BP and E 5132 – Dress Code, Second Reading/Approval

- The principals reviewed this policy and exhibit at the June 6th board meeting. A minor change has been added to the exhibit.
- **Motion** to waive the First Reading of BP and E 5132 by Cecelia Gillespie, seconded by Meagen Headley, unanimously approved.
- **Motion** to approve BP and E 5132 by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

L.5. BP and AR 6145 – Extra and Cocurricular Activities, Second Reading/Approval

- The principals reviewed this policy and administrative regulation at the June 6th board meeting. A minor change has been added to the administrative regulation.
- **Motion** to waive the First Reading of BP and AR 6145 by Meagen Headley, seconded by Tina Tineo, unanimously approved.
- **Motion** to approve the revised BP and AR 6145 by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

M. INFORMATION ITEMS:

M1. Facilities

- Michael Riemenschneider from Eastshore Consulting facilitated a discussion regarding Laytonville Unified School District's facilities needs.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: None.

O. COMMENTS FROM THE BOARD: Cecelia was very happy with the turnout at the dance recital from the community and thanked the school for the opportunity to use the Old High School space for Long Valley Dance.

P. ADJOURNMENT:

Motion to adjourn the meeting by Meagen Headley, seconded by Tina Tineo, unanimously approved. The meeting was adjourned at 7:12 p.m. The next regular meeting will be held on August 15, 2013.

Respectfully submitted,

Adopted as Final
August 15, 2013

Joan Viada Potter
Secretary to the Board

Shannon Ford
Clerk of the Board

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE SPECIAL MEETING OF JULY 22, 2013**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a special meeting in the Board Room on July 22, 2013. Board President Calvin Harwood called the meeting to order at 5:30 pm.

ROLL CALL:

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

Administrators Present: Joan Potter.

Student Representative: None.

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

C. CLOSED SESSION AGENDA:

CS-1: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that the Board unanimously accepted Daniel Regelbrugge's resignation.

E. ADJOURNMENT:

Motion to adjourn the meeting by Tina Tineo, seconded by Shannon Ford, unanimously approved. The meeting was adjourned at 6:10 p.m. The next regular meeting will be held on August 15, 2013.

Respectfully submitted,

Adopted as Final
August 15, 2013

Joan Viada Potter
Secretary to the Board

Shannon Ford
Clerk of the Board

LAYTONVILLE UNIFIED SCHOOL DISTRICT
PERSONNEL ASSIGNMENT ORDER #1 2013-14

August 15, 2013

	<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
<u>Certificated Appointment</u>				
Cantalupo, Alexandra	Teacher	Probationary		08/23/13
Henry, Timothy	High School Principal	Probationary		08/16/13
Ruprecht, Katherine	Teacher	Probationary		08/23/13
Stuth, Jamie	Speech & Language Path.	Probationary		08/22/13
Thorpe, Pamela	Teacher	Probationary		08/23/13
<u>Certificated Resignation</u>				
Regelbrugge, Daniel	High School Principal			06/28/13
<u>Certificated Leave of Absence:</u>				
<u>Certificated Transfer</u>				
<u>Classified Appointment</u>				
Gullett, Angie	Vocational Tech			08/26/13
<u>Classified/Confidential Appointment</u>				
<u>Classified Resignation</u>				
<u>Classified Layoff</u>				
<u>Coaching Positions</u>				

LAYTONVILLE UNIFIED SCHOOL DISTRICT
REVOLVING CASH FUND #1 2013-14

August 15, 2013

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
07/1/2013	2006	U.S.P.S.	Postage	\$92.00

LAYTONVILLE UNIFIED SCHOOL DISTRICT

WARRANT LIST

August 15, 2013

APY250 H.02.09

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 06/20/2013

06/19/13 PAGE 1

DISTRICT: 48 LAYTONVILLE UNIFIED
BATCH: 0048 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FU RESO P OBJE SCH GOAL FUNC DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
13782141	005381/	ADVANCED SECURITY SYSTEMS INC.				
		PO-018832 2. 01-7230-0-5800-001-0000-3600-0000			229472	71.00
		WARRANT TOTAL				\$71.00
13782142	003755/	BUSINESS CARD				
		PV-130192 01-0676-0-4300-003-1110-1000-0000			ACCT. 4339-XXX-9466	322.86
		01-0714-0-5800-003-1110-4100-0000			ACCT. 4339-XXX-9466	997.50
		01-6500-0-5200-001-5770-1191-0000			ACCT. 4339-XXX-9466	670.00
		14-0620-0-4300-001-0000-8100-0000			ACCT. 4339-XXX-9466	82.93
		WARRANT TOTAL				\$2,073.29
13782143	005991/	IRA CAUGHNOR III				
		PV-130193 01-7240-0-5800-001-7110-3600-0000			MILEAGE REIMBURSEMENT	318.66
		WARRANT TOTAL				\$318.66
13782144	005727/	CHAIR SLIPPERS				
		PO-019171 1. 01-0004-0-4300-007-1110-1000-0000			8862	109.00
		1. 01-0004-0-4300-007-1110-1000-0000			8862	20.04
		WARRANT TOTAL				\$129.04
13782145	001793/	CLOVER STORNETTA FARMS INC.				
		PO-018962 1. 13-5310-0-4700-001-0000-3700-0000			5/2-5/28/13	1,257.60
		WARRANT TOTAL				\$1,257.60
13782146	003893/	DEVCO HEATING AND AIR				
		PO-019220 1. 14-0620-0-4400-001-0000-8100-0000			35016	3,423.00
		WARRANT TOTAL				\$3,423.00
13782147	000063/	GEIGER'S LONG VALLEY MARKET				
		PO-018992 1. 01-6012-0-4300-001-1110-4100-0000			5755: ACCT. 1221	7.28
		PO-019143 2. 01-3310-0-4300-001-5770-1120-0000			5242: ACCT. 1209	24.73
		PO-019278 1. 01-0714-0-4300-003-1110-1000-0000			7490: ACCT. 1207	46.12
		WARRANT TOTAL				\$78.13

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FU RESO P OBJE SCH GOAL FUNC DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
13782148	006007/	JACOLE GREENBERG				
		PV-130194	01-0000-0-4300-003-1110-1000-3000		STUDENT INCENTIVES	490.00
			WARRANT TOTAL			\$490.00
13782149	005791/	ANGIE GULLETT				
		PV-130195	01-0000-0-4300-002-1110-1000-2111		STUDENT INCENTIVES	156.55
			WARRANT TOTAL			\$156.55
13782150	000899/	KELLY MOORE PAINT CO INC				
		PO-019277	1. 14-0620-0-4300-001-0000-8100-0000		910-00000173159	546.25
			WARRANT TOTAL			\$546.25
13782151	000739/	LAKESHORE LEARNING MATERIALS				
		PO-019231	1. 01-0714-0-4300-002-1110-1000-0000		4085920613	73.54
			WARRANT TOTAL			\$73.54
13782152	000191/	LAYTONVILLE UNIFIED REVOLVING				
		RC-130015	01-0000-0-5904-001-0000-7200-0000		LUSD REVOLVING	46.00
			13-5310-0-5904-001-0000-3700-0000		LUSD REVOLVING	46.00
			WARRANT TOTAL			\$92.00
13782153	005254/	LAYTONVILLE'S HEALTHY START				
		PO-019052	1. 01-6012-0-5800-001-1110-4100-0000		4/2-5/31/13	10,018.63
			WARRANT TOTAL			\$10,018.63
13782154	005713/	LD PRODUCTS/4INKJETS.COM				
		PO-019234	1. 01-0676-0-4300-002-1110-1000-0000		slp-000579179	147.13
			WARRANT TOTAL			\$147.13
13782155	003028/	SUELLEN LONGCRIER				
		PV-130196	01-3010-0-4300-001-1110-1000-0000		REIMBURSEMENT	45.30
			WARRANT TOTAL			\$45.30
13782156	005923/	LIBBE MADSEN				
		PV-130197	01-9065-0-5800-001-7110-3110-0000		5/7-5/29/13	1,950.00
			WARRANT TOTAL			\$1,950.00
13782157	004464/	MENDOCINO COMMUNITY NETWORK				
		PO-018841	1. 01-0002-0-5901-001-1110-1000-0000		1402838	10.00
			WARRANT TOTAL			\$10.00
13782158	000622/	MENDOCINO COUNTY OFFICE OF ED				
		PV-130200	01-3010-0-5200-001-1110-1000-0000		130383	75.00
			WARRANT TOTAL			\$75.00
13782159	001308/	JOAN POTTER				
		PV-130198	01-0676-0-4300-002-1110-1000-0000		REIMBURSEMENT	45.22
			01-0728-0-5200-001-0000-2100-0000		REIMBURSEMENT	90.40
			WARRANT TOTAL			\$135.62
13782160	001651/	LORRE STANGE				
		PV-130199	01-3010-0-4300-001-1110-1000-0000		REIMBURSEMENT	232.75
			01-7090-0-4300-002-1110-1000-0000		REIMBURSEMENT	19.69
			WARRANT TOTAL			\$252.44
***	BATCH TOTALS ***		TOTAL NUMBER OF WARRANTS:	20	TOTAL AMOUNT OF WARRANTS:	\$21,343.18*
***	DISTRICT TOTALS ***		TOTAL NUMBER OF WARRANTS:	20	TOTAL AMOUNT OF WARRANTS:	\$21,343.18*

