

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF DECEMBER 13, 2012**

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

The Governing Board of the Laytonville Unified School District held a regular meeting in the Board Room on December 13, 2012. Board President Calvin Harwood called the meeting to order at 6:16pm.

**ROLL CALL:**

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

Administrators Present: Joan Potter, Lorre Stange and Dan Regelbrugge.

Student Representative: None.

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

**C. CLOSED SESSION AGENDA:**

CS-1: EMPLOYEE RECOGNITION AWARD *(No Additional Information Required)* CS-1

**D. ANNOUNCEMENTS FROM CLOSED SESSION:** Board President Calvin Harwood announced that the Board voted on an employee to receive the Employee Recognition Award, which will be announced next month.

**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 Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

**G. CORRESPONDENCE: Williams Quarterly Report and Letter from Paul Tichinin:** Mrs. Potter shared the Williams Quarterly Report Letter, explaining that the main area of concern is the facilities site inspection, where LUSD received a rating of “fair”. Second Letter: Mrs. Potter read a second letter stating that the main concern with the facilities is the restrooms, which are old and need to be replaced. Additionally throughout the school there light bulbs that need replacing, which is another area of concern. Mrs. Potter stated that since this letter has been received, a few things have been fixed, but more will be completed over Christmas break, including the light bulbs and ceiling tiles.

**H. PUBLIC INPUT:** None.

**I. REPORTS AND COMMENTS:**

Superintendent’s Report:

- There was a drainage system failure at the High School on Sunday, December 2<sup>nd</sup>. SERVPRO, a water damage specialist, has been at the school repairing the damage since that time. So far they have removed all flooring, plywood, and insulation, and dried out all water. Currently there is no sign of mold anywhere. Work is proceeding as scheduled. By the 16<sup>th</sup> they will be repairing the plywood around the perimeter of all the rooms. Carpet and flooring will be put in on December 23<sup>rd</sup> and 24<sup>th</sup>, followed by all cleaning. They are scheduled to be finished by the end of break. The Science room is the only room

that they anticipate won't be completed in time. The next step that needs to be taken is to alleviate the problem that lead to the drainage system failure.

The following reports were given:

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

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

- **Motion** to hire Dwayne Ford as the LHS Varsity Girls Basketball Coach by Meagen Hedley, seconded by Tina Tineo, unanimously approved. Shannon Ford was excluded from voting as this would be a conflict of interest.
- **Motion** to accept the Consent Agenda by Cecelia Gillespie, seconded by Meagen Hedley, unanimously approved.

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

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

- Students of the Month were not present because of prior commitments. In January the November, December, and January Students of the Month will be honored.

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

- Education Code Section 35143 provides for an annual organizational meeting at which the Officers of the Board are elected. The Board President, Calvin Harwood conducted the annual organizational meeting.
  - **Motion** to nominate Calvin Harwood for Board President by Shannon Ford, seconded by Meagen Hedley, unanimously approved.
  - **Motion** to nominate Shannon Ford as Board Clerk by Cecelia Gillespie, seconded by Tina Tineo, unanimously approved.
  - **Motion** to nominate Cecelia Gillespie and Tina Tineo as trustees to serve as Board Representatives at the District Advisory Committee (DAC) meetings by Shannon Ford, seconded by Meagen Hedley, unanimously approved.
  - **Motion** to nominate Cecelia Gillespie as trustee to serve as Board Representative to the Family Resource Center (Healthy Start) Board by Cecelia Gillespie, seconded by Meagen Hedley, unanimously approved.

##### K.3. Resolution No. 423 – Designation of Signatures of Members of the Governing Board

- The Board must annually file with the County Superintendent of Schools the verified signatures of each person, including members of the Governing Board, authorized to sign orders in its name. Resolution No. 423 certifies these signatures.
- **Motion** to adopt Resolution No. 423 by Meagen Hedley, seconded by Shannon Ford, unanimously approved.

##### K.4. Designation of Regular Board Meeting Dates for 2013

- The Board reviewed the Regular Board Meeting Dates for 2013.
- **Motion** to adopt the Regular Board Meetings Dates for 2013 by Tina Tineo, seconded by Meagen Hedley, unanimously approved.

K.5. Resolution No. 424 – Emergency Resolution Pursuant to Public Contract Code 20113 for Award of Contract without Bidding and Advertisement to Remediate Water Damage at Laytonville High School

- Laytonville High School experienced significant water damage due to an overwhelmed drainage system. All classrooms have major water damage and have to be evacuated while repairs are made. The floors must be removed in order to remove the insulation that is saturated and to completely dry out both underneath and inside the buildings. SERVPRO, a company specializing in restoration services for water damage, was contacted and the company immediately took action to address the overabundance of water.
- **Motion** to adopt Resolution No. 424 by Meagen Hedley, Seconded by Cecelia Gillespie, unanimously approved.

K.6. Adoption of Touching Spirit Bear

- Touching Spirit Bear by Ben Mikaelson has been on display at the District Office for the past month for review. This novel by Ben Mikaelson teaches many themes, including; justice, the power of nature, anger, redemption, culture, and healing. These are all areas to which students can relate to and start to understand. There are writing activities, vocabulary development, and group projects that can be incorporated into the teaching of this book.
- Binet Payne has requested the adoption of this book and the Elementary school is recommending that it be adopted.
- Motion to adopt Touching Spirit Bear by Tina Tineo, seconded by Shannon Ford, unanimously approved.

**L. DISCUSSION / ACTION:**

L.1. PUBLIC HEARING: State Categorical Funds Flexibility Authorized by SBX 34

- Board President Calvin Harwood opened the public hearing.
- Public Hearing
  - Mrs. Potter explained that since 2008 the economic crisis has resulted in state regulations regarding categorical program funds. Some program funding is now considered unrestricted through 2014-2015; the regulations also suspend the program mandates and reporting requirements. In effect, Districts can either fund the programs or shut them down and use the money for other purposes. At this time the District plans to continue funding the programs with the reclassified unrestricted money, and to use any unexpended funds from these programs for any educational purpose.
  - The Board reviewed a listing of the affected programs and an accounting of how the District is spending the funds.
  - Mrs. Potter explained that sometimes there is carryover. For example, looking at the instructional materials category the district has been spending as little as possible in order to save money for when the district adopts the Common Core Standards and inquires the large expense of new instructional materials.
- Board President Calvin Harwood closed the public hearing.

## L.2. First Interim Budget Report

- Mrs. Potter reported the First Interim Budget Overview
  - The enacted 2012-2013 State Budget assumed passage of a new tax initiative named the “Schools and Local Public Safety Protection Act of 2012”, Proposition 30. This initiative was approved in the November election. However, this does not generate new funding for schools, the tax increase is temporary, and schools are still funded significantly below 2007-08 levels. Additionally Proposition 30 requires that funds generated be placed in the Education Protection Act (EPA) Account and has some restrictions. The good news is the \$211,310 in anticipated ‘triggered’ cuts has been restored to our budget.
  - Cash flow and deficit spending continue to be concerns.
- First Interim Budget highlights include:
  - Revenues are up from July by \$297,781: Revenue limit up due to Prop 30 and increased ADA per enrollment at LES; Federal revenue decreased due to the loss of the McKinney Vento grant; State revenue is up due to budgeting the full School Safety allocation; and local revenue increased due to CTE increase and Sp Ed transportation
  - Expenditures are up by \$151,350 (most of this is carryover, newly assigned to expenditure accounts). Some is due to reinstating staff and adding a Sp Ed IA
  - The district has a 4.0% percent economic uncertainty reserve with a 6% stabilization
  - The district expects to maintain the band at the high school for 12/13 which allows us to use prior year for 2013/14.
  - No salary schedule increases included; step/column increases are included.
- **Motion** to adopt the First Interim Budget Report by Meagen Hedley, seconded by Shannon, unanimously approved.

