

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF JUNE 24, 2021**

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

The Governing Board of the Laytonville Unified School District held a regular meeting via ZOOM on June 24, 2021. Board President Calvin Harwood called the meeting to order at 5:31 p.m.

**ROLL CALL:**

Trustees Present: Calvin Harwood, Meagen Hedley, Erin Gamble, Mat Paradis & Elina Agnoli

Administrators Present: Joan Potter

Student Representative: Absent

**B. PUBLIC INPUT re CLOSED SESSION ITEMS: None**

**C. CLOSED SESSION AGENDA:**

|  |             |
|--|-------------|
| <b>CS-1: PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS</b>       | <b>CS-1</b> |
| <i>(Title: LHS Principal and LEMS Principal)</i>           |             |
| <b>CS-2: PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT</b>        | <b>CS-2</b> |
| <i>(Title: LHS Principal and LEMS Principal Contracts)</i> |             |
| <b>CS-3: PUBLIC EMPLOYEE PERFORMANCE EVALUATION</b>        | <b>CS-3</b> |
| <i>(Title: Superintendent)</i>                             |             |
| <b>CS-4: PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT</b>        | <b>CS-4</b> |
| <i>(Title: Superintendent)</i>                             |             |
| <b>CS-5: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE</b>  | <b>CS-5</b> |
| <i>(No additional information required)</i>                |             |

*(Adjourned to Closed Session at 5:33 pm)*

*(Meeting called back to order at 6:47 pm)*

**D. ANNOUNCEMENTS FROM CLOSED SESSION:** Board President Calvin Harwood announced that on Closed Session Item 2: Public Employee Appointment/Employment, the board voted unanimously to approve the LES & LHS Principals' contracts as presented. On Closed Session Item 4, Public Employee Appointment/Employment, the board voted unanimously to approve the Superintendent's contract as presented.

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

**F. ACCEPTANCE OF AGENDA:**

- **Motion** to approve the Agenda by Meagen Hedley, Seconded by Mat Paradis, unanimously approved with a 5-0 vote.

**G. PUBLIC INPUT: None**

**H. ACTION: CONSENT AGENDA**

- June 17, 2021 Regular Meeting Minutes
- Personnel Assignment Order
- Consolidated Application for Funding Categorical Aid Programs

**Motion** to accept the Consent Agenda by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

## I. DISCUSSION / ACTION ITEMS:

### I.1. Adoption of the 2021/2022 Budget

- After further review of the 21/22 budget an amendment is needed. Revenue was overstated by \$35,491.86 in restricted funding, which could, in out years effect expenditures. The deficit left by this amendment will most likely be filled by ESSER III funding as most of the overstated revenue was from ESSER I funds.
- The budget is based on the latest version of the LCFF calculator with lower enrollment/ADA projections
- Budget Highlights
  - LCFF revenue is up \$147,000 due to a 5.07% COLA. LCFF revenue includes supplemental/concentration which is down.
  - Federal revenue is down \$241,000 due primarily to one-time Covid related dollars being spent (-169,000). Impact Aid and MAA are budgeted slightly lower than 20/21 actuals (less -15,800) and the one time USDA van grant of 50,800 is removed from revenue.
  - State revenue is up \$388,595 all due to Covid dollars. CTEIG carryover reduced 25,700.
  - Local revenue is down \$65,000. The primary factors causing this are grant funds ending (LCSSP, ROP) and a reduction to Special Education funding.
  - Net effect is a \$165,640 increase in revenue.
  - A major component of the budget continues to be employee costs. SUI increased from .05% to 1.23% for 21/22.
  - 3% increase in health benefits costs
  - Increases in both PERS (.77%) and STRS (2.21%) costs
  - Encroachment by Special Education continues to increase as funding continues to decline.
  - Covid and distance learning have caused an influx of one time dollars that must be spent by 9/2024. As a result the MYP through 2024 looks strong but we will need to be vigilant in the out years. With declining enrollment we are projected to drop a band at the High School in 22/23 and supplemental/concentration funds continue to decrease.
  - We continue to maintain a 4% economic uncertainty reserve and a 6% stabilization agreement reserve.
- **Motion** to adopt the proposed 2021/22 Budget as amended by Mat Paradis, seconded by Erin Gamble, unanimously approved with a 5-0 vote.