DISTRICT: 48 LAYTONVILLE UNIFIED
BATCH: 0049 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
13783019	005381/	ADVANCED SECURITY SYSTEMS												
		PO-019292	1.	01	0640	0	4300	001	0000	8300	0000		231236	207.05
			2.	01	8150	0	5800	001	0000	8110	0000		231236	70.00
													WARRANT TOTAL	\$277.05
13783020	005277/	AMAZON												
		PO-019274	1.	01	0000	0	4400	003	1110	1000	3000		051052716367	523.54
													WARRANT TOTAL	\$523.54
13783021	005995/	BELKORP AG												
		PO-019283	1.	14	0620	0	4300	001	0000	8100	0000		82266-00	82.65
													WARRANT TOTAL	\$82.65
13783022	005991/	IRA CAUGHRON III												
		PV-130207		01	7240	0	5800	001	7110	3600	0000		MILEAGE REIMBURSEMENT	424.88
													WARRANT TOTAL	\$424.88
13783023	003496/	CDW GOVERNMENT INC.												
		PO-019164	1.	01	6012	0	4300	001	1110	4100	0000		CR83669	428.91
													WARRANT TOTAL	\$428.91
13783024	000039/	CHEVRON BUSINESS CARD SERVICES												
		PO-019084	2.	01	0000	0	4361	001	0000	8110	0000		ACCT. 7898860577	217.02
		PO-019288	1.	01	0000	0	4361	001	0000	8110	0000		ACCT. 7898860577	179.47
			2.	01	7230	0	4361	001	0000	3600	0000		ACCT. 7898860577	750.24
													WARRANT TOTAL	\$1,146.73
13783025	005369/	DELL MARKETING L.P.												
		PO-019163	1.	01	6012	0	4400	001	1110	4100	0000		XJ5K6K2C1	1,006.95
													WARRANT TOTAL	\$1,006.95
13783026	003893/	DEVCO HEATING AND AIR												
		PO-018920	1.	14	0620	0	4300	001	0000	8110	0000		35101	2,623.00
			2.	14	0620	0	5600	001	0000	8110	0000		35101	800.00
		PO-019291	1.	01	0000	0	4300	001	0000	8110	0000		34300	199.33

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			\$3,622.33
13783027	005732/	EDUCATIONAL TESTING SERVICE												
		PO-019035	1.	01-0057-0-4300-001-1110-1000-0000								SP20036219		110.58
											WARRANT TOTAL			\$110.58
13783028	005686/	FORT BRAGG ELECTRIC INC.												
		PO-019287	1.	01-0000-0-5600-001-0000-8200-0000								269388		210.00
											WARRANT TOTAL			\$210.00
13783029	000063/	GEIGER'S LONG VALLEY MARKET												
		PO-019143	1.	01-0000-0-4300-001-0000-7110-0000								9242: ACCT. 1221		6.20
		PO-019250	2.	01-0000-0-4300-001-0000-8110-0000								8396: ACCT. 61.30		61.30
		PO-019290	1.	14-0620-0-4300-001-0000-8100-0000								9224: ACCT. 1228		79.71
											WARRANT TOTAL			\$147.21
13783030	002503/	DENNIS HOGAN												
		PV-130201		01-0000-0-4300-003-1110-4100-0016								REIMBURSEMENT		551.50
											WARRANT TOTAL			\$551.50
13783031	005328/	LAMINATION DEPOT INC												
		PO-019238	1.	01-6012-0-4300-001-1110-4100-0000								22676		162.32
											WARRANT TOTAL			\$162.32
13783032	005891/	LONG VALLEY AUTO SUPPLY												
		PO-019067	2.	01-0000-0-4300-001-0000-8200-0000								524490		6.23
		PO-019280	1.	01-7230-0-4364-001-0000-3600-0000								51953, 52364		54.56
											WARRANT TOTAL			\$60.79
13783033	003986/	NANCY LUIS												
		PV-130202		01-0676-0-4300-002-1110-1000-0000								REIMBURSEMENT		51.21
											WARRANT TOTAL			\$51.21
13783034	001701/	AMARYLLIS MCHENRY												
		PV-130203		01-0000-0-4300-003-1110-1000-3000								REIMBURSEMENT		596.34
											WARRANT TOTAL			\$596.34

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FU RESO P OBJE SCH GOAL FUNC DIST	ABA NUM DESCRIPTION	ACCOUNT NUM	AMOUNT
13783035	000124/	PACIFIC GAS & ELECTRIC				
		PO-019211	1. 01-0000-0-5510-001-0000-8200-0000	ACCT. 0991326276-3		3,188.09
		PO-019295	1. 01-0000-0-5510-001-0000-8200-0000	ACCT. 0991326276-3		6,398.58
			WARRANT TOTAL			\$9,586.67
13783036	001830/	PENNY'S TROPHIES AND GIFTS				
		PO-019285	1. 01-0000-0-4300-001-0000-7110-0000	301		23.73
			WARRANT TOTAL			\$23.73
13783037	006006/	PHOENIX LEARNING RESOURCES				
		PO-019126	1. 01-7090-0-4300-003-1110-1000-0000	PLR131083		127.95
			WARRANT TOTAL			\$127.95
13783038	000018/	SCHOOL SPECIALTY				
		PO-019172	1. 01-6012-0-4300-001-1110-4100-0000	308101603439		158.11
		PO-019232	1. 01-0714-0-4300-002-1110-1000-0000	208110419914		172.78
		PO-019233	1. 01-0795-0-4300-002-1120-1000-0000	208110472715		82.93
			WARRANT TOTAL			\$413.82
13783039	005714/	JAYMA SHIELDS				
		PV-130204	01-9065-0-5200-001-7110-2100-0000	REIMBURSEMENT		49.72
			WARRANT TOTAL			\$49.72
13783040	003078/	SOLID WASTE OF WILLIIS				
		PO-019281	1. 01-0000-0-5540-001-0000-8200-0000	48928: ACCT. 411087		52.00
			WARRANT TOTAL			\$52.00
13783041	001651/	LORRE STANGE				
		PV-130205	01-0000-0-4300-001-0000-8110-0000	REIMBURSEMENT		25.86
			WARRANT TOTAL			\$25.86
13783042	004488/	STAPLES CREDIT PLAN				
		PO-019170	1. 01-0004-0-4300-007-1110-1000-0000	1438210001		103.64
			WARRANT TOTAL			\$103.64
13783043	004300/	TREETOP PUBLISHING INC.				
		PO-019162	1. 01-0000-0-4300-002-1110-1000-0036	566490		394.85
			1. 01-0000-0-4300-002-1110-1000-0036	566490		39.49
			WARRANT TOTAL			\$434.34
13783044	000890/	UKIAH UNIFIED SCHOOL DISTRICT				
		PV-130206	01-4035-0-5200-000-1110-1000-0000	013431		1,770.42
			WARRANT TOTAL			\$1,770.42
13783045	003863/	XEROX CORPORATION				
		PO-019112	1. 01-0000-0-5600-002-1110-1000-0000	068382114		764.30
			WARRANT TOTAL			\$764.30
13783046	005939/	YOKUM'S BODY SHOP				
		PO-019279	1. 01-7230-0-5600-001-0000-3600-0000	RO #1685		1,276.23
			WARRANT TOTAL			\$1,276.23
***	BATCH TOTALS ***		TOTAL NUMBER OF WARRANTS: 28	TOTAL AMOUNT OF WARRANTS:		\$24,031.67*
***	DISTRICT TOTALS ***		TOTAL NUMBER OF WARRANTS: 28	TOTAL AMOUNT OF WARRANTS:		\$24,031.67*