## L.3. BP and AR 3541: Transportation Routes and Services, Second Reading/Approval

- At last month’s meeting the Board reviewed the current BP and AR 3541 and an updated proposed new BP and AR 3541. This is the second reading.
- **Motion** to adopt BP and AR 3541: Transportation Routes and Services by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

**M. INFORMATION ITEMS:** None.

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

**O. COMMENTS FROM THE BOARD:** Cecelia is glad that everything is going smoothly with the High School’s water damage remediation work. Shannon expressed how appreciative she is of everyone coming together to deal with the emergency situation at the High School. Calvin thanked Joanie for her efforts. Joanie reminded the Board of the Holiday party on Friday the 14<sup>th</sup>.

**P. ADJOURNMENT:**

**Motion** to adjourn the meeting, by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved. The meeting was adjourned at 7:48 p.m. The next regular meeting will be held January 10, 2013.

Respectfully submitted,

Adopted as Final  
January 10, 2012

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Joan Viada Potter  
Secretary to the Board

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Shannon Ford  
Clerk of the Board



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**PERSONNEL ASSIGNMENT ORDER #6 2012-13**

January 10, 2013

<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
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Certificated Appointment

Certificated Resignation

Certificated Leave of Absence:

Certificated Transfer

Classified Appointment

Classified/Confidential Appointment

Classified Resignation

Lutge, Carl    Mechanic

12/31/12

Classified Layoff

Coaching Positions





**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**REVOLVING CASH FUND #6 2012-13**

January 10, 2013

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
12/13/2012	1988	MCOE	Mock Trial Lunches	\$90.00
1/2/2013	1989	LES Student Body	USPS Reimbursement	\$46.30



**LAYTONVILLE UNIFIED SCHOOL DISTRICT****WARRANT LIST**

January 10, 2013

APY250 H.02.09

MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 12/06/2012

12/05/12

DISTRICT: 48 LAYTONVILLE UNIFIED  
BATCH: 0021 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
13766456	002727/	BRANSCOMB STORE												
		PO-018918	1.	01-0000-0-5600-008-1110-1000-0000								#8: DEC. RENT		700.00
											WARRANT TOTAL			\$700.00
13766457	003893/	DEVCO HEATING AND AIR												
		PO-018920	1.	14-0620-0-4300-001-0000-8110-0000								34240		368.50
			2.	14-0620-0-5600-001-0000-8110-0000								34240		230.00
											WARRANT TOTAL			\$598.50
13766458	000063/	GEIGER'S LONG VALLEY MARKET												
		PO-018887	1.	01-0002-0-4300-001-1110-1000-0000								3135: ACCT. 1205		15.78
		PO-018910	1.	01-3310-0-4300-001-5770-1120-0000								9275: ACCT. 1209		57.49
		PO-018971	2.	01-0000-0-4300-001-0000-8200-0000								ACCT. 1211, ACCT. 1228		43.58
		PO-018988	1.	13-5310-0-4700-001-0000-3700-0000								ACCT. 2004		60.89
		PO-018992	1.	01-6012-0-4300-001-1110-4100-0000								7788: ACCT. 1221		8.35
											WARRANT TOTAL			\$186.09
13766459	004358/	BETTE LOFLIN												
		PV-130076		01-0000-0-5200-001-0000-7200-0000								REIMBURSEMENT		54.39
											WARRANT TOTAL			\$54.39
13766460	005891/	LONG VALLEY AUTO SUPPLY												
		PO-018957	1.	01-7230-0-4364-001-0000-3600-0000								42051, 42675		16.99
											WARRANT TOTAL			\$16.99
13766461	003136/	MATHESON TRI-GAS INC												
		PO-018864	1.	01-7230-0-5600-001-0000-3600-0000								5922375		28.10
											WARRANT TOTAL			\$28.10
13766462	002446/	MENDO MILL												
		PO-019018	1.	01-0000-0-4300-001-0000-8110-0000								396038/2		102.43
											WARRANT TOTAL			\$102.43
13766463	005985/	MICRON CPG												
		PO-019028	1.	01-0000-0-4300-002-0000-2700-0000								248567251		88.37

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE					ABA NUM	ACCOUNT NUM			
	REQ#	REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DESCRIPTION	AMOUNT
WARRANT TOTAL											\$88.37	
13766464	000124/	PACIFIC GAS & ELECTRIC										
		PO-018854	2.	01-0811-0-5510-001-0000-8200-0000							ACCT. 7979025834-1	132.79
WARRANT TOTAL											\$132.79	
13766465	005965/	LOIS PLEVA										
		PV-130077		01-6500-0-5800-001-5770-1191-0000							11/15-11/26	1,350.00
WARRANT TOTAL											\$1,350.00	
13766466	005789/	PRO-FLAME OF WILLITS #218										
		PO-018867	1.	01-0000-0-5520-001-0000-8200-0000							355400	215.24
WARRANT TOTAL											\$215.24	
13766467	005987/	MARBRY SIPILA										
		PO-019002	1.	13-5310-0-4700-001-0000-3700-0000							367794	50.00
WARRANT TOTAL											\$50.00	
13766468	004488/	STAPLES CONTRACT & COMMERCIAL										
		PO-019054	1.	01-0676-0-4300-002-1110-4100-0000							7000320509	161.05
WARRANT TOTAL											\$161.05	
13766469	003434/	SYSCO FD SCVS OF SAN FRANCISCO										
		PO-018924	2.	13-5310-0-4700-001-0000-3700-0000							211260302	1,277.31
WARRANT TOTAL											\$1,277.31	
13766470	005492/	THINK4INC.COM										
		PO-019007	1.	01-0676-0-4300-003-1110-1000-0000							P205987	154.95
WARRANT TOTAL											\$154.95	
***	BATCH TOTALS ***										TOTAL NUMBER OF WARRANTS: 15	TOTAL AMOUNT OF WARRANTS: \$5,116.21*
***	DISTRICT TOTALS ***										TOTAL NUMBER OF WARRANTS: 15	TOTAL AMOUNT OF WARRANTS: \$5,116.21*