### I.2. Approval of the 2021-2024 Local Control Accountability Plan (LCAP)

- The 2021-2021 LCAP was presented at a Public Hearing on June 17, 2021. The plan has been finalized and is being presented tonight for Board adoption and approval.
- **Motion** to adopt the 2021-2024 Local Control Accountability Plan (LCAP) by Meagen Hedley, Seconded by Mat Paradis, unanimously approved with a 5-0 vote.

### I.3. Amendment to Superintendent's Contract

- The Board reported out action taken regarding the Superintendent's contract for the year 2021/2022.
- **Motion** to approve the amendment of the Superintendent's contract with a 3% raise by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 5-0 vote.

I.4. Resolution No. 609 for Appropriating the Ending 2020/21 Balance to a Reserve

- Article XIII B of the California Constitution requires we appropriate our ending balance to our reserve account at the end of each school year. This resolution provides for the appropriation.
- **Motion** to adopt Resolution No. 609 for Appropriating the Ending 2020/21 Balance to a Reserve by Elina Agnoli, seconded by Erin Gamble, unanimously approved with a 5-0 vote.

I.5. Resolution No. 610 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. Resolution No. 610 provides for this authorization.
- **Motion** to adopt Resolution No. 610 for Authorizing Budgetary Transfers by Mat Paradis, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

I.6. Resolution No. 611 for Permitting Fund Transfers by County Office

- In order for the County Superintendent of School to transfer funds to pay end of year obligations the Laytonville Unified School District Board of Trustees must approve a resolution permitting them to do so.
- **Motion** to approve Resolution No. 611 for Permitting Fund Transfers by County Office by Elina Agnoli, seconded by Erin Gamble, unanimously approved with a 5-0 vote.

I.7. Resolution No. 612 for Fund Transfers for Upcoming Fiscal Year

- In order for the Superintendent and Business Manager to make fund transfers during the 2021/22 school year the Board must pass a resolution authorizing them to do so.
- **Motion** to approve Resolution No. 612 for Fund Transfers for Upcoming Fiscal Year by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 5-0 vote.

I.8. Resolution No. 613 for Temporary Interfund Cash Transfers for Upcoming Fiscal Year

- This resolution authorizes the Superintendent and Business Manager to temporarily transfer funds to another fund or account of the District to pay obligations.
- Motion to approve Resolution No. 613 for Interfund Temporary Cash Transfers for Upcoming Fiscal Year by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

I.9. Resolution No. 614 for Establishing a Board Reserve for Economic Uncertainty Higher than the State Requirement

- Districts are required to adopt a resolution for establishing a reserve that is higher than the 4% economic uncertainty state requirement amount. CDE urges school districts to commit to maintaining “a prudent level of financial reserves to protect against the need to reduce services because of temporary revenue short falls or unpredicted expenditures”.
- **Motion** to adopt Resolution No. 614 for Establishing a Board Reserve for Economic Uncertainty Higher than the State Requirement by Meagen Hedley, seconded by Mat Paradis, unanimously approved by a 5-0 vote.

#### I.10. Resolution No. 615 for Establishing a Pupil Transportation Equipment Fund

- The District is being held harmless for transportation funds that were not spent this year due to COVID. By setting up a Fund 15 for Pupil Transportation Equipment, leftover transportation funds can be moved and used for transportation purchases.
- **Motion** to adopt Resolution No. 615 for Establishing a Pupil Transportation Equipment Fund by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 5-0 vote.

#### I.11. Approval of the 2021/2022 LCFF Budget Overview for Parents

- As required by Education Code Section 52064.1, each district is to develop the Local Control Funding Formula Budget Overview for Parents in conjunction with the first interim budget report. The Business Manager will review the Budget Overview for Parents with the Board.
- **Motion** to adopt the LCFF Budget Overview for Parents by Meagen Hedley, seconded by Erin Gamble, unanimously approved with a 5-0 vote.