APY250 H.02.09

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 07/11/2013

07/10/13 PAGE 1

DISTRICT: 48 LAYTONVILLE UNIFIED
BATCH: 0001 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM DESCRIPTION	ACCOUNT NUM	AMOUNT
14783718	000197/	ADMINISTRATIVE SRV CORP											
		PO-019302	1.	68-0000-0-5600-001-0000-6000-0000							DENTAL		159.00
			2.	69-0000-0-5600-001-0000-6000-0000							VISION		78.00
				WARRANT TOTAL									\$237.00
14783719	005381/	ADVANCED SECURITY SYSTEMS											
		PO-019305	1.	01-0640-0-5800-003-0000-8300-0000							232409		135.00
				WARRANT TOTAL									\$135.00
14783720	003682/	AT&T											
		CL-130001		01-0000-0-5903-001-0000-7700-0000							000004456528		526.65
				WARRANT TOTAL									\$526.65
14783721	002129/	BAY WEST SUPPLY INC											
		PO-019286	1.	01-0000-0-4300-001-0000-8200-0000							285528		1,336.23
				WARRANT TOTAL									\$1,336.23
14783722	000231/	BLUE SHIELD OF CALIFORNIA											
		PO-019303	1.	01-0000-0-9514-000-0000-0000-0000							F05082, OCBA, F05090, F05091		8,172.64
				WARRANT TOTAL									\$8,172.64
14783723	005991/	IRA CAUGHROH III											
		CL-130002		01-7240-0-5800-001-7110-3600-0000							6/24-6/28		531.10
				WARRANT TOTAL									\$531.10
14783724	001793/	CLOVER STORNETTA FARMS INC.											
		CL-130008		13-5310-0-4700-001-0000-3700-0000							6/3-6/10		528.63
				WARRANT TOTAL									\$528.63
14783725	004445/	CONTINENTAL ATHLETIC SUPPLY											
		PO-019243	1.	01-1100-0-5600-003-1110-4200-0000							00700793-IN		1,311.13
				WARRANT TOTAL									\$1,311.13
14783726	005914/	DEPT OF FORESTRY/FIRE PROTECT.											
		CL-130009		01-0000-0-5800-001-0000-8100-0000							114141, 114152		1,242.78
				WARRANT TOTAL									\$1,242.78

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FU RESO P OBJE SCH GOAL FUNC DIST	ABA NUM DESCRIPTION	ACCOUNT NUM	AMOUNT
14783727	006005/	ECOMPLETE LLC				
		CL-130003	01-6012-0-4300-001-1110-4100-0000	25738		1,924.12
			WARRANT TOTAL			\$1,924.12
14783728	000063/	GEIGER'S LONG VALLEY MARKET				
		CL-130010	13-5310-0-4700-001-0000-3700-0000	ACCT. 2004		35.68
		CL-130011	01-0000-0-4300-002-1110-1000-2662	ACCT. 1205		24.27
		PO-019300	1. 14-0620-0-4300-001-0000-8110-0000	3695, 7303: ACCT. 1228		133.38
			WARRANT TOTAL			\$193.33
14783729	000191/	LAYTONVILLE UNIFIED REVOLVING				
		RC-140001	01-0000-0-5904-001-0000-7200-0000	USPS		92.00
			WARRANT TOTAL			\$92.00
14783730	000220/	LAYTONVILLE WATER DISTRICT				
		CL-130012	01-0000-0-5530-001-0000-8200-0000	LES, LMS, LWS-AG, NEW, & OLD		1,951.04
			WARRANT TOTAL			\$1,951.04
14783731	004358/	BETTE LOFLIN				
		CL-130004	01-0000-0-5200-001-0000-7200-0000	MILEAGE REIMBURSEMENT		55.37
			WARRANT TOTAL			\$55.37
14783732	000061/	LONG VALLEY LUMBER				
		CL-130013	01-0640-0-4300-001-0000-8300-0000	ACCT. 1273		78.98
		CL-130014	01-0000-0-4300-002-1110-1000-2662	ACCT. 1273		192.32
		CL-130015	14-0620-0-4300-001-0000-8110-0000	ACCT. 1273		236.94
		CL-130016	01-0676-0-4300-003-1110-1000-0000	ACCT. 1276		23.47
			WARRANT TOTAL			\$531.71
14783733	003136/	MATHESON TRI-GAS INC				
		CL-130005	01-7230-0-5600-001-0000-3600-0000	07219868		30.80
			WARRANT TOTAL			\$30.80
14783734	004464/	MENDOCINO COMMUNITY NETWORK				
		PO-019304	1. 01-0002-0-5901-001-1110-1000-0000	1408077: ACCT. 3336		10.00

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL													\$10.00
14783735	000124/	PACIFIC GAS & ELECTRIC											
		PO-019298	1.	01-0000-0-5510-001-0000-8200-0000								ACCT. 5075063012-6	57.15
			2.	01-9010-0-5510-001-0000-8200-5375								ACCT. 7979025834-1	245.12
		WARRANT TOTAL											\$302.27
14783736	000018/	SCHOOL SPECIALTY											
		CL-130017		01-6012-0-4300-001-1110-4100-0000								308101623245	1,748.88
				01-6012-0-4300-001-1110-4100-0000								208110544968	19.20
		WARRANT TOTAL											\$1,768.08
14783737	005994/	SERVPRO											
		CL-130018		01-0000-0-5600-001-0000-8110-0000								3568274	192,802.58
		WARRANT TOTAL											\$192,802.58
14783738	003078/	SOLID WASTE OF WILLITS											
		CL-130006		01-0000-0-5540-001-0000-8200-0000								280	763.39
		WARRANT TOTAL											\$763.39
14783739	002862/	SONOMA CTY. OFFICE OF ED.											
		PO-019256	1.	01-3010-0-5200-001-1110-1000-0000								IN14-00022	150.00
		WARRANT TOTAL											\$150.00
14783740	000889/	SSDA											
		PO-019299	1.	01-0000-0-5300-001-0000-7100-0000								BASIC MEMBERSHIP	600.00
		WARRANT TOTAL											\$600.00
14783741	004056/	TAG/AMS INC											
		CL-130007		01-7230-0-5800-001-0000-3600-0000								2655772	130.00
		WARRANT TOTAL											\$130.00
14783742	003863/	XEROX CORPORATION											
		CL-130019		01-0000-0-5600-002-1110-1000-0000								068851982	712.17
		CL-130020		01-0000-0-5600-003-1110-1000-0000								068851983	394.88
		CL-130021		01-0000-0-5600-001-0000-7200-0000								068851984	162.05
		WARRANT TOTAL											\$1,269.10
***	BATCH TOTALS ***			TOTAL NUMBER OF WARRANTS:		25	TOTAL AMOUNT OF WARRANTS:		\$216,594.95*				
***	DISTRICT TOTALS ***			TOTAL NUMBER OF WARRANTS:		25	TOTAL AMOUNT OF WARRANTS:		\$216,594.95*				

APY250 H.02.09

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 07/25/2013

07/24/13 PAGE 1

DISTRICT: 48 LAYTONVILLE UNIFIED
BATCH: 0002 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
14784542	000002/	ACCREDITING COMMISSION												
		PO-019308	1.	01-0000-0-5800-001-0000-7200-0000								601431		810.00
														\$810.00
14784543	000197/	ADMINISTRATIVE SRV CORP												
		PO-019302	1.	68-0000-0-5600-001-0000-6000-0000								DENTAL		159.00
			2.	69-0000-0-5600-001-0000-6000-0000								VISION		78.00
														\$237.00
14784544	005277/	AMAZON												
		CL-130030		01-0000-0-4300-001-0000-7200-0000								251249271181		116.24
		CL-130031		01-0000-0-4300-003-0000-2700-0000								076695517471		104.20
														\$220.44
14784545	005196/	BLICK ART MATERIALS												
		PO-019127	1.	01-0000-0-4300-003-1110-1000-3663								1905152		364.04
		PO-019253	1.	01-0676-0-4300-008-1110-1000-0000								1905442		103.66
														\$467.70
14784546	000231/	BLUE SHIELD OF CALIFORNIA												
		PO-019303	1.	01-0000-0-9514-000-0000-0000-0000								F05082, OCBA, F05091		9,564.20
														\$9,564.20
14784547	003755/	BUSINESS CARD												
		CL-130027		01-9010-0-4300-003-1110-1000-5870								ACCT. 4339-XXX-9466		61.91
		CL-130028		01-6012-0-4300-001-1110-4100-0000								ACCT. 4339-XXX-9466		1,649.15
		CL-130029		01-6012-0-4400-001-1110-4100-0000								ACCT. 4339-XXX-9466		631.42
		PV-140001		01-0000-0-4300-001-0000-8200-0000								ACCT. 4339-XXX-9466		661.50
														\$3,003.98
14784548	005991/	IRA CAUGHNOR III												
		PV-140002		01-7240-0-5800-001-7110-3600-0000								MILEAGE REIMBURSEMENT		531.10
														\$531.10