DISTRICT: 48 LAYTONVILLE UNIFIED  
BATCH: 0022 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
13767103	001793/	CLOVER STORNETTA FARMS INC.												
		PO-018962	1.	13-5310-0-4700-001-0000-3700-0000								7174240-7197083		1,063.40
											WARRANT TOTAL			\$1,063.40
13767104	005369/	DELL MARKETING L.P.												
		PO-019049	1.	01-0000-0-4400-001-0000-7200-0000								XJ1JX8823		751.33
											WARRANT TOTAL			\$751.33
13767105	005362/	FERRELLGAS												
		PO-018960	1.	01-0000-0-5520-001-0000-8200-0000								1073341673, 452899, 549565		2,631.56
											WARRANT TOTAL			\$2,631.56
13767106	000063/	GEIGER'S LONG VALLEY MARKET												
		PO-018887	1.	01-0002-0-4300-001-1110-1000-0000								1409: ACCT. 1205		18.63
		PO-018990	1.	01-9065-0-4300-001-7110-2100-0000								8719		50.74
		PO-019029	1.	01-0000-0-4300-002-1110-1000-2662								5202: ACCT. 1205		18.36
			1.	01-0000-0-4300-002-1110-1000-2662								0885: ACCT. 1205		13.77
		PO-019057	1.	01-3310-0-4300-001-5770-1120-0000								1789-3668: ACCT. 1205		91.04
			1.	01-3310-0-4300-001-5770-1120-0000								9952, 0610: ACCT. 1205		24.96
											WARRANT TOTAL			\$217.50
13767107	002503/	DENNIS HOGAN												
		PV-130079		01-3010-0-5200-001-1110-1000-0000								REIMBURSEMENT		243.80
											WARRANT TOTAL			\$243.80
13767108	000220/	LAYTONVILLE WATER DISTRICT												
		PO-018862	1.	01-0000-0-5530-001-0000-8200-0000								LES, LHS-NEW, OLD, AG		758.12
			1.	01-0000-0-5530-001-0000-8200-0000								LMS		41.14
											WARRANT TOTAL			\$799.26
13767109	000061/	LONG VALLEY LUMBER												
		PO-018863	1.	01-0000-0-4300-001-0000-8110-0000								ACCT. 1273		240.96
		PO-018936	1.	01-0676-0-4300-003-1110-1000-0000								ACCT. 1276		34.33
											WARRANT TOTAL			\$275.29
13767110	002446/	MENDO MILL												
		PO-019018	1.	01-0000-0-4300-001-0000-8110-0000								396880/2		50.69
											WARRANT TOTAL			\$50.69
13767111	004464/	MENDOCINO COMMUNITY NETWORK												
		PO-018841	1.	01-0002-0-5901-001-1110-1000-0000								1359312		10.00
											WARRANT TOTAL			\$10.00
13767112	005985/	MICRON CPG												
		PO-019050	1.	01-0676-0-4300-003-1110-1000-0000								248567252		58.92
											WARRANT TOTAL			\$58.92
13767113	005409/	NATIONAL TRAINING CONSULTANTS												
		PV-130078		01-9065-0-5800-001-7110-3110-0000								LHS-B-029		2,275.00
											WARRANT TOTAL			\$2,275.00
13767114	005513/	REDWOOD EMPIRE OFFICIALS												
		PO-018976	1.	01-1100-0-5800-003-1110-4200-0000								2012-13 WINTER SPORTS ESTIMATE		2,961.00
		PO-019056	2.	01-1100-0-5800-003-1110-4200-0000								2012-2013 WINTER SPORTS EST.		1,612.00
			1.	01-1100-0-5800-004-1110-4200-0000								696: LEMS		470.00
											WARRANT TOTAL			\$5,043.00
13767115	002696/	RITCHIES FOOD SERVICE												
		PO-018970	1.	13-5310-0-4300-001-0000-3700-0000								826491		128.44
											WARRANT TOTAL			\$128.44
13767116	005714/	JAYMA SHIELDS												
		PV-130080		01-0811-0-5200-001-0000-2100-0000								REIMBURSEMENT		49.95
											WARRANT TOTAL			\$49.95
13767117	005987/	MARBRY SIPILA												
		PO-019058	1.	13-5310-0-4700-001-0000-3700-0000								367795		50.00
											WARRANT TOTAL			\$50.00
13767118	003078/	SOLID WASTE OF WILLITS												
		PO-018868	1.	01-0000-0-5540-001-0000-8200-0000								269: ACCT. 5145-6		907.37

APY250 H.02.09

MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 12/13/2012

12/12/12

DISTRICT: 48 LAYTONVILLE UNIFIED  
BATCH: 0022 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
		2. 01-0811-0-5540-001-0000-8200-0000											215: ACCT. 9921-6	172.32
		WARRANT TOTAL												\$1,079.69
13767119	003539/	SONOMA COUNTY OFFICE OF ED.												
		PO-018999 1. 01-0000-0-5200-001-0000-7200-0000											IN13-01149	60.00
		WARRANT TOTAL												\$60.00
13767120	003434/	SYSO FD SCVS OF SAN FRANCISCO												
		PO-018924 2. 13-5310-0-4700-001-0000-3700-0000											212030248	1,696.76
		WARRANT TOTAL												\$1,696.76
13767121	005522/	VERITABLE VEGETABLE												
		PO-018888 1. 01-9010-0-4300-002-7110-1000-5453											801614	138.50
		WARRANT TOTAL												\$138.50
13767122	000043/	VERIZON CALIFORNIA												
		PO-018907 2. 01-0811-0-5903-001-0000-2100-0000											707-984-8089	62.59
		PO-019061 1. 01-0811-0-5903-001-0000-2100-0000											707-984-8089	97.34
		WARRANT TOTAL												\$159.93
13767123	002358/	VIDEO OUTREACH												
		PO-018900 1. 01-0000-0-4300-002-1110-1000-2662											439233	238.59
		WARRANT TOTAL												\$238.59
13767124	001370/	WEATHERTOP NURSERY												
		PO-019009 1. 01-0000-0-4300-001-0000-8100-0000											85650	216.47
		WARRANT TOTAL												\$216.47
13767125	003863/	XEROX CORPORATION												
		PO-018872 1. 01-0790-0-5600-010-3200-1000-0000											065298088	37.80
		PO-018873 1. 01-0000-0-5600-003-1110-1000-0000											065298091	416.49
		PO-018876 2. 01-0000-0-5600-002-1110-1000-0000											065298090	806.33
		WARRANT TOTAL												\$1,260.62
13767126	003863/01	XEROX CORPORATION												
		PO-018839 1. 01-0000-0-5600-001-0000-7200-0000											065298092	125.87
		WARRANT TOTAL												\$125.87
13767127	005394/	ZIONS BANK												
		PO-019060 1. 56-0000-0-7438-000-0000-9100-0000											ACCT. 001-00539-5582830-9001	1,209.39
		2. 56-0000-0-7439-000-0000-9100-0000											ACCT. 001-00539-5582830-9001	34,552.97
		WARRANT TOTAL												\$35,762.36
***	BATCH TOTALS ***													
		TOTAL NUMBER OF WARRANTS:	25										TOTAL AMOUNT OF WARRANTS:	\$54,386.93*
***	DISTRICT TOTALS ***													
		TOTAL NUMBER OF WARRANTS:	25										TOTAL AMOUNT OF WARRANTS:	\$54,386.93*

APY250 H.02.09

MENDOCINO COUNTY SCHOOLS  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 12/20/2012

12/19/12

DISTRICT: 48 LAYTONVILLE UNIFIED  
BATCH: 0023 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
13767955	004433/	A-Z BUS SALES INC											
		PO-018842	1.	01-7230-0-4364-001-0000-3600-0000							D116365		425.46
													\$425.46
13767956	005381/	ADVANCED SECURITY SYSTEMS INC.											
		PO-018832	3.	01-0640-0-5800-002-0000-8300-0000							212272		70.50
			2.	01-7230-0-5800-001-0000-3600-0000							212272		70.50
		PO-019064	1.	01-0640-0-5600-001-0000-8300-0000							213862		173.28
													\$314.28
13767957	005277/	AMAZON											
		PO-019053	1.	01-0000-0-4300-001-0000-7200-0000							118626673314		147.58
													\$147.58
13767958	002727/	BRANSCOMB STORE											
		PO-018918	1.	01-0000-0-5600-008-1110-1000-0000							9: JAN RENT		700.00
													\$700.00
13767959	003755/	BUSINESS CARD											
		PV-130081		01-0640-0-4300-001-0000-8300-0000							ACCT. 4339-XXX-9466		287.95
				01-0676-0-4300-003-1110-1000-0000							ACCT. 4339-XXX-9466		25.19
				01-0676-0-4300-003-1110-1000-0000							ACCT. 4339-XXX-9466		136.35
				01-0714-0-5800-003-1110-4100-0000							ACCT. 4339-XXX-9466		400.00
													\$849.49
13767960	005795/	CLEARLY MENDOCINO WATER CO.											
		PO-018969	1.	01-0000-0-5530-008-0000-8200-0000							22354		22.50
													\$22.50
13767961	004792/	DEPT. OF JUSTICE											
		PO-018980	1.	01-0000-0-5814-001-0000-7400-0000							944028		32.00
													\$32.00
13767962	003353/	ENVIRONMENTAL HEALTH											
		PO-019063	2.	01-7230-0-5800-001-0000-3600-0000							EH23447		919.00