#### I.12. Approval of the 2019/20 & 2020/21 LCAP Annual Update

- The timeline for completing the 2019/2020 Local Control Accountability Plan annual update was extended as a result of COVID. Additionally a new plan called the Local Continuity and Attendance Plan was required of all school districts.
- The completion of the annual updates was instrumental in creating the 2021-2024 new Local Control Accountability Plan.
- **Motion** to approve the 2019/2020 & 2020/2021 LCAP Annual Updates by Mat Paradis, seconded by Erin Gamble, unanimously approved with a 5-0 vote.

### **J. INFORMATION ITEMS:**

#### J.1. LCAP Local Indicators

LCFF statute requires that the CA Accountability System include standards for all LCFF priorities. However, state collected data is not available for every priority. For those priorities without indicator data collected by the state, the State Boards has identified that data to be collected by the local education agency.

In order to meet the standard for the Local Indicators, LEAs must:

1. Measure their progress using locally available information
2. Report the results to the LEA's local governing board at a regularly scheduled public meeting, and
3. Upload and publicly report the results through the dashboard.

The Local Indicators include: **Priority One:** Basic Services, **Priority Two:** Implementation of State Standards, **Priority Three:** Parental Involvement, **Priority Six:** School Climate and **Priority Seven:** Course Access. The following describe the results of required data collection:

*\*See Board Packet for charts and graphs*

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

**L. COMMENTS FROM THE BOARD:** Hope everyone has fun this summer.

**M. ADJOURNMENT:**

**Motion** to adjourn the meeting by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 5-0 vote. The meeting was adjourned at 7:32 p.m. The next regular meeting will be held on August 12, 2021.

Respectfully submitted,

Adopted as Final  
August 12, 2021

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Joan Viada Potter  
Secretary to the Board

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Calvin Harwood  
President of the Board



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**PERSONNEL ASSIGNMENT ORDER #1 2021/22**

August 12, 2021

|                                 | <u>Employment Position</u>            | <u>Status</u> | <u>Salary</u> | <u>Effective</u> |
|---------------------------------|---------------------------------------|---------------|---------------|------------------|
| <u>Certificated Appointment</u> |                                       |               |               |                  |
| Davis, Jennifer                 | 1 FTE Kindergarten Teacher            | Prob.         | \$45,638      | 8/18/2021        |
| Davis, Sarah                    | 1 FTE 5 <sup>th</sup> Grade Teacher   | Prob.         | \$45,638      | 8/18/2021        |
| Keller, Madeline                | 0.5 FTE Graphic Arts Teacher          | Prob.         | \$23,334      | 8/18/2021        |
| Rogers, Justice                 | 0.114 FTE Welding/Machining           | Prob.         | \$5,320       | 8/18/2021        |
| Harwood, Henry                  | 1 FTE 2 <sup>nd</sup> Grade Teacher   | Prob.         | \$45,638      | 8/18/2021        |
| Gardner, Megan                  | 1 FTE K/1 <sup>st</sup> Grade Teacher | Prob.         | \$46,668      | 8/18/2021        |
| Keough, Patrick                 | 1 FTE 6 <sup>th</sup> Grade Teacher   | Prob.         | TBD           | 8/18/2021        |

Certificated Resignation

Certificated Layoff

Certificated Leave of Absence

Certificated Transfer

|                   |  |       |          |           |
|-------------------|--|-------|----------|-----------|
| Patton, Stacey    | 1 FTE Intervention Teacher                     | Perm. | \$88,053 | 8/18/2021 |
| McCrum, Amanda    | 1 FTE Intervention Teacher                     | Perm. | \$55,209 | 8/18/2021 |
| Jacobson, Lindsay | 1 FTE 3 <sup>rd</sup> /4 <sup>th</sup> Teacher | Perm. | \$48,573 | 8/18/2021 |
| Dunham, Suzie     | 1 FTE LHS SPED Teacher                         | Perm. | \$75,729 | 8/18/2021 |