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FU RESO P OBJE SCH GOAL FUNC DIST	ABA NUM DESCRIPTION	ACCOUNT NUM	AMOUNT
14784549	006008/	FLORENCE FILTER CORPORATION				
		PO-019289 1. 14-0620-0-4300-001-0000-8110-0000		0087513-IN		477.84
		WARRANT TOTAL				\$477.84
14784550	000063/	GEIGER'S LONG VALLEY MARKET				
		PO-019300 3. 01-0000-0-4300-001-0000-7110-0000		3766: ACCT. 1221		3.76
		PO-019310 2. 14-0620-0-4300-001-0000-8110-0000		5415: ACCT. 1228		62.28
		WARRANT TOTAL				\$66.04
14784551	005749/	KELLEY AUTOMOTIVE				
		CL-130022 01-7230-0-5800-001-0000-3600-0000		BUS 1-7		400.00
		WARRANT TOTAL				\$400.00
14784552	002463/	LAKE CO. OFFICE OF EDUCATION				
		PO-019296 1. 01-6535-0-5200-001-7110-1120-0000		INV14-00056		225.00
		PO-019307 1. 01-3010-0-5200-001-1110-1000-0000		INV14-00056		1,560.00
		2. 01-4035-0-5200-001-1110-1000-0000		INV14-00056		675.00
		WARRANT TOTAL				\$2,460.00
14784553	005254/	LAYTONVILLE'S HEALTHY START				
		CL-130032 01-6012-0-5800-001-1110-4100-0000		6/1-6/30/13		2,131.21
		WARRANT TOTAL				\$2,131.21
14784554	000240/	MENDOCINO COUNTY OBSERVER				
		CL-130024 01-0000-0-5811-001-0000-7400-0000		NOTICE BUDGET 2013-2014		35.00
		WARRANT TOTAL				\$35.00
14784555	000124/	PACIFIC GAS & ELECTRIC				
		PO-019298 1. 01-0000-0-5510-001-0000-8200-0000		ACCT. 0991326276-3		5,967.53
		WARRANT TOTAL				\$5,967.53
14784556	005340/	SPRINT				
		CL-130025 01-0000-0-5903-001-0000-7200-0000		CUST. #924289408		144.12
		CL-130026 01-0811-0-5903-001-0000-2100-0000		CUST. #924289408		30.32
		WARRANT TOTAL				\$174.44
14784557	005068/	STAPLES CONTRACT & COMMERCIAL				
		PO-019254 1. 01-0676-0-4300-008-1110-1000-0000		7000719304		164.52
		1. 01-0676-0-4300-008-1110-1000-0000		7000723481		32.28
		PO-019282 1. 01-0000-0-4300-001-0000-8200-0000		7000719306		86.08
		PO-019301 2. 01-0000-0-4300-001-0000-7200-0000		7000713912		11.73
		1. 01-0000-0-4300-002-0000-2700-0000		7000713912		11.73
		WARRANT TOTAL				\$306.34
14784558	003808/	STATE BOARD OF EQUALIZATION				
		CL-130023 01-7230-0-4361-001-0000-3600-0000		DIESEL FUEL TAX RETURN		8.43
		WARRANT TOTAL				\$8.43
***	BATCH TOTALS ***		TOTAL NUMBER OF WARRANTS: 17	TOTAL AMOUNT OF WARRANTS:		\$26,861.25*
***	DISTRICT TOTALS ***		TOTAL NUMBER OF WARRANTS: 17	TOTAL AMOUNT OF WARRANTS:		\$26,861.25*

APY250 H.02.09

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 08/01/2013

07/31/13 PAGE 1

DISTRICT: 48 LAYTONVILLE UNIFIED
BATCH: 0003 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
14785040	005211/	JEAN BASQUEZ												
		PV-140003		01-6500-0-4300-001-5751-1120-0000									REIMBURSEMENT	150.89
											WARRANT TOTAL			\$150.89
14785041	005947/	EDLINE												
		PO-019309	1.	01-0000-0-5800-001-0000-2100-0000								725419		862.22
											WARRANT TOTAL			\$862.22
14785042	000063/	GEIGER'S LONG VALLEY MARKET												
		PO-019310	1.	01-0000-0-4300-001-0000-8110-0000								2351, 9281: ACCT. 1228		118.10
											WARRANT TOTAL			\$118.10
14785043	001308/	JOAN POTTER												
		PV-140004		14-0620-0-4300-001-0000-8110-0000									REIMBURSEMENT	312.61
											WARRANT TOTAL			\$312.61
***	BATCH TOTALS ***			TOTAL NUMBER OF WARRANTS:		4		TOTAL AMOUNT OF WARRANTS:						\$1,443.82*
***	DISTRICT TOTALS ***			TOTAL NUMBER OF WARRANTS:		4		TOTAL AMOUNT OF WARRANTS:						\$1,443.82*

LAYTONVILLE UNIFIED SCHOOL DISTRICT MONTHLY BUDGET REPORT

August 15, 2013

48 Laytonville Unified School Dis J1767 BOX110 H.00.30 08/09/13 11:32 PAGE 1

BUDGET REPORT
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
8000 BEGINNING BALANCE	921,234.79	0.00	0.00	921,234.79
8011 REV LIMIT STATE AID - CURR YR	786,862.00	0.00	0.00	786,862.00
8021 HOMEOWNERS' EXEMPTION	18,822.00	0.00	0.00	18,822.00
8022 TIMBER YIELD TAX	4,264.00	0.00	0.00	4,264.00
8041 SECURED ROLLS TAX	1,748,324.00	0.00	0.00	1,748,324.00
8042 UNSECURED ROLL TAXES	60,917.00	0.00	0.00	60,917.00
8043 PRIOR YEARS' TAXES	3,068.00	0.00	0.00	3,068.00
8045 EDUC REVENUE AUGMENTATION FUND	17,982.00	0.00	0.00	17,982.00
8092 PERS REDUCTION TRANSFER	7,775.00	0.00	0.00	7,775.00
8110 MAINTENANCE & OPER (PL 81-874)	25,000.00	0.00	0.00	25,000.00
8181 SPECIAL EDUCATION - ENTITLEMENT	80,009.00	0.00	0.00	80,009.00
8182 SPECIAL EDUCATION- DISC GRANTS	3,200.00	0.00	0.00	3,200.00
8290 ALL OTHER FEDERAL REVENUE	220,340.00	0.00	0.00	220,340.00
8311 OTHER STATE APPORT - CURR YEAR	220,600.00	0.00	0.00	220,600.00
8434 CLASS SIZE REDUCTION, GRDS K-3	77,461.00	0.00	0.00	77,461.00
8560 STATE LOTTERY REVENUE	54,000.00	0.00	0.00	54,000.00
8590 ALL OTHER STATE REVENUE	371,461.00	0.00	0.00	371,461.00
8650 LEASES & RENTALS	12,500.00	0.00	0.00	12,500.00
8660 INTEREST	2,500.00	0.00	0.00	2,500.00
8677 INTERAGENCY SERVICES BETW LEAS	36,977.02	0.00	0.00	36,977.02
8699 ALL OTHER LOCAL REVENUE	193,584.21	3,981.81	0.00	189,602.40
8792 TF OF APPORTIONMENT FROM COEs	220,000.00	0.00	0.00	220,000.00
TOTAL: 8xxx	5,085,981.02	3,981.81	0.00	5,081,999.21
1100 TEACHERS' SALARIES	1,404,304.00	10,430.98	0.00	1,393,873.02
1170 TEACHER - SUBSTITUTE	28,100.00	2,625.00	0.00	25,475.00
1200 CERT POPIL SUPPORT SALARIES	29,728.00	0.00	0.00	29,728.00
1300 CERT SUPERVISOR/ADMIN SALARIES	297,531.00	17,907.17	0.00	279,623.83
1900 OTHER CERTIFICATED SALARIES	4,000.00	0.00	0.00	4,000.00
TOTAL: 1xxx	1,763,663.00	30,963.15	0.00	1,732,699.85
2100 INSTRUCTIONAL AIDES' SALARIES	239,192.26	2,075.80	0.00	237,116.46
2170 INSTRUCTIONAL AIDE -SUBSTITUTE	400.00	0.00	0.00	400.00
2200 CLASSIFIED SUPPORT SALARIES	241,492.34	11,778.34	0.00	229,714.00
2250 CLASSIFIED SUPP - P.T./ADDIT'L	2,500.00	158.59	0.00	2,341.41
2260 CLASSIFIED SUPPORT - OVER-TIME	3,500.00	0.00	0.00	3,500.00
2270 CLASSIFIED SUPPORT -SUBSTITUTE	4,500.00	0.00	0.00	4,500.00
2300 CLASS. SUPERVISRS/ADMIN SALARIES	119,366.00	8,349.75	0.00	111,016.25
2400 CLERICAL, TECH, OFFICE SALARIES	178,820.38	10,654.93	0.00	168,165.45
2900 OTHER CLASSIFIED SALARIES	8,971.56	0.00	0.00	8,971.56