DISTRICT: 48 LAYTONVILLE UNIFIED  
BATCH: 0023 JB

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL														\$919.00
13767963	000063/	GEIGER'S LONG VALLEY MARKET												
		PO-018971	2.	01-0000-0-4300-001-0000-8200-0000								4114:	ACCT. 1228	4.07
		PO-018990	1.	01-9065-0-4300-001-7110-2100-0000								4302:	ACCT. 810	37.38
		PO-019000	1.	01-0002-0-4300-001-1110-1000-0000								3703:	ACCT. 1209	28.06
WARRANT TOTAL														\$69.51
13767964	000191/	LAYTONVILLE UNIFIED REVOLVING												
		RC-130005		01-0000-0-4300-003-1110-4100-6000										90.00
WARRANT TOTAL														\$90.00
13767965	005891/	LONG VALLEY AUTO SUPPLY												
		PO-018957	1.	01-7230-0-4364-001-0000-3600-0000								43191, 43301, 43518, 43589		73.74
WARRANT TOTAL														\$73.74
13767966	005923/	LIBBE MADSEN												
		PV-130082		01-9065-0-5800-001-7110-3110-0000								CONTRACT #1305		1,100.00
WARRANT TOTAL														\$1,100.00
13767967	001701/	AMARYLLIS MCHENRY												
		PV-130083		01-0714-0-5200-003-1110-1000-0000								REIMBURSEMENT		110.58
WARRANT TOTAL														\$110.58
13767968	002696/	RITCHIES FOOD SERVICE												
		PO-018970	1.	13-5310-0-4300-001-0000-3700-0000								826911, 826937		56.90
			2.	13-5310-0-4700-001-0000-3700-0000								826911, 826937		130.90
WARRANT TOTAL														\$187.80
13767969	003990/	SCHOOL INNOVATIONS & ACHIEVE.												
		PO-019017	1.	01-0000-0-5800-001-0000-7200-0000								130632		3,750.00
WARRANT TOTAL														\$3,750.00
13767970	005987/	MARBRY SIPILA												
		PO-019058	1.	13-5310-0-4700-001-0000-3700-0000								367796		50.00
WARRANT TOTAL														\$50.00
13767971	003078/	SOLID WASTE OF WILLITS												
		PO-018868	1.	01-0000-0-5540-001-0000-8200-0000								L15349		60.00
WARRANT TOTAL														\$60.00
13767972	005340/	SPRINT												
		PO-018869	1.	01-0000-0-5903-001-0000-7200-0000								CUST# 924289408		139.41
			2.	01-0811-0-5903-001-0000-2100-0000								CUST# 924289408		35.69
WARRANT TOTAL														\$175.10
13767973	004488/	STAPLES CONTRACT & COMMERCIAL												
		PO-019062	1.	01-0000-0-4300-001-0000-7200-0000								7000362665		60.89
			2.	01-0676-0-4300-001-1110-1000-0000								7000362665		406.31
WARRANT TOTAL														\$467.20
13767974	003434/	SYSCO FD SCVS OF SAN FRANCISCO												
		PO-018924	2.	13-5310-0-4700-001-0000-3700-0000								212100383, 212170369		2,516.49
WARRANT TOTAL														\$2,516.49
13767975	005692/	USI												
		PO-018944	1.	01-0676-0-4300-003-1110-1000-0000								0366926401014		77.76
WARRANT TOTAL														\$77.76
13767976	000043/	VERIZON CALIFORNIA												
		PO-018907	1.	01-0000-0-5903-001-0000-7200-0000								VARIOUS DISTRICT #'S		345.96
WARRANT TOTAL														\$345.96
*** BATCH TOTALS ***			TOTAL NUMBER OF WARRANTS:		22		TOTAL AMOUNT OF WARRANTS:		\$12,484.45*					
*** DISTRICT TOTALS ***			TOTAL NUMBER OF WARRANTS:		22		TOTAL AMOUNT OF WARRANTS:		\$12,484.45*					