Classified Appointment

|                              |                            |       |                     |           |
|------------------------------|----------------------------|-------|---------------------|-----------|
| Carter, Kelsea               | 5.8 hrs/wk SPED IA         | Prob. | \$15.10/hr          | 8/19/2021 |
| Hale, Taylor                 | 5.8 hrs/wk IA              | Prob. | \$15.05/hr          | 8/19/2021 |
| Pearce-Sebastiani, Kimberley | 4.39 SPED IA/1.5 Yard Sup. | Prob. | \$15.10/hr          | 8/19/2021 |
| Rodriguez, Nathanael         | 8 hr Cust./Maint.          | Prob. | \$15.71/hr          | 8/19/2021 |
| Soto, Kaniesha               | 4.3 hr IA/1.5 hr Yard      | Prob. | \$15.15/\$15.20/hr. | 8/19/2021 |
| Frost, Misty                 | Preschool Director         | Perm. | \$17.70/hr          | 8/19/2021 |

Classified/Confidential Appointment

Classified/Confidential Resignation

Classified/Confidential Reduction

Classified Transfer

Classified Retirement

Classified Termination

Classified Layoff

Coaching Positions

|                    |                      |                |
|--------------------|----------------------|----------------|
| Hernandez, Michael | LHS Football Coach   | \$1800 Stipend |
| Anderson, Maria    | LHS Volleyball Coach | \$1800 Stipend |
| Craver, Alyssa     | LMS Volleyball Coach | \$1400 Stipend |





**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**REVOLVING CASH FUND #1 2021/22**

August 12, 2021

| <u>DATE</u> | <u>CHECK #</u> | <u>PAYEE</u>                        | <u>REFERENCE</u> | <u>AMOUNT</u> |
|-------------|----------------|-------------------------------------|------------------|---------------|
| 7/2/2021    | 2194           | Commission on Teacher Credentialing | Cred. Waiver     | \$100.00      |
| 8/1/2021    | 2195           | Commission on Teacher Credentialing | Cred. Waiver     | \$100.00      |