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	%
2970 OTHER CLASSIFIED - SUBSTITUTE	420.00	0.00	0.00	.0	0.00	0.00	420.00	100.0
TOTAL: 2xxx	799,162.54	33,017.41	33,017.41	4.1	0.00	0.00	766,145.13	95.8
3101 STRS, CERTIFICATED	137,191.00	2,532.81	2,532.81	1.8	0.00	0.00	134,658.19	98.1
3202 PERS, CLASSIFIED	81,278.17	3,750.56	3,750.56	4.6	0.00	0.00	77,527.61	95.3
3302 OASDI, CLASSIFIED	47,977.72	1,994.15	1,994.15	4.1	0.00	0.00	45,983.57	95.8
3311 MEDICARE, CERTIFICATED	25,479.00	442.19	442.19	1.7	0.00	0.00	25,036.81	98.2
3312 MEDICARE, CLASSIFIED	11,853.49	466.37	466.37	3.9	0.00	0.00	11,387.12	96.0
3401 HEALTH & WELFARE, CERTIFICATED	237,533.00	16,032.37	16,032.37	6.7	0.00	0.00	221,500.63	93.2
3402 HEALTH & WELFARE, CLASSIFIED	263,613.11	21,053.06	21,053.06	7.9	0.00	0.00	242,560.05	92.0
3501 UNEMPLOYMENT INS, CERTIFICATED	896.00	15.20	15.20	1.6	0.00	0.00	880.80	98.3
3502 UNEMPLOYMENT INS, CLASSIFIED	476.58	16.09	16.09	3.3	0.00	0.00	460.49	96.6
3601 WORKERS' COMP, CERTIFICATED	85,001.42	1,475.59	1,475.59	1.7	0.00	0.00	83,525.83	98.2
3602 WORKERS' COMP, CLASSIFIED	37,470.00	1,556.43	1,556.43	4.1	0.00	0.00	35,913.57	95.8
3701 OPEB ALLOCATED CERTIFICATED	25,052.00	0.00	0.00	.0	0.00	0.00	25,052.00	100.0
3702 OPEB ALLOCATED CLASSIFIED	2,400.00	0.00	0.00	.0	0.00	0.00	2,400.00	100.0
3801 PERS REDUCTION, CERTIFICATED	1,007.16	0.00	0.00	.0	0.00	0.00	1,007.16	100.0
3802 PERS REDUCTION, CLASSIFIED	6,272.84	0.00	0.00	.0	0.00	0.00	6,272.84	100.0
3901 OTHER BENEFITS, CERTIFICATED	22,000.00	0.00	0.00	.0	0.00	0.00	22,000.00	100.0
3902 OTHER BENEFITS, CLASSIFIED	500.00	0.00	0.00	.0	0.00	0.00	500.00	100.0
TOTAL: 3xxx	986,001.49	49,334.82	49,334.82	5.0	0.00	0.00	936,666.67	94.9
4100 APPRVD TEXTBOOKS/CORE CURRICULA	19,600.00	0.00	0.00	.0	0.00	0.00	19,600.00	100.0
4300 MATERIALS & SUPPLIES	125,935.26	3,830.79	3,830.79	3.0	1,999.57	1,999.57	120,104.90	95.3
4361 FUEL - GASOLINE,DIESEL	35,000.00	311.14	311.14	.8	8,688.86	8,688.86	26,000.00	74.2
4362 TRANSP - OIL, GREASE	1,500.00	0.00	0.00	.0	0.00	0.00	1,500.00	100.0
4363 TIRES & ACCESSORIES	2,500.00	0.00	0.00	.0	0.00	0.00	2,500.00	100.0
4364 REPLACEMENT PARTS	5,000.00	0.00	0.00	.0	150.00	150.00	4,850.00	97.0
4365 TRANSP - OTHER SUPPLIES	3,000.00	0.00	0.00	.0	0.00	0.00	3,000.00	100.0
4400 NON-CAPITALIZED EQUIPMENT	2,000.00	0.00	0.00	.0	0.00	0.00	2,000.00	100.0
TOTAL: 4xxx	194,535.26	4,141.93	4,141.93	2.1	10,838.43	10,838.43	179,554.90	92.2
5200 TRAVEL & CONFERENCES	18,423.02	2,764.81	2,764.81	15.0	0.00	0.00	15,658.21	84.9
5300 DUES & MEMBERSHIPS	1,760.00	1,843.73	1,843.73	100.0	0.00	0.00	83.73-	.0
5450 OTHER INSURANCE	43,100.00	0.00	0.00	.0	0.00	0.00	43,100.00	100.0
5510 LIGHTS & POWER	96,500.00	6,517.75	6,517.75	6.7	89,982.25	89,982.25	0.00	.0
5520 HEATING FUEL	51,200.00	0.00	0.00	.0	0.00	0.00	51,200.00	100.0
5530 WATER & SEWER	19,300.00	2,175.33	2,175.33	11.2	9,824.67	9,824.67	7,300.00	37.8
5540 WASTE DISPOSAL	11,000.00	928.64	928.64	8.4	10,071.36	10,071.36	0.00	.0
5600 RENT, LEASES, REPAIR NON CAP IMP	40,598.00	2,596.71	2,596.71	6.3	11,866.23	11,866.23	26,135.06	64.3

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
5750 TRANSFR DIRECT COSTS-INTERFUND	5,000.00-	0.00	0.00	5,000.00-
5800 PROFES'L/CONSULTG SVCS/OP EXP	225,147.70	3,495.00	969.00	220,683.70
5801 AUDIT FEES	18,000.00	0.00	0.00	18,000.00
5802 LEGAL FEES	8,500.00	0.00	0.00	8,500.00
5811 ADVERTISING	1,000.00	0.00	0.00	1,000.00
5814 FINGERPRINTING	750.00	0.00	0.00	750.00
5901 COMMUNIC - INTERNET SVCS/LINES	1,150.00	10.00	110.00	1,030.00
5903 COMMUNIC - TELEPHONE SERVICES	4,550.00	1,195.10	4,954.90	1,600.00-
5904 COMMUNIC - POSTAGE/DELIVERY	3,500.00	92.00	0.00	3,408.00
TOTAL: 5xxx	539,478.72	21,619.07	127,778.41	390,081.24
TOTAL: 1xxx - 5xxx	4,282,841.01	139,076.38	138,616.84	4,005,147.79
7350 TRANSFER INDIRECT COSTS-INTRFD	2,800.00-	0.00	0.00	2,800.00-
7615 INT-FD TF GEN,SPRES,BLDG TO DM	20,000.00	0.00	0.00	20,000.00
7616 INT-FD TF FR GENERAL TO CAFE	29,312.84	0.00	0.00	29,312.84
7911 BUDG FUND BAL-RESERVE REV CASH	5,000.00	0.00	0.00	5,000.00
7950 BUDG FUND BAL- STABILIZATION	247,816.00	0.00	0.00	247,816.00
7980 BUDG FUND BAL-OTHER ASSIGNMENT	324,103.51	0.00	0.00	324,103.51
7989 BUDG FUND BAL- RSRV ECON UNCR	179,707.66	0.00	0.00	179,707.66
TOTAL: 7xxx	803,140.01	0.00	0.00	803,140.01
TOTAL: 1xxx - 7xxx	5,085,981.02	139,076.38	138,616.84	4,808,287.80
				94.5

LAYTONVILLE UNIFIED SCHOOL DISTRICT
BUDGET TRANSFERS
August 15, 2013

48 Laytonville Unified School Dis Budget Transfer Transactions J1769 BT0100 H.00.04 08/09/13 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
WILLIAMS QUARTERLY REPORTS – 4th QUARTER SUBMITTAL

August 15, 2013

2012/13- Quarterly Report on Williams Uniform Complaints
[Education Code § 35186]

District: Laytonville Unified School District

Person completing this form: Malila Gordon, District Administrative Assistant

Quarterly Report Submission Date: (check one)

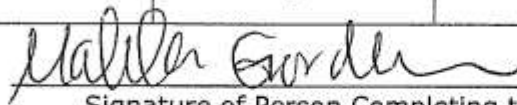
<input type="checkbox"/>	October 2012 (July, Aug, Sept 2012) 1 st Quarter
<input type="checkbox"/>	January 2013 (Oct, Nov, Dec 2012) 2 nd Quarter
<input type="checkbox"/>	April 2013 (Jan, Feb, March 2013) 3 rd Quarter
<input checked="" type="checkbox"/>	July 2013 (April, May, June 2013) 4 th Quarter

Date for information to be reported publicly at governing board meeting: August 15, 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		
TOTALS	0		



Signature of Person Completing this form

7/29/2013

Date

Signature of County Superintendent

Date

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

Revised 6/20/12 vlg

LAYTONVILLE UNIFIED SCHOOL DISTRICT
WILLIAMS QUARTERLY REPORTS – 4th QUARTER

August 15, 2013

Mendocino County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
QUARTERLY REPORT FOR LAYTONVILLE UNIFIED SCHOOL DISTRICT
2012-2013 FISCAL YEAR

This report summarizes the results of the Williams Site Visits and documentation reviews at decile 1, 2, and 3 schools (2009 Base APT) for the 4th Quarter April - June 2012-2013 school year.