# LAYTONVILLE UNIFIED SCHOOL DISTRICT

## MONTHLY BUDGET REPORT

January 10, 2013

48 Laytonville Unified School Dis J338

BUDGET REPORT

BDX110 H.00.30 01/03/13 09:43

FROM 07/01/2012 TO 06/30/2013  
UNAPPROVED TRANSACTIONS INCLUDED

FUND :01 GENERAL FUND

OBJECT CLASSIFICATION	APPROVED BUDGET	EXPENDED/RECEIVED			\$	ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	\$
8000 BEGINNING BALANCE	1,071,223.75	0.00	0.00	.0	0.00	1,071,223.75	100.0	
8011 REV LIMIT STATE AID - CURR YR	797,468.34	64,165.00	64,165.00	8.0	0.00	733,303.34	91.9	
8021 HOMESOWNERS' EXEMPTION	18,822.00	0.00	0.00	.0	0.00	18,822.00	100.0	
8022 TIMBER YIELD TAX	4,781.00	0.00	0.00	.0	0.00	4,781.00	100.0	
8029 OTHER SUBVENTIONS/IN-LIEU TAX	0.00	213.26	213.26	100.0	0.00	213.26-	.0	
8041 SECURED ROLLS TAX	1,731,141.00	0.00	0.00	.0	0.00	1,731,141.00	100.0	
8042 UNSECURED ROLL TAXES	58,260.00	59,731.44	59,731.44	100.0	0.00	1,471.44-	.0	
8043 PRIOR YEARS' TAXES	6,137.00	0.00	0.00	.0	0.00	6,137.00	100.0	
8044 SUPPLEMENTAL TAXES	0.00	4,712.97-	4,712.97-	.0	0.00	4,712.97	.0	
8045 EDUC REVENUE AUGMENTATION FUND	11,883.00	0.00	0.00	.0	0.00	11,883.00	100.0	
8092 PERS REDUCTION TRANSFER	7,775.00	3,820.88	3,820.88	49.1	0.00	3,954.12	50.8	
8110 MAINTENANCE & OPER (PL 81-874)	25,000.00	22,693.34	22,693.34	90.7	0.00	2,306.66	9.2	
8181 SPECIAL EDUCATION - ENTITLEMENT	60,009.00	20,002.00	20,002.00	24.9	0.00	60,007.00	75.0	
8182 SPECIAL EDUCATION- DISC GRANTS	3,200.00	800.00	800.00	25.0	0.00	2,400.00	75.0	
8285 INTERAGENCY CONTRACTS BETW LEAS	140,156.00	0.00	0.00	.0	0.00	140,156.00	100.0	
8290 ALL OTHER FEDERAL REVENUE	339,436.63	20,339.43	20,339.43	5.9	0.00	319,097.20	94.0	
8311 OTHER STATE APPORT - CURR YEAR	216,947.00	81,020.00	81,020.00	37.0	0.00	127,927.00	62.9	
8434 CLASS SIZE REDUCTION, GRDS K-3	78,631.00	19,868.09	19,868.09	25.2	0.00	58,762.91	74.7	
8560 STATE LOTTERY REVENUE	49,800.00	3,213.87	3,213.87	6.4	0.00	46,586.13	93.5	
8590 ALL OTHER STATE REVENUE	371,261.00	144,021.25	144,021.25	38.7	0.00	227,239.75	61.2	
8650 LEASES & RENTALS	12,500.00	4,600.00	4,600.00	36.8	0.00	7,900.00	63.2	
8660 INTEREST	2,500.00	734.07	734.07	29.3	0.00	1,765.93	70.6	
8677 INTERAGENCY SERVICES BETW LEAS	52,203.00	0.00	0.00	.0	0.00	52,203.00	100.0	
8699 ALL OTHER LOCAL REVENUE	126,116.13	26,816.00	26,816.00	21.2	0.00	99,300.13	78.7	
8792 TP OF APPORTIONMENT FROM COES	223,727.00	55,978.00	55,978.00	25.0	0.00	167,749.00	74.9	
TOTAL: 8xxx	5,430,977.85	523,303.66	523,303.66	9.6	0.00	4,907,674.19	90.3	
1100 TEACHERS' SALARIES	1,385,557.91	603,098.35	603,098.35	43.5	0.00	782,459.56	56.4	
1170 TEACHER - SUBSTITUTE	29,342.00	9,740.00	9,740.00	33.1	0.00	19,602.00	66.8	
1200 CERT PUPIL SUPPORT SALARIES	28,857.00	13,361.25	13,361.25	46.3	0.00	15,495.75	53.6	
1300 CERT SUPERVISOR/ADMIN SALARIES	286,513.00	148,088.52	148,088.52	51.3	0.00	140,424.48	48.6	
1900 OTHER CERTIFICATED SALARIES	5,639.64	0.00	0.00	.0	0.00	5,639.64	100.0	
TOTAL: 1xxx	1,737,909.55	774,288.12	774,288.12	44.5	0.00	963,621.43	55.4	
2100 INSTRUCTIONAL AIDES' SALARIES	256,842.31	113,550.93	113,550.93	44.2	0.00	143,291.38	55.7	
2170 INSTRUCTIONAL AIDE -SUBSTITUTE	1,250.00	400.69	400.69	32.0	0.00	849.31	67.9	
2200 CLASSIFIED SUPPORT SALARIES	273,350.00	132,633.22	132,633.22	48.5	0.00	140,716.78	51.4	
2250 CLASSIFIED SUPP - P.T./ADDIT'L	2,000.00	1,126.02	1,126.02	56.3	0.00	873.98	43.6	
2260 CLASSIFIED SUPPORT - OVER-TIME	3,500.00	1,247.93	1,247.93	35.6	0.00	2,252.07	64.3	
2270 CLASSIFIED SUPPORT -SUBSTITUTE	5,000.00	2,829.58	2,829.58	56.5	0.00	2,170.42	43.4	
2300 CLASS. SUPVRSS/ADMIN SALARIES	142,681.00	56,316.72	56,316.72	39.4	0.00	86,364.28	60.5	
2400 CLERICAL,TECH,OFFICE SALARIES	191,283.00	91,012.39	91,012.39	47.5	0.00	100,270.61	52.4	
2470 CLERICAL,TECH,OFFICE-SUBSTITUT	250.00	120.41	120.41	48.1	0.00	129.59	51.8	
2900 OTHER CLASSIFIED SALARIES	8,835.00	3,997.80	3,997.80	45.2	0.00	4,837.20	54.7	
2970 OTHER CLASSIFIED - SUBSTITUTE	420.00	18.37	18.37	4.3	0.00	401.63	95.6	
TOTAL: 2xxx	885,411.31	403,254.06	403,254.06	45.5	0.00	482,157.25	54.4	
3101 STRS, CERTIFICATED	128,307.25	57,312.79	57,312.79	44.6	0.00	70,994.46	55.3	
3102 STRS, CLASSIFIED	1,444.00	99.00	99.00	6.8	0.00	1,345.00	93.1	
3201 PERS, CERTIFICATED	5,965.00	2,862.01	2,862.01	47.9	0.00	3,102.99	52.0	
3202 PERS, CLASSIFIED	89,366.00	41,895.25	41,895.25	46.8	0.00	47,470.75	52.1	
3301 OASDI, CERTIFICATED	4,139.00	1,576.90	1,576.90	38.0	0.00	2,562.10	61.9	
3302 OASDI, CLASSIFIED	52,875.00	24,284.62	24,284.62	45.9	0.00	28,590.38	54.0	
3311 MEDICARE, CERTIFICATED	24,673.00	10,651.30	10,651.30	43.1	0.00	14,021.70	56.8	
3312 MEDICARE, CLASSIFIED	12,710.00	5,715.40	5,715.40	44.9	0.00	6,994.60	55.0	
3401 HEALTH & WELFARE, CERTIFICATED	232,293.00	132,763.41	132,763.41	57.1	0.00	99,529.59	42.8	
3402 HEALTH & WELFARE, CLASSIFIED	269,366.94	122,991.21	122,991.21	45.6	0.00	146,375.73	54.3	
3501 UNEMPLOYMENT INS, CERTIFICATED	18,623.00	8,080.64	8,080.64	43.3	0.00	10,542.36	56.6	
3502 UNEMPLOYMENT INS, CLASSIFIED	9,438.00	4,335.55	4,335.55	45.9	0.00	5,102.45	54.0	
3599 SUI - NO BENEFIT MAP	1,700.00	686.69	686.69	40.3	0.00	1,013.31	59.6	
3601 WORKERS' COMP, CERTIFICATED	86,159.00	37,632.02	37,632.02	43.6	0.00	48,526.98	56.3	
3602 WORKERS' COMP, CLASSIFIED	43,630.00	20,192.79	20,192.79	46.2	0.00	23,437.21	53.7	
3701 OPEB ALLOCATED CERTIFICATED	40,081.00	10,165.98	10,165.98	25.3	0.00	29,915.02	74.6	
3702 OPEB ALLOCATED CLASSIFIED	1,990.00	0.00	0.00	.0	0.00	1,990.00	100.0	
3801 PERS REDUCTION, CERTIFICATED	526.00	251.79	251.79	47.8	0.00	274.21	52.1	
3802 PERS REDUCTION, CLASSIFIED	6,754.00	3,334.46	3,334.46	49.3	0.00	3,419.54	50.6	
3901 OTHER BENEFITS, CERTIFICATED	28,000.00	0.00	0.00	.0	0.00	28,000.00	100.0	
3902 OTHER BENEFITS, CLASSIFIED	500.00	0.00	0.00	.0	0.00	500.00	100.0	
TOTAL: 3xxx	1,058,540.19	484,831.81	484,831.81	45.8	0.00	573,708.38	54.1	
4100 APPRVD TEXTBOOKS/CORE CURRICULA	43,909.34	15,645.27	15,645.27	35.6	0.00	28,264.07	64.3	
4200 BOOKS/OTHER REFERENCE MATERIAL	0.00	101.60	101.60	100.0	0.00	101.60-	.0	
4300 MATERIALS & SUPPLIES	145,084.27	37,287.78	37,287.78	25.7	12,883.06	94,913.43	65.4	
4361 FUEL - GASOLINE,DIESEL	36,385.00	31,994.82	31,994.82	87.9	3,009.67	1,380.51	3.7	
4362 TRANSP - OIL,GREASE	1,640.00	1,636.15	1,636.15	99.7	0.00	3.85	.2	
4363 TIRES & ACCESSORIES	0.00	0.00	0.00	.0	1,854.66	1,854.66-	.0	
4364 REPLACEMENT PARTS	8,500.00	1,971.68	1,971.68	23.1	5,528.32	1,000.00	11.7	
4365 TRANSP - OTHER SUPPLIES	1,500.00	101.91	101.91	6.7	0.00	1,398.09	93.2	
4400 NON-CAPITALIZED EQUIPMENT	2,020.64	1,556.63	1,556.63	77.0	0.00	464.01	22.9	