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**

**WARRANT LIST**

August 12, 2021

| Checks Dated 06/11/2021 through 08/06/2021 |            |                               |             |                 |              |
|--|------------|-------------------------------|-------------|-----------------|--------------|
| Check Number                               | Check Date | Pay to the Order of           | Fund-Object | Expensed Amount | Check Amount |
| 713744                                     | 06/17/2021 | HANSEN, JUDY E                | 01-4300     |                 | 416.36       |
| 713745                                     | 06/17/2021 | HENRY, TIMOTHY J              | 01-4300     |                 | 83.96        |
| 713746                                     | 06/17/2021 | STANGE, LORRE                 | 01-4300     |                 | 105.44       |
| 713747                                     | 06/17/2021 | ACSA                          | 01-5300     |                 | 1,464.10     |
| 713748                                     | 06/17/2021 | CLOVER STORNETTA FARMS INC.   | 13-4700     |                 | 69.00        |
| 713749                                     | 06/17/2021 | COLLEGE BOARD AP EXAMS        | 01-4300     |                 | 622.00       |
| 713750                                     | 06/17/2021 | DFA-ACTUARIES, LLC            | 01-5800     |                 | 500.00       |
| 713751                                     | 06/17/2021 | FRONTIER                      | 01-5903     | 2,871.29        |              |
|  |            |                               | 13-5903     | 53.91           | 2,925.20     |
| 713752                                     | 06/17/2021 | KELLY MOORE PAINT CO INC      | 01-4300     | 693.01          |              |
|  |            |                               | 14-4300     | 1,732.61        | 2,425.62     |
| 713753                                     | 06/17/2021 | LAYTONVILLE UNIFIED REVOLVING | 01-5904     |                 | 116.45       |
| 713754                                     | 06/17/2021 | LONG VALLEY MARKET            | 01-4300     |                 | 30.91        |
| 713755                                     | 06/17/2021 | UKIAH TROPHIES AND GIFTS      | 01-4300     |                 | 89.82        |
| 713756                                     | 06/17/2021 | VERIZON WIRELESS              | 01-5901     |                 | 152.04       |
| 713757                                     | 06/17/2021 | WEATHERTOP NURSERY            | 01-4300     |                 | 37.89        |
| 713758                                     | 06/17/2021 | XEROX CORPORATION             | 01-5600     |                 | 640.64       |
| 714225                                     | 06/24/2021 | AMAZON                        | 01-4300     | 1,408.42        |              |
|  |            |                               | 12-4300     | 193.10          | 1,601.52     |
| 714226                                     | 06/24/2021 | Arrow Benefits Group          | 69-5800     |                 | 434.96       |
| 714227                                     | 06/24/2021 | CDW GOVERNMENT INC.           | 01-4365     |                 | 759.82       |
| 714228                                     | 06/24/2021 | FORT BRAGG ELECTRIC INC.      | 01-5800     |                 | 1,087.71     |
| 714229                                     | 06/24/2021 | FRONTIER                      | 01-5903     |                 | 111.32       |
| 714230                                     | 06/24/2021 | KIRVIN, JONI                  | 01-4300     |                 | 220.00       |
| 714231                                     | 06/24/2021 | LONG VALLEY MARKET            | 01-4300     |                 | 41.07        |
| 714232                                     | 06/24/2021 | SOUND & SIGNAL INC.           | 01-5600     |                 | 1,447.62     |
| 714725                                     | 07/01/2021 | DUNHAM, SUZANNE               | 01-4300     |                 | 105.73       |
| 714726                                     | 07/01/2021 | HANSEN, LINDSAY A             | 01-4300     |                 | 207.16       |
| 714727                                     | 07/01/2021 | SALMERON ARREGUIN, PEDRO      | 01-4300     |                 | 63.62        |
| 714728                                     | 07/01/2021 | STANGE, LORRE                 | 01-4300     |                 | 396.41       |
| 714729                                     | 07/01/2021 | ARROW BENEFITS GROUP          | 68-5600     | 156.25          |              |
|  |            |                               | 69-5600     | 79.00           | 235.25       |
| 714730                                     | 07/01/2021 | CARR'S CONSTRUCTION SERVICE   | 35-6200     |                 | 242,334.64   |
| 714731                                     | 07/01/2021 | DANNY'S VACUUM SHOP           | 01-4300     |                 | 450.74       |
| 714732                                     | 07/01/2021 | MENDES SUPPLY COMPANY         | 01-4300     |                 | 1,140.83     |
| 714733                                     | 07/01/2021 | SCHOOL SERVICES OF CA INC.    | 01-5200     |                 | 195.00       |
| 714734                                     | 07/01/2021 | STAPLES CREDIT PLAN           | 01-4300     |                 | 407.39       |
| 714735                                     | 07/01/2021 | ZONAR SYSTEMS INC             | 01-5800     |                 | 2,803.81     |
| 715112                                     | 07/08/2021 | DUNHAM, SUZANNE               | 01-8699     |                 | 147.03       |
| 715113                                     | 07/08/2021 | ADVANCED SECURITY SYSTEMS     | 01-5600     |                 | 318.00       |
| 715114                                     | 07/08/2021 | ALAMEIDA ARCHITECTURE         | 35-6200     |                 | 3,500.00     |
| 715115                                     | 07/08/2021 | APPTEGY INC                   | 01-5800     |                 | 11,080.00    |
| 715116                                     | 07/08/2021 | CASH CARPET SERVICE           | 01-5600     | 20,000.00       |              |
|  |            |                               | 12-5600     | 7,900.00        | 27,900.00    |
| 715117                                     | 07/08/2021 | COMPUGEN                      | 01-4300     | 2,348.09        |              |
|  |            |                               | 12-4300     | 444.03          |              |