INSTRUCTIONAL MATERIALS: No review conducted during this quarter.

Schools were reviewed for sufficient textbooks and instructional materials** as noted below:

School	Review Date	# of Classrooms Visited	Subject/ Course	Textbook/Instructional Materials Needed	Grade	Period	Room #	# of Material Missing	Corrected on

* Unannounced school(s)

**Sufficient textbooks and instructional materials" means each pupil, including English Language learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home in the four core areas(including science laboratory equipment in grades 9-12) as well as, for middle and high school, in foreign language and health.

SCHOOL FACILITIES: No review conducted during this quarter.

Schools were reviewed for condition of facilities, whether they were in "good repair"* or pose an "emergency"*** as noted below:

School	Review Date	Room/ Area	Facility Deficiencies Identified	Emergency	Correction/ Action Taken	Corrected On	Overall Facilities Score

Completed by: V Gulick,

Page 1

Mendocino County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
 QUARTERLY REPORT FOR LAYTONVILLE UNIFIED SCHOOL DISTRICT
 2012-2013 FISCAL YEAR

SCHOOL ACCOUNTABILITY REPORT CARD (SARC):

The 2011-2012 School Accountability Report Cards (SARC) for the following schools were reviewed to determine the accuracy of the information reported for sufficiency of textbooks and instructional materials and safety, cleanliness, and adequacy of school facilities, including "good repair":

School	SARC Review Date	Instructional Materials Discrepancies	Facility Conditions Discrepancies
Laytonville Elementary	6/30/13	None	None

TEACHER MISASSIGNMENTS AND TEACHER VACANCIES: *No review was conducted this period.*

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

Schools	Laytonville Elementary
Number of misassignments for the 2012-2013	1
Number of misassignments that were corrected within 30 calendar days	1
Number of classes in which the teacher was lacking the appropriate authorization and training to teach English Language Learners and 20% or more of students were English Language Learners	0
Number of Teacher Vacancies for the 2012-2013	0
Number of Teacher Vacancies Filled in the 2012-2013	N/A

Completed by: V Gulick,

Mendocino County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
 QUARTERLY REPORT FOR LAYTONVILLE UNIFIED SCHOOL DISTRICT
 2012-2013 FISCAL YEAR

UNIFORM COMPLAINTS:

The number of complaints filed within the district during the 4th Quarter 2012-2013 their nature and resolution are noted below:

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Misassignments or Vacancies	0	0	0
Facilities Conditions	0	0	0
CAHSEE Intensive Instruction & Services	0	0	0
TOTALS	0	0	0

Completed by: V Gulick,

BOARD ACTION ITEM K1

Board Meeting Date: August 15, 2013

Subject: Declaration of Need for Fully Qualified Teachers

From: Joan Potter, Superintendent

Explanation:

This Declaration of Need must be filed with the California Commission for Teacher Credentialing (CCTC) when a District anticipates having to employ teachers who are not fully credentialed. With this Declaration on file the district may consider teacher interns who have met certain minimum requirements. The Board's approval of the Declaration of Need provides the Board and public an *"opportunity to see the number of emergency permits that the district reasonably expects to request in each category and understand the reasons for such requests."* Our application is for two permits that will provide certification for the two interns we are hiring at Laytonville High School and two permits to provide for the possibility of a vacancy or mid-year leave at either the elementary or secondary level.

Recommendation:

Approve the attached Declaration of Need

Attachments:

Declaration of Need

Laytonville Unified School District
August 15, 2013

ACTION
Page 10



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- ☒ Original Declaration of Need for year: 2013/14
☐ Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Laytonville Unified School District District CDS Code: 73916
Name of County: Mendocino County CDS Code: 23

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 08 / 15 / 13 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► *Enclose a copy of the board agenda item*

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2014.

Submitted by (Superintendent, Board Secretary, or Designee):

<u>Joan Potter</u>	_____	<u>Superintendent</u>
<i>Name</i>	<i>Signature</i>	<i>Title</i>
<u>(707) 984-8223</u>	<u>(707) 984-6414</u>	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

<i>Mailing Address</i>		

<i>E-Mail Address</i>		

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____
Name of State Agency _____
Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____ / ____ / ____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► *Enclose a copy of the public announcement*

Submitted by Superintendent, Director, or Designee:

_____ <i>Name</i>	_____ <i>Signature</i>	_____ <i>Title</i>
_____ <i>Fax Number</i>	_____ <i>Telephone Number</i>	_____ <i>Date</i>
_____ <i>Mailing Address</i>		
_____ <i>E-Mail Address</i>		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	<u>1</u>
<input type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization:	_____
_____	_____
<input type="checkbox"/> Resource Specialist	_____
<input type="checkbox"/> Teacher Librarian Services	_____
<input type="checkbox"/> Visiting Faculty Permit	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	2
Single Subject	3
Special Education	0
TOTAL	5

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved intern program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? ☒ Yes ☐ No

If no, explain. _____

Does your agency participate in a Commission-approved college or university intern program? ☒ Yes ☐ No

If yes, how many interns do you expect to have this year? 3

If yes, list each college or university with which you participate in an intern program.

Dominican University, Sonoma State Univeristy

If no, explain why you do not participate in an intern program.

BOARD ACTION ITEM K2

Board Meeting Date: August 15, 2013
Subject: Staff Development Plans for 2013-14
From: Joan Potter, Superintendent

Explanation:

Staff development days this year include:

August 26 and November 1, 2013, and May 16, 2014 for Certificated Staff
and

August 26 and 27, 2013 for Classified Instructional Staff

Staff development activities meet Education Code section 52127 requirements for training (and apportionment) in:

- Individualized instruction
- Effective teaching and classroom management strategies
- Identifying and responding to pupil needs
- Opportunities for building on the individual strengths of students
- Transitioning to Common Core

On August 26th all staff will attend an inservice that will provide an overview of safety procedures, the Common Core Standards and the LCFF. Certificated staff will then continue with work focused on the Common Core Standards and Classified instructional staff will attend an in-service focusing on the Common Core Procedural Information.

Throughout the school year, the staff will also continue to utilize the Friday minimum day schedules to survey their academic programs, as well as strategies which promote a positive school climate, including intervention techniques and project based learning. The Common Core standards will be the focus of the Professional Learning Communities (PLC) process.

Recommendations:

Approve the 2013-14 staff development program.

Attachments:

None

BOARD DISCUSSION/ACTION ITEM L 1

Board Meeting Date: August 15, 2013
Subject: CSEA Longevity Salary Schedule
From: Joan Potter, Superintendent

Explanation

Traditionally the CSEA Salary Schedule has had longevity as an add-on to the employee's salary. PERS now requires that Longevity be built into the Salary Schedule. Bette has created a Salary Schedule to reflect these new requirements. Salaries have not changed.

Recommendation:

Approve the revised CSEA Salary Schedule

Attachments:

CSEA Salary Schedule

Laytonville Unified School District
August 15, 2013

LAYTONVILLE UNIFIED SCHOOL DISTRICT

Classified Salary Schedule

2013/14 with longevity

STEP RANGE	A	B	C	D	E	F	G	H	I	J	L1	L2	L3	L4
1	8.76	9.20	9.66	10.14	10.65	11.18	11.40	11.63	11.86	12.10	12.22	12.34	12.46	12.58
2	8.87	9.31	9.78	10.27	10.78	11.32	11.55	11.78	12.01	12.25	12.37	12.50	12.62	12.74
3	8.97	9.42	9.89	10.38	10.90	11.45	11.68	11.91	12.15	12.39	12.51	12.64	12.76	12.89
4	9.08	9.53	10.01	10.51	11.04	11.59	11.82	12.06	12.30	12.54	12.67	12.79	12.92	13.04
5	9.18	9.64	10.12	10.63	11.16	11.72	11.95	12.19	12.43	12.68	12.81	12.93	13.06	13.19
6	9.30	9.77	10.25	10.77	11.30	11.87	12.11	12.35	12.60	12.85	12.98	13.11	13.24	13.36
7	9.40	9.87	10.36	10.88	11.43	12.00	12.24	12.48	12.73	12.99	13.12	13.25	13.38	13.51
8	9.51	9.99	10.48	11.01	11.56	12.14	12.38	12.63	12.88	13.14	13.27	13.40	13.53	13.67
9	9.64	10.12	10.63	11.16	11.72	12.30	12.55	12.80	13.06	13.32	13.45	13.59	13.72	13.85
10	9.75	10.24	10.75	11.29	11.85	12.44	12.69	12.95	13.21	13.47	13.60	13.74	13.87	14.01
11	9.86	10.35	10.87	11.41	11.98	12.58	12.84	13.09	13.35	13.62	13.76	13.89	14.03	14.16
12	9.99	10.49	11.01	11.56	12.14	12.75	13.01	13.27	13.53	13.80	13.94	14.08	14.21	14.35
13	10.10	10.61	11.14	11.69	12.28	12.89	13.15	13.41	13.68	13.95	14.09	14.23	14.37	14.51
14	10.22	10.73	11.27	11.83	12.42	13.04	13.30	13.57	13.84	14.12	14.26	14.40	14.54	14.68
15	10.35	10.87	11.41	11.98	12.58	13.21	13.47	13.74	14.02	14.30	14.44	14.59	14.73	14.87
16	10.47	10.99	11.54	12.12	12.73	13.36	13.63	13.90	14.18	14.46	14.60	14.75	14.89	15.04
17	10.61	11.14	11.70	12.28	12.90	13.54	13.81	14.09	14.37	14.66	14.81	14.95	15.10	15.25
18	10.73	11.27	11.83	12.42	13.04	13.69	13.97	14.25	14.53	14.82	14.97	15.12	15.26	15.41
19	10.85	11.39	11.96	12.56	13.19	13.85	14.12	14.41	14.70	14.99	15.14	15.29	15.44	15.59
20	10.99	11.54	12.12	12.72	13.36	14.03	14.31	14.59	14.88	15.18	15.33	15.48	15.64	15.79
21	11.11	11.67	12.25	12.86	13.50	14.18	14.46	14.75	15.05	15.35	15.50	15.66	15.81	15.96
22	11.24	11.80	12.39	13.01	13.66	14.35	14.63	14.92	15.22	15.53	15.69	15.84	16.00	16.15
23	11.38	11.95	12.55	13.17	13.83	14.52	14.81	15.11	15.41	15.72	15.88	16.03	16.19	16.35
24	11.51	12.09	12.69	13.32	13.99	14.69	14.98	15.28	15.59	15.90	16.06	16.22	16.38	16.54
25	11.66	12.24	12.86	13.50	14.17	14.88	15.18	15.48	15.79	16.11	16.27	16.43	16.59	16.75
26	11.80	12.39	13.01	13.66	14.34	15.06	15.36	15.67	15.98	16.30	16.46	16.63	16.79	16.95
27	11.93	12.53	13.15	13.81	14.50	15.23	15.53	15.84	16.16	16.48	16.64	16.81	16.97	17.14
28	12.08	12.68	13.32	13.98	14.68	15.42	15.73	16.04	16.36	16.69	16.86	17.02	17.19	17.36
29	12.22	12.83	13.47	14.15	14.85	15.60	15.91	16.23	16.55	16.88	17.05	17.22	17.39	17.56
30	12.37	12.99	13.64	14.32	15.04	15.79	16.10	16.43	16.75	17.09	17.26	17.43	17.60	17.77
31	12.51	13.14	13.79	14.48	15.21	15.97	16.29	16.61	16.94	17.28	17.45	17.63	17.80	17.97
32	12.68	13.31	13.98	14.68	15.41	16.18	16.51	16.84	17.17	17.52	17.70	17.87	18.05	18.22
33	12.83	13.47	14.15	14.85	15.59	16.37	16.70	17.04	17.38	17.72	17.90	18.07	18.25	18.43
34	12.98	13.63	14.31	15.03	15.78	16.57	16.90	17.24	17.58	17.93	18.11	18.29	18.47	18.65
35	13.14	13.80	14.49	15.21	15.97	16.77	17.11	17.45	17.80	18.15	18.33	18.51	18.69	18.88
36	13.29	13.95	14.65	15.38	16.15	16.96	17.30	17.65	18.00	18.36	18.54	18.73	18.91	19.09
37	13.46	14.13	14.84	15.58	16.36	17.18	17.52	17.87	18.23	18.59	18.78	18.96	19.15	19.33
38	13.61	14.29	15.01	15.76	16.54	17.37	17.72	18.07	18.43	18.80	18.99	19.18	19.36	19.55
39	13.79	14.48	15.20	15.96	16.76	17.60	17.95	18.31	18.68	19.05	19.24	19.43	19.62	19.81
40	13.95	14.65	15.38	16.15	16.96	17.80	18.16	18.52	18.89	19.27	19.46	19.66	19.85	20.04

Mechanic	41	14.12	14.83	15.57	16.35	17.16	18.02	18.38	18.75	19.12	19.51	19.71	19.90	20.10	20.29
	42	14.28	14.99	15.74	16.53	17.36	18.23	18.59	18.96	19.34	19.73	19.93	20.12	20.32	20.52
	43	14.45	15.17	15.93	16.73	17.56	18.44	18.81	19.19	19.57	19.96	20.16	20.36	20.56	20.76
	44	14.62	15.35	16.12	16.92	17.77	18.66	19.03	19.41	19.80	20.20	20.40	20.60	20.81	21.01
Payroll-Accis Pybl	45	14.81	15.55	16.33	17.14	18.00	18.90	19.28	19.67	20.06	20.46	20.66	20.87	21.07	21.28
	46	14.95	15.70	16.48	17.31	18.17	19.08	19.46	19.85	20.25	20.65	20.86	21.06	21.27	21.48
	47	15.16	15.92	16.71	17.55	18.43	19.35	19.74	20.13	20.53	20.94	21.15	21.36	21.57	21.78
	48	15.34	16.11	16.91	17.76	18.65	19.58	19.97	20.37	20.78	21.19	21.40	21.61	21.83	22.04
Tech support	49	15.52	16.30	17.11	17.97	18.86	19.81	20.20	20.61	21.02	21.44	21.65	21.87	22.08	22.30
	50	15.71	16.50	17.32	18.19	19.10	20.05	20.45	20.86	21.28	21.70	21.92	22.13	22.35	22.57
Presc Director															

Step A-F 5% increments

Step G-J 2% increments

Board approval date:

Longevity

L1 = 1% after 10 years of service

L2 = 2% after 15 years of service

L3 = 3% after 20 years of service

L4 = 4% after 25 years of service

BOARD DISCUSSION/ACTION ITEM L2

Board Meeting Date: August 15, 2013
Subject: Facilities
From: Joan Potter, Superintendent

Explanation:

As we continue to pursue the Modernization project, it has become increasingly evident to me that we need to have a Facilities Master Plan in order to accurately plan and prioritize improvement projects. I have gotten many positive recommendations regarding Don Alameida's work. The District would not be beholden to using his architectural services if we have him create the Master Plan.

Meanwhile I have spoken with him and a couple of schools regarding site visits. We should select some dates to arrange visits to look at various architectural styles.

Recommendation:

Approve the attached Facilities Master Plan for the Superintendent to allocate \$18,000 on this project from the Special Reserve Capital Outlay Fund.

Attachments:

Proposal from Don Alameida

May 24, 2013

Mrs. Joan Potter, Superintendent
Laytonville Unified School District
150 Ramsey Road
Laytonville, CA 95454

Re: Proposal for a Facility Condition Assessment Report - ALTERNATE SCOPE

Dear Mrs. Potter,

After we spoke on Wednesday I understand your concern to keep the initial bond exploratory cost to a minimum. I've developed an alternate proposal for your committee to review as an alternate to my original proposal.

Given the opportunity to leverage State funds much of any potential local bond funds will likely be driven toward improvements at the elementary/middle school. That fact in mind, the services proposed below will allow you to ascertain your facility improvement needs in particular at the elementary/middle school site and on a more conceptual level at the old and new high school site as well.

This proposed report will also allow for a detailed five year long range strategic plan for the elementary and middle school. It will at a more conceptual level assist in long range planning for the old and new high school sites.

We propose the following:

LAYTONVILLE ELEMENTARY AND MIDDLE SCHOOL SITE

Architectural and Site

- Evaluate site and existing buildings to identify building envelope, fenestration and finish deficiencies requiring corrective work or repairs.
- Identify where American with Disabilities Act (ADA) improvements will be code compulsory at the time improvements are undertaken.
- Identify areas where student safety standards may be improved, door hardware and security recommendations.
- Identify roofing deficiencies.
- Evaluate parking and site path of travel.
- Review record drawings and interview staff to identify any known deficiencies.

Heating, Ventilation and Air Conditioning / Plumbing

- Review mechanical and plumbing systems for equipment deficiencies.
- Review mechanical systems for controls deficiencies.