FROM 07/01/2012 TO 06/30/2013  
UNAPPROVED TRANSACTIONS INCLUDED

FUND :01 GENERAL FUND								
OBJECT CLASSIFICATION		APPROVED BUDGET	EXPENDED/RECEIVED		%	ENCUMBERED	UNENCUMBERED	%
			CURRENT	YEAR TO DATE			BALANCE	
TOTAL: 4xxx		239,039.25	90,295.84	90,295.84	37.7	23,275.71	125,467.70	52.4
5200	TRAVEL & CONFERENCES	23,028.20	7,057.13	7,057.13	30.6	580.00	15,391.07	66.8
5300	DUES & MEMBERSHIPS	1,593.00	1,517.50	1,517.50	95.2	0.00	75.50	4.7
5450	OTHER INSURANCE	42,992.00	42,992.00	42,992.00	100.0	0.00	0.00	.0
5510	LIGHTS & POWER	91,500.00	38,311.52	38,311.52	41.8	48,088.48	5,100.00	5.5
5520	HEATING FUEL	56,500.00	4,957.98	4,957.98	8.7	42,673.58	8,868.44	15.6
5530	WATER & SEWER	16,300.00	12,918.13	12,918.13	79.2	2,381.87	1,000.00	6.1
5540	WASTE DISPOSAL	11,500.00	5,080.74	5,080.74	44.1	4,339.26	2,080.00	18.0
5600	RENT,LEASES,REPAIR NON CAP IMP	41,744.70	14,549.97	14,549.97	34.8	9,737.90	17,456.83	41.8
5710	TRANSFER OF DIRECT COSTS	0.10-	0.00	0.00	100.0	0.00	0.10-	.0
5750	TRANSF DIRECT COSTS-INTERFUND	5,000.00-	0.00	0.00	100.0	0.00	5,000.00-	.0
5800	PROFES'L/CONSULTG SVCS/OP EXP	274,931.99	81,660.88	81,660.88	29.7	32,085.82	161,185.29	58.6
5801	AUDIT FEES	18,000.00	8,109.45	8,109.45	45.0	9,911.55	21.00-	.0
5802	LEGAL FEES	8,500.00	2,081.25	2,081.25	24.4	0.00	6,418.75	75.5
5811	ADVERTISING	1,000.00	293.90	293.90	29.3	206.10	500.00	50.0
5814	FINGERPRINTING	750.00	192.00	192.00	25.6	288.00	270.00	36.0
5901	COMMUNIC - INTERNET SVCS/LINES	1,139.25	429.75	429.75	37.7	529.65	179.85	15.7
5903	COMMUNIC - TELEPHONE SERVICES	3,700.00	1,922.63	1,922.63	51.9	2,052.37	275.00-	.0
5904	COMMUNIC - POSTAGE/DELIVERY	3,600.00	1,545.30	1,545.30	42.9	0.00	2,054.70	57.0
TOTAL: 5xxx		591,779.04	223,620.13	223,620.13	37.7	152,874.58	215,284.33	36.3
TOTAL: 1xxx - 5xxx		4,512,679.34	1,976,289.96	1,976,289.96	43.7	176,150.29	2,360,239.09	52.3
7350	TRANSFER INDIRECT COSTS-INTFRD	2,805.00-	0.00	0.00	100.0	0.00	2,805.00-	.0
7615	INT-FD TF GEN,SPRES,BLDG TO DM	20,000.00	0.00	0.00	.0	0.00	20,000.00	100.0
7616	INT-FD TF FR GENERAL TO CAPR	14,349.00	0.00	0.00	.0	0.00	14,349.00	100.0
7619	OTHER AUTH INTERFUND TRNFS OUT	71,675.00	71,525.00	71,525.00	99.7	0.00	150.00	.2
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	276,548.00	0.00	0.00	.0	0.00	276,548.00	100.0
7980	BUDG FUND BAL-OTHER ASSIGNMENT	349,165.51	0.00	0.00	.0	0.00	349,165.51	100.0
7989	BUDG FUND BAL- RSRV ECON UNCER	184,366.00	0.00	0.00	.0	0.00	184,366.00	100.0
TOTAL: 7xxx		918,298.51	71,525.00	71,525.00	7.7	0.00	846,773.51	92.2
TOTAL: 1xxx - 7xxx		5,430,977.85	2,047,814.96	2,047,814.96	37.7	176,150.29	3,207,012.60	59.0
TOTAL INCOME ( 8000 - 8999 )		5,430,977.85	523,303.66	523,303.66	9.6	0.00	4,907,674.19	90.3
TOTAL: 1xxx - 5xxx		4,512,679.34	1,976,289.96	1,976,289.96	43.7	176,150.29	2,360,239.09	52.3
TOTAL: 1xxx - 6xxx		4,512,679.34	1,976,289.96	1,976,289.96	43.7	176,150.29	2,360,239.09	52.3
TOTAL: 1xxx - 7xxx		5,430,977.85	2,047,814.96	2,047,814.96	37.7	176,150.29	3,207,012.60	59.0
TOTAL EXPENSES ( 1000 - 7999 )		5,430,977.85	2,047,814.96	2,047,814.96	37.7	176,150.29	3,207,012.60	59.0

# LAYTONVILLE UNIFIED SCHOOL DISTRICT

## BUDGET TRANSFERS

January 10, 2013

48 Laytonville Unified School Dis      Budget Transfer Transactions      J339    BT0100    H.00.04 01/03/13    PAGE    1  
Date last used from: 00/00/0000 To 99/99/9999  
Transaction Number from: 130020      To 130020  
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
130020	12/11/2012	12/11/2012	Music	Entered by: BL48    Unapproved		
			1. DHogan LMS band	01-0000-0-1100-002-1110-1000-0016		2,026.00
			2.	01-0000-0-3311-002-1110-1000-0016		30.00
			3.	01-0000-0-3501-002-1110-1000-0016		23.00
			4.	01-0000-0-3601-002-1110-1000-0016		104.00
			5. Reduce supplies	01-0000-0-4300-002-1110-1000-0016	2,183.00	
			6.	01-0000-0-4400-003-1110-1000-0016		805.30
			7.	01-0000-0-5600-003-1110-1000-0016	805.30	
			8. Benefits for DHogan LMS band	01-0676-0-3302-002-1110-1000-0000		181.00
			9.	01-0676-0-3312-002-1110-1000-0000		42.00
			10.	01-0676-0-3502-002-1110-1000-0000		32.00
			11.	01-0676-0-3602-002-1110-1000-0000		150.00
			12. Extracurricular supplies	01-0676-0-4300-002-1110-4100-0000		250.00
			13.	01-0676-0-4300-002-1110-1000-0000	655.00	
				TOTAL:	3,643.30*	3,643.30*
				DISTRICT TOTAL	3,643.30**	3,643.30**
				GRAND TOTAL	3,643.30***	3,643.30**



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**INTERDISTRICT TRANSFERS**

January 10, 2013

For Office Use Only

Date Received: 10/5/12

Initial: JS

IDT 2012/13-X

WILLITS UNIFIED SCHOOL DISTRICT  
120 Pearl Street, Willits, CA 95490  
(707) 459-5314 – (707) 459-7862 FAX

**REQUEST FOR INTER-DISTRICT TRANSFER**

Date: <u>10-5-12</u>	For School Year(s): <u>12/13 - 10/17</u>
Student Name: <u>Jared Dunham</u>	New: _____ Renewal: <u>✓</u>
Parent/Guardian Name: <u>Suzanne Dunham</u>	For Grade: <u>2</u>
Mailing Address: <u>24313 Camellia Dr.</u>	District of Preference: <u>Laytonville Unified</u>
City: <u>Willits CA</u>	School of Preference: <u>Branscomb Elementary</u>
Home Phone: <u>459-1570</u>	
Work Phone: <u>984 8718</u>	

**Reason for Transfer Request (\*MUST PROVIDE WRITTEN VERIFICATION)**

☐ Child Care\*  
☒ Parent/Guardian Employment \* Employer: \_\_\_\_\_  
☐ Other (specify) \_\_\_\_\_  
\_\_\_\_\_

**TERMS OF AGREEMENT:**

An interdistrict transfer/reciprocal agreement is when parents/guardians wish to register/admit/enroll their student(s) at a school other than the designated school that is in their attendance area **outside** of their district.

California Education Code sections 46600-46601 (Outside Source) permits parents/guardians to request an interdistrict transfer/reciprocal agreement. The fundamental basis for this provision is the signing of an agreement between districts. Interdistrict transfer/reciprocal agreement must be approved by both the student's original district of residence and the district to which the student seeks to transfer to. Both districts must approve the agreement before it becomes valid. The agreement may extend for a maximum of five consecutive years and may include terms or conditions. It is within the authority of either the home district or the receiving district to revoke an interdistrict transfer/reciprocal agreement at any time for any reason the local board or district superintendent deems appropriate.

If a request for an interdistrict transfer/reciprocal agreement is denied, the student's parents/guardians may file an appeal to the county office of education in the student's district of residence within 30 days of receipt of the official notice of denial of the transfer. The parent/guardian or student must provide transportation. The average daily attendance shall be credited to the District of Attendance for purposes of determining state apportionments and the revenue limit. As the parent/guardian of the above named student(s), I hereby request that the Willits Unified School District Board of Trustees approve this transfer.

Parent/Guardian's Signature: Suzanne Dunham

**ACCEPTING DISTRICT TO COMPLETE AND RETURN TO THE WILLITS UNIFIED SCHOOL DISTRICT**

WILLITS UNIFIED SCHOOL DISTRICT

Approved: ✓ Denied: \_\_\_\_\_  
By: Debra M. Anderson  
Superintendent or Designee

Board Approved (date): 11/7/12

ACCEPTING DISTRICT: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
By: \_\_\_\_\_  
Superintendent or Designee

Board Approved (date): \_\_\_\_\_



## **BOARD ACTION ITEM K1**

Board Meeting Date: January 10, 2013  
Subject: Students of the Month  
From: Joan Potter, Superintendent

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Explanation:

Mr. Regelbrugge 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:





## **BOARD ACTION ITEM K2**

Board Meeting Date: January 10, 2013

Subject: Employee Recognition Award – Resolution No. 425

From: Joan Potter, Superintendent

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### Explanation:

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

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

### Recommendations:

Adopt Resolution No. 425 – Employee Recognition Award and recognize the recipient.