|        |            |   |            |          |           |
|--------|------------|---|------------|----------|-----------|
| 715117 |            |   | Unpaid Tax | 219.88   | 3,012.00  |
| 715118 | 07/08/2021 | CSBA-CSB (6744) C/O WEST AMERICA BANK   | 01-5300    | 4,156.00 |           |
|        |            |   | 01-5800    | 1,250.00 | 5,406.00  |
| 715119 | 07/08/2021 | EHLERT'S PETROLEUM MAINTENANCE          | 01-5800    |          | 118.75    |
| 715120 | 07/08/2021 | LAYTONVILLE WATER DISTRICT              | 01-5530    |          | 1,900.92  |
| 715121 | 07/08/2021 | MORTON, PHILIP                          | 35-6200    |          | 3,300.00  |
| 715122 | 07/08/2021 | NCSIG                                   | 01-5450    |          | 56,321.00 |
| 715123 | 07/08/2021 | PACIFIC GAS & ELECTRIC                  | 01-5510    |          | 5,611.90  |
| 715124 | 07/08/2021 | SOLID WASTE OF WILLITS                  | 01-5540    |          | 971.02    |
| 715125 | 07/08/2021 | WEX BANK                                | 01-4361    |          | 498.95    |
| 715126 | 07/08/2021 | WILLITS POWER & HARDWARE                | 01-4400    |          | 703.83    |
| 715127 | 07/08/2021 | XEROX CORPORATION                       | 01-5600    |          | 32.46     |
| 715499 | 07/15/2021 | BUSINESS CARD, BANK OF AMERICA          | 01-4300    | 3,515.05 |           |
|        |            |   | 01-5600    | 1,937.86 |           |
|        |            |   | 01-5800    | 14.99    |           |
|        |            |   | 01-5901    | 24.21    |           |
|        |            |   | 12-4300    | 304.72   | 5,796.83  |
| 715500 | 07/15/2021 | FRONTIER                                | 01-5903    | 3,207.32 |           |
|        |            |   | 13-5903    | 54.17    | 3,261.49  |
| 715501 | 07/15/2021 | KELLEY AUTOMOTIVE                       | 01-5600    |          | 600.00    |
| 715502 | 07/15/2021 | LONG VALLEY AUTO SUPPLY                 | 01-4364    |          | 550.33    |
| 715503 | 07/15/2021 | LONG VALLEY LUMBER                      | 01-4300    |          | 296.38    |
| 715504 | 07/15/2021 | PACIFIC GAS & ELECTRIC                  | 01-5510    |          | 219.51    |
| 715505 | 07/15/2021 | PETERSON                                | 01-5600    |          | 3,797.81  |
| 715506 | 07/15/2021 | UKIAH TRUCK REPAIR                      | 01-5600    |          | 1,890.00  |
| 715507 | 07/15/2021 | WEATHERTOP NURSERY                      | 01-4300    |          | 116.02    |
| 715508 | 07/15/2021 | XEROX CORPORATION                       | 01-5600    |          | 537.44    |
| 716322 | 07/29/2021 | RORIPAUGH, ELIZABETH A                  | 01-4300    | 71.00    |           |
|        |            |   | 01-5200    | 124.32   | 195.32    |
| 716323 | 07/29/2021 | A-Z BUS SALES INC                       | 01-4364    |          | 38.49     |
| 716324 | 07/29/2021 | ARROW BENEFITS GROUP                    | 68-5600    | 149.75   |           |
|        |            |   | 69-5600    | 76.00    | 225.75    |
| 716325 | 07/29/2021 | CALIF. DEPT. OF TAX & FEE ADM.          | 01-4361    |          | 7.00      |
| 716326 | 07/29/2021 | CASH CARPET SERVICE                     | 01-9500    |          | 9,500.00  |
| 716327 | 07/29/2021 | CPM EDUCATIONAL PROGRAM                 | 01-4100    |          | 9,819.02  |
| 716328 | 07/29/2021 | DEPARTMENT OF JUSTICE ACCOUNTING OFFICE | 01-5814    |          | 32.00     |
| 716329 | 07/29/2021 | LAYTONVILLE UNIFIED REVOLVING           | 01-5800    |          | 100.00    |
| 716330 | 07/29/2021 | LONG VALLEY MARKET                      | 01-4300    |          | 449.28    |
| 716331 | 07/29/2021 | MENDES SUPPLY COMPANY                   | 01-4300    |          | 95.43     |
| 716332 | 07/29/2021 | MENDOCINO COUNTY OFFICE OF ED           | 01-5200    | 80.00    |           |
|        |            |   | 01-9500    | 1,635.50 | 1,715.50  |
| 716333 | 07/29/2021 | VERIZON WIRELESS                        | 01-5901    |          | 152.04    |