(707) 824-1219 - 555 South Main Street, Suite 2 - Sebastopol - CA 95472
www.alameida.com

Laytonville Unified School District
August 15, 2013

Electrical

- Review condition of main campus electrical distribution system.
- Review lighting systems adequacy for classroom and other task environments.
- Identify code deficient lighting controls.

Fire Alarm, Communications and Technology

- Review existing fire alarm system and controls for deficiencies relative to current standards.
- Review existing data infrastructure for compliance to common classroom standards and/or district standards.
- Assess condition of current phone, clock speaker and bell systems.
- Interview district technology staff to identify known deficiencies.

Energy and Renewable Resources Overview

- Identify areas where the introduction of natural day-lighting and ventilation may decrease annual energy consumption.
- Identify where mechanical and control systems may be modified or replaced to better provide energy efficiencies.
- Review lighting systems and recommend energy savings improvements.
- Evaluate existing energy audits and/or past energy bills to identify economic viability for solar energy generation.
- Identify any energy rebate or incentive programs that may subsidize renewable energy project components.

Hazardous Material Management

- Review District's current Hazardous Material Management Plan to correlate known areas that may be disturbed when improvements are undertaken and budget for abatement.

Order of Magnitude Cost Estimate

- Provide an order of magnitude cost estimate, by building and by building systems, for all work recommended for this site.

State Bond Funding Eligibility

- Review any reports or recommendations from your financial consultant, Eastshore Consulting.
- Ascertain OPSC modernization eligibility for the site, and any other incentive grants or programs.
- Identify work scopes that may be eligible for Prop 39- Energy and Alternative Energy Funds.

FORMER LAYTONVILLE HIGH SCHOOL SITE EVALUATION

Architectural and Site

- Evaluate the site for its potential to consolidate elementary/middle school adjacent to new high school.
- Review record drawings and interview staff to identify any known deficiencies.

Electrical

- Review condition of main campus electrical distribution system.

Hazardous Material Management

- Review District's current Hazardous Material Management Plan to correlate known areas that may be disturbed when improvements are undertaken.

Order of Magnitude Cost Estimate

- Provide a conceptual cost estimate for a campus replacement scenario.

NEW LAYTONVILLE HIGH SCHOOL SITE EVALUATION

Architectural and Site

- Identify with staff planned improvements not undertaken in the original construction.

Order of Magnitude Cost Estimate

- Provide a conceptual updated cost estimate for desired scope that had been deferred from the original campus construction.

PROPOSED FEE FOR THE FACILITIES CONDITION REPORT FOR THE ABOVE THREE SITES:

\$ 18,000

Reimbursable expenses:

Cost of blueprinting, photo-copying and other reproduction cost for report publication.
Alameida Architecture does not charge travel or mileage to our clients in Mendocino County.

INFORMATION ITEM M1

Board Meeting Date: August 15, 2013
Subject: Summer School Report
From: Joan Potter, Superintendent

Explanation:

Summer school focused on both Language Arts and Math at the Elementary level and on graduation requirements at the High School level. The high school offered its program through Independent Study due to a smaller number of students needing to take summer school, and to reduce costs to the District. Healthy Start also offered their after-school summer program, now in its thirteenth year.

All programs were once again extremely successful and well attended.

Attachments:

None

INFORMATION ITEM M2

Board Meeting Date: August 15, 2013

Subject: Summer Maintenance Projects Report

From: Joan Potter, Superintendent

Explanation:

The custodial, grounds and maintenance staff have worked extremely hard this summer to make our campuses clean and inviting places for our school community. This is a status report on current and recent projects.

Grounds

Melody, Mike, Gloria and Pedro kept both of the campuses green and mowed and filled with beautiful flowers throughout the summer while they waxed floors, cleaned carpets, painted walls and washed windows in all of the classrooms and other facilities. They are to be commended for their hard work and dedication to our school sites. Sparky had the task of doing many different things at once including keeping the irrigation going, replacing many light bulbs, fixing the kiln, mowing fields and a variety of many other things. The Chamberlain Creek Crew was here for a couple of weeks to help with cutting down weeds, painting some structures and general fire prevention maintenance. Additionally the crew built a fence around the High School garden.

High School Drain Projects

Fort Bragg Electric has been here for a few weeks working on installing more drains, grading the path around the culvert, and other mitigation measures. QKA is paying for all repairs. The work is expected to be completed this week.

Roofing

I met with a roof repair person who will be providing us with an estimate for repairing the variety of leaks we have throughout the district.

Painting

Various rooms and the outsides of buildings have been painted throughout the district.

Spy Rock and Branscomb

Regular summer maintenance at both sites has been completed.

Buses/Vans

Thanks to the additional efforts of Sue Carberry, Transportation Coordinator, the buses/vans are all up to date with maintenance and inspections except for Bus 2 which is still in the Body Shop after it was rear ended this spring. The bus mechanic position is still being advertised.

Attachments:

None

INFORMATION ITEM M3

Board Meeting Date: August 15, 2013

Subject: Superintendent's Goals

From: Joan Potter, Superintendent

Explanation:

Each year the Superintendent presents the Board with specific goals for the upcoming school year. The following outlines my goals:

- **Budget:** Work closely with the Business Manager in implementing the new Local Control Funding Formula. This new funding stream will require more extensive budget planning and development that is directly linked to learning goals that will be established with all constituents of the school community.
- **Employee Relations:** Facilitate a smooth transition for all new employees by continuing to build a culture of trust, caring and commitment between all employee groups to ensure that our students receive an outstanding educational program. Embedded in this culture will be Shared Decision Making. Develop strategies for increased communication with all employees in particular at both the elementary and high school sites. Maximize productivity and job performance amongst all staff members.
- **Student Learning:** Lead the District in moving towards full understanding and implementation of the Common Core Standards. Guide the district in the development of Local School Plans that address the needs of all our students and tie the budget to these needs. Continue to access resources for and develop strategies to integrate the Arts into all grade levels. Provide support to the upper grade staff in developing a strong program that meets the needs of those students and builds strength within the teaching team. Continue to monitor and assess our student performance levels and support instructional strategies that address identified student needs based on the results of this monitoring and assessment. Work with MCOE and other agencies in building on Career Tech Ed opportunities for our community.
- **Infrastructure:** Continue to take all steps necessary to apply for modernization/new construction funding. Meanwhile, continue to upgrade/maintain our facilities within a limited budget. Continue to work closely with the union and all custodial/maintenance staff to work efficiently.
- **Student Attendance:** Continue to support strategies that promote higher attendance as the attendance rate directly affects both student learning and our budget. Communicate with parents about what qualities help students WANT to be in school, i.e. alternative programs, the arts, teachers, etc. Create programs that will engage our students and their families.

- Negotiations- The LVTA contract expires at the end of this school year so I anticipate we will be negotiating a new contract. Participate in ongoing negotiations with both units as need arises.

Performance Standards- I will adhere to the Superintendent's Governance Standards adopted by the Board and to the following:

- Provide the Board of Trustees with information and advice needed to make decisions in the best interests of the District.
- Professional Growth- Attend a variety of conferences and informational meetings pertinent to my assignment: budget, legal, negotiations, curriculum, and ACSA School Leadership Development.
- Provide sound financial oversight of the District's budget.
- Support and serve as a guide and mentor to both Principals.
- Work with Maintenance, Custodial and Transportation Department on continued job efficiency skills.
- Ensure that LUSD recruits and retains only qualified personnel. Monitor our current staff and be sure they are continuing to meet our performance expectations.
- Promote community ownership in the district by involvement with school events and community forums (Lions, Fire Department, LMAC, Boosters, and Healthy Start).

Attachments:

None

INFORMATION ITEM M4

Board Meeting Date: August 15, 2013
Subject: Budget Update
From: Joan Potter, Superintendent

Explanation:

Since our June 27, 2013 adoption of the 2013-14 LUSD budget, the state has released the Local Control Funding Formula (LCFF). Our District should receive \$85,824 more in revenue than in 2012-13. As we await guidance from the state, we expect to have changes reflected in the First Interim Budget in December.

Clarifications include:

- LCFF replaces the Revenue Limit calculation as the model by which the State funds are allocated.
- LCFF eliminates Revenue Limits and almost all categoricals
- LCFF establishes base grants by grade span
- LCFF establishes supplemental/concentration grants for supplemental services to low income and English learners
- The LCFF target phases in over 8 years
- There are no state statutes that specify an appropriation of LCFF.
- Transportation is an add-on to LCFF
- Special Ed, Child Nutrition, and federal programs stay outside of the formula
- CSR at 24:1 receives \$723 per student in grades K-3. Cannot exceed in any class or we lose all funding.
- We have applied for the Prop 39 Energy Grant
- We will receive approximately \$75,000 for Common Core to be used for staff development, technology, and instructional materials.

Attachments:

None