### Attachments:

Resolution No. 425 – Employee Recognition Award



### **BOARD ACTION ITEM K3**

Board Meeting Date: January 10, 2013

Subject: Request for Allowance of Attendance Because of Emergency Conditions

From: Joan Potter, Superintendent

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**Explanation:**

California Education Code Section 41422 allows for schools to obtain approval for attendance and instructional time credit for a variety of events, including water damage. Laytonville High School was closed on December 3<sup>rd</sup>, December 5<sup>th</sup> and December 6<sup>th</sup> because of the extensive water damage and the need to move to temporary facilities.

**Recommendation:**

Approve the request for Allowance of Attendance Because of Emergency Conditions

**Attachments:**

Request for Allowance of Attendance Because of Emergency Conditions

**SCHOOL CLOSURE****Nature of Emergency (describe):**

Laytonville High School had to be closed for three days because all classrooms experienced flooding due to Drainage System failure. The school was first closed on December 3, 2012 while the flooring and carpeting was removed. Students were able to return to school on December 4<sup>th</sup>, 2012. However, after further assessing the situation it was determined that the buildings needed to be abandoned for remediation. The school was then closed to students on December 5, 2012 and December 6, 2012 in order for staff to move in to and prepare temporary classroom facilities. During these three days the classrooms were inaccessible to students because of the damage and the construction crews being on site for remediating the damage.

**Name of School(s):**

(if request covers all schools, write "all schools")

Laytonville High School

**School Code(s):**

23-73916-2332260

**We request that apportionments be maintained and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates):**

December 3, 2012, December 5, 2012, and December 6, 2012 because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (ADA) (per Section 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *Education Code* Section 46200, et seq.

If the school closure resulted from a power outage or impassable roads caused by inclement weather, state the number of school closure days for the same conditions in each of the last five years:

**AFFIDAVIT OF GOVERNING BOARD MEMBERS**

We, members constituting a majority of the governing board of the Laytonville Unified school district, hereby swear (or affirm) that the foregoing statements are true and are based on official district records.

Calvin HarwoodShannon FordCecelia GillespieMeagen HedleyTina Tineo

Printed Names

Signatures

**At least a majority of the members of the governing board shall execute this affidavit.**

Subscribed and sworn (or affirmed) before me, this 10th day of January, 2013.

Signature, Title \_\_\_\_\_

of Mendocino County, California

Contact/Individual responsible for preparing this form:

Name: Joan Viada Potter Title: Superintendent

Phone: 707 984-6414 Fax : 707 984-8066 E-mail: jvpotter@mcn.org

.....

**AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS**

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

Signature, County Superintendent of Schools \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn (or affirmed) before me, this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

Signature, Title \_\_\_\_\_

of \_\_\_\_\_ County, California

Contact/Individual responsible for preparing this form:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail: \_\_\_\_\_



## **BOARD ACTION ITEM K4**

Board Meeting Date: January 10, 2013

Subject: Workers' Compensation Coverage for Volunteer Personnel –  
Resolution No. 426

From: Joan Potter, Superintendent

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### Explanation

Keenan, our Workers' Compensation Insurance Company, is requiring all districts to adopt a resolution that approves providing Workers' Compensation for volunteer personnel. Our current BP 1240 supports this practice.

### Recommendation:

Adopt Resolution No. 426 – Workers' Compensation Coverage for Volunteer Personnel.

### Attachments:

Resolution No. 426 – Workers' Compensation Coverage for Volunteer Personnel

**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**RESOLUTION NO. 426**  
**RESOLUTION FOR WORKERS' COMPENSATION COVERAGE FOR**  
**VOLUNTEER PERSONNEL**

**WHEREAS**, the Laytonville Unified School District desires to provide Workers' Compensation Coverage for persons authorized to perform volunteer services for the Laytonville Unified School District; and

**WHEREAS**, the Legislature of the State of California has provided authorization for inclusion of such coverage in the Laytonville Unified School District Workers' Compensation Program.

**BE IT RESOLVED**, the Laytonville Unified School District hereby adopts the policy for purposes of Workers' Compensation Benefits that an unsalaried person(s) authorized by the Superintendent, or District Board, to perform volunteer service for the Laytonville Unified School District shall be deemed to be an employee of the Laytonville Unified School District should they sustain an injury while engaged in services for the Laytonville Unified School District under the direction and control of the Laytonville School District Board, or the Laytonville Unified School District Superintendent.

The aforesaid resolution was passed by the Board of Trustees the 10<sup>th</sup> day of January, 2013 by the following vote to wit:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

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Shannon Ford, Clerk of the Board

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Date



## **BOARD DISCUSSION/ACTION ITEM L 1**

Board Meeting Date: January 10, 2013

Subject: AR 3543 for Transportation Safety and Emergencies, First Reading

From: Joan Potter, Superintendent

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### Explanation

In meeting with the CHP to review our Transportation Policy it was discovered that our district has not adopted AR 3543. This policy is necessary in order to support CHP requirements.

### Recommendation:

Review the attached AR 3543 and bring back to the February Board Meeting for a Second Reading/Approval.

### Attachments:

Proposed AR 3543 for Transportation Safety and Emergencies

**Transportation Safety and Emergencies****Safety Equipment**

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. (Education Code 39838; 13 CCR 1242)

The Superintendent or designee shall ensure that any school bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

1. Is a Type 1 school bus designed for carrying more than 16 passengers and the driver and is manufactured on or after July 1, 2005
2. Is a Type 2 school bus or student activity bus designed for carrying 16 or fewer passengers and the driver, or designed for carrying 20 or fewer passengers and the driver and having a manufacturer's vehicle weight rating of 10,000 pounds or less, and is manufactured on or after July 1, 2004

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Bus drivers shall be informed of procedures to be followed to reasonably enforce proper use of the passenger restraint system.

**Safe Bus Operations**

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

(cf. 3516.5 - Emergency Schedules)

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

A person shall not drive a motor vehicle while using a wireless telephone, except under the following conditions: (Vehicle Code 23123, 23125)

1. When he/she uses a wireless telephone that is specifically designed and configured to allow hands-free listening and talking, provided it is used in that manner while driving
2. For emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency service agency or entity
3. In the case of a school bus driver, for work-related purposes

(cf. 3513.1 - Cellular Phone Reimbursement)  
(cf. 4040 - Employee Use of Technology)

A person shall not drive a motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication, including, but not limited to, text messages, instant messages, and email. This prohibition does not include reading, selecting, or entering a telephone number or name in an electronic wireless communications device for the purpose of making or receiving a telephone call. (Vehicle Code 23123.5)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

(cf. 3515.2 - Disruptions)

#### Transportation Safety Plan for Boarding and Exiting Buses

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall include procedures for boarding and exiting a school bus at a school or other trip destination.

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)

#### Student Instruction

All students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety. (Education Code 39831.5)

1. The Superintendent or designee shall annually provide appropriate instruction in safe riding practices and emergency evacuation drills to each student who receives home-to-school transportation in a school bus. (5 CCR 14102)

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit. (Education Code 39831.5)

Each time the above instruction is given, the following information shall be documented: (Education Code 39831.5)

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the California Highway Patrol. (Education Code 39831.5)

2. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to: (Education Code 39831.5)

- a. Location of emergency exits
- b. Location and use of emergency equipment

This instruction also may include responsibilities of passengers seated next to an emergency exit. (Education Code 39831.5)

Legal Reference:

EDUCATION CODE

39830-39842 Transportation, school buses

51202 Instruction in personal and public health and safety

PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

VEHICLE CODE

415 Definition of motor vehicle

545-546 Definition of school bus and school pupil activity bus

22112 Loading and unloading passengers

23123 Use of wireless telephone prohibited while driving motor vehicle

23123.5 Text communications prohibited while driving motor vehicle

23125 Use of wireless telephone prohibited while driving school bus

27316 Passenger restraint systems

34500 California Highway Patrol responsibility to regulate safe operation of school buses

34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses

34501.6 School buses; reduced visibility

34508 California Highway Patrol responsibility to adopt rules re: equipment and operations of school buses

CODE OF REGULATIONS, TITLE 5

14100-14105 School buses and student activity buses

CODE OF REGULATIONS, TITLE 13

1200-1293 Motor carrier safety

CODE OF FEDERAL REGULATIONS, TITLE 49

571.1-571.500 Motor vehicle standards, including school buses

Management Resources:

WEB SITES

California Association of School Business Officials: <http://www.casbo.org>

California Association of School Transportation Officials: <http://www.castoways.org>

California Department of Education, Office of School Transportation:

<http://www.cde.ca.gov/ls/tn>

California Highway Patrol: <http://www.chp.ca.gov>

National Coalition for School Bus Safety: <http://www.ncsbs.org>

National Transportation Safety Board: <http://www.nts.gov>

U.S. Department of Transportation, National Highway Traffic Safety Administration:

<http://www.nhtsa.dot.gov>

Adopted: February 7, 2013

LAYTONVILLE UNIFIED SCHOOL DISTRICT

Laytonville, California



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

Board Meeting Date: January 10, 2013  
Subject: BP and AR 1240 for Volunteer Assistance, First Reading  
From: Joan Potter, Superintendent

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### Explanation

Our current BP 1240 needs revising and we currently don't have an AR 1240.

### Recommendation

Review the attached BP and AR 1240 and bring back to the February Board Meeting for a Second Reading/Approval.

### Attachments:

Current BP 1240  
Proposed BP and AR 1240 for Volunteer Assistance

Community Relations

Volunteer Assistance

Unsalaries volunteers, community classroom students, and seniors involved in homecoming activities shall be considered employees of the district for Workers' Compensation Insurance purposes. If injured while serving as volunteers in the district, they should file Worker's Compensation Insurance forms provided by the district office (Labor Code 3364.5)

Legal References:

EDUCATION CODE

35021 Volunteer Aides

44227.5 Classroom participation by college level teaching methodology faculty

44815 Noncertified supervisors; compensation

45340-45449 Instructional aides

49406 Examination for tuberculosis

LABOR CODE

3364.5 Persons performing voluntary services for school districts

Policy

Adopted: October 3, 1991

Laytonville Unified School District  
January 10, 2013

LAYTONVILLE UNIFIED SCHOOL DISTRICT

Laytonville, California

DISCUSSION/ACTION

Page 13.1



**Volunteer Assistance**

The Board of Trustees encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students. Volunteer assistance in schools enriches the educational program, enhances supervision of students and contributes to school safety while strengthening the schools' relationships with the community. The Board also encourages community members to serve as mentors providing support and motivation to students.

*(cf. 1000 - Concepts and Roles)*

*(cf. 1700 - Relations Between Private Industry and the Schools)*

*(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)*

*(cf. 4222 - Teacher Aides/Paraprofessionals)*

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 6020 - Parent Involvement)*

*(cf. 6171 - Title I Programs)*

The Superintendent or designee shall develop and implement a plan for recruiting, screening and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors and/or make appropriate referrals to community organizations.

*(cf. 0420.3 - School-Based Student Motivation and Maintenance Program)*

*(cf. 1020 - Youth Services)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

The Superintendent or designee shall establish procedures to protect the safety of students and adults. These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal record checks.

Volunteers shall be provided with information about school goals, programs and practices and shall receive an orientation and other training related to their specific responsibilities as appropriate. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that capitalize on their skills and expertise and maximize their contribution to the educational program.

Volunteers shall act in accordance with district policies, regulations and school rules. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 3515.2 - Disruptions)*

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads and comply with employee commitments and contracts.

For purposes of Workers' Compensation Benefits, an unsalaried person(s) authorized by the Superintendent, or District Board to perform volunteer service for the Laytonville Unified School District shall be deemed to be an employee of the district should they sustain an injury while engaged in services for the district under the direction and control of the Laytonville Unified School District Board, or the Superintendent.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

*Legal Reference:*

**EDUCATION CODE**

35021 Volunteer aides

35021.1 Automated records check

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

45340-45349 Instructional aides

45360-45367 Teacher aides

49406 Examination for tuberculosis

**GOVERNMENT CODE**

3100-3109 Oath or affirmation of allegiance

3543.5 Prohibited interference with employees' rights

**HEALTH AND SAFETY CODE**

1596.871 Fingerprints of individuals in contact with child day care facility clients

**LABOR CODE**

3364.5 Persons performing voluntary services for school districts

**PENAL CODE**

290 Registration of sex offenders

290.4 Information re sex offenders

**CODE OF REGULATIONS, TITLE 22**

101170 Criminal record clearance

101216 Health screening, volunteers in child care centers

**UNITED STATES CODE, TITLE 20**

6319 Qualifications and duties of paraprofessionals, Title I programs

**ATTORNEY GENERAL OPINIONS**

62 Ops. Cal. Atty. Gen. 325 (1979)

**COURT DECISIONS**

Whisman Elementary School District, 15 Public Employee Reporter for California, 22043

**Management Resources:**

**NATIONAL PTA PUBLICATIONS**

National Standards for Parent/Family Involvement Programs, 1997

Building Successful Partnerships: A Guide for Developing Parent and Family Involvement Programs, 2000

**WEB SITES**

California PTA: <http://www.capta.org>

National PTA: <http://www.pta.org>

California Partners in Education: <http://www.capie.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

U.S. Department of Education, Partnership for Family Involvement in Education: <http://pfie.ed.gov>

CDE: <http://www.cde.ca.gov>

California Department of Justice, Megan's Law mapping: <http://www.meganslaw.ca.gov>

Adopted: February 7, 2013

LAYTONVILLE UNIFIED SCHOOL DISTRICT  
Laytonville, California

**Volunteer Assistance****Duties of Volunteers**

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45343, 45344, 45349)

*(cf. 4222 - Teacher Aides/Paraprofessionals)*

Volunteers may supervise students during lunch and/or breakfast periods or may serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44815)

Volunteers may work on short-term facilities projects pursuant to Board of Trustees policy and administrative regulation.

**Qualifications of Volunteers**

Volunteers providing supervision or instruction of students pursuant to Education Code 45349 shall give evidence of basic skills proficiency. (Education Code 45344.5, 45349)

*(cf. 4212 - Appointment and Conditions of Employment)*

Beginning July 1, 2010, any volunteer who supervises, directs, or coaches a student activity program shall be required to obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. This requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021. (Education Code 49024)

*(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer instructional aide or as a volunteer nonteaching aide under the direct supervision of a certificated employee. (Education Code 35021)

The Superintendent or designee shall verify by reasonable means that persons serving as volunteer instructional aides and nonteaching volunteer aides are not required to register as a sex offender pursuant to Penal Code 290.

*(cf. 3515.5 - Sex Offender Notification)*

No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers who skin test negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406)

The Superintendent or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

### Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and must be approved by the principal in advance.

Projects approved by the principal shall also be approved in advance by the Superintendent or designee if they involve the following types of work:

1. Alterations, additions or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet
7. Installation of playground equipment and benches
8. Installation of sprinkler systems
9. Paving
10. Installation of marquees and signs
11. Tree planting, pruning or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise appropriate to the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary. Projects shall be inspected upon completion to ensure that the work was done satisfactorily.

*(cf. 3514 - Environmental Safety)*

*(cf. 3514.1 - Hazardous Substances)*

*(cf. 7111 - Evaluating Existing Buildings)*  
*(cf. 7140 - Architectural and Engineering Services)*

Adopted: February 7, 2013

LAYTONVILLE UNIFIED SCHOOL DISTRICT  
Laytonville, California