|              |            |                                   |                               |           |                   |
|--------------|------------|-----------------------------------|-------------------------------|-----------|-------------------|
| 716334       | 07/29/2021 | WEX BANK                          | 01-4361                       |           | 211.38            |
| 716687       | 08/05/2021 | AMAZON                            | 01-4100                       | 5,022.92  |                   |
|              |            |                                   | 01-4300                       | 8.45-     |                   |
|              |            |                                   | 01-9500                       | 809.73    | 5,824.20          |
| 716688       | 08/05/2021 | ARKIN, IZMAEL                     | 01-5800                       |           | 4,522.50          |
| 716689       | 08/05/2021 | CARR'S CONSTRUCTION SERVICE       | 35-6200                       |           | 249,158.97        |
| 716690       | 08/05/2021 | EHLERT'S PETROLEUM<br>MAINTENANCE | 01-5800                       |           | 484.62            |
| 716691       | 08/05/2021 | EUREKA OXYGEN                     | 01-5600                       |           | 1,075.00          |
| 716692       | 08/05/2021 | FRONTIER                          | 01-5903                       |           | 110.30            |
| 716693       | 08/05/2021 | LONG VALLEY MARKET                | 01-4300                       |           | 12.92             |
| 716694       | 08/05/2021 | MCGRAW-HILL                       | 01-4100                       |           | 11,048.79         |
| 716695       | 08/05/2021 | MENDES SUPPLY COMPANY             | 01-4300                       |           | 393.48            |
| 716696       | 08/05/2021 | MORTON, PHILIP                    | 35-6200                       |           | 1,100.00          |
| 716697       | 08/05/2021 | ROUND TREE GLASS                  | 01-6200                       |           | 2,861.02          |
| 716698       | 08/05/2021 | STAPLES CREDIT PLAN               | 01-9500                       |           | 63.64             |
| 716699       | 08/05/2021 | XEROX CORPORATION                 | 01-5600                       |           | 41.32             |
| VCH-00000006 | 07/29/2021 | FORD, SHANNON                     | 01-4300                       |           | 94.88             |
|              |            |                                   | <b>Total Number of Checks</b> | <b>87</b> | <b>700,944.55</b> |

#### Fund Recap

| <u>Fund</u>               | <u>Description</u>           | <u>Check Count</u> | <u>Expensed Amount</u> |
|---------------------------|------------------------------|--------------------|------------------------|
| 01                        | GENERAL FUND                 | 78                 | 189,683.56             |
| 12                        | CHILD DEVELOPMENT            | 4                  | 8,841.85               |
| 13                        | CAFETERIA SPECIAL REVENUE FU | 3                  | 177.08                 |
| 14                        | DEFERRED MAINTENANCE         | 1                  | 1,732.61               |
| 35                        | COUNTY SCHOOL FACILITIES     | 5                  | 499,393.61             |
| 68                        | SELF-INSURANCE (dental)      | 2                  | 306.00                 |
| 69                        | SELF-INSURANCE (vision)      | 3                  | 589.96                 |
| Total Number of Checks    |                              | <b>87</b>          | <b>700,724.67</b>      |
| Less Unpaid Tax Liability |                              |                    | <b>219.88</b>          |
| <b>Net (Check Amount)</b> |                              |                    | <b>700,944.55</b>      |



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**MONTHLY BUDGET REPORT**

August 12, 2021

| Object                                     | Description | Adopted Budget      | Revised Budget      | Debit             | Credit              | Account Balance     |
|--|-------------|---------------------|---------------------|-------------------|---------------------|---------------------|
| <b>Fund 01 - GENERAL</b>                   |             |                     |                     |                   |                     |                     |
| 9000                                       |             | 2,378,436.70        | 2,491,818.98        | 110,968.99        | 2,602,787.97        | 2,491,818.98        |
| <b>Total for Starting Balance accounts</b> |             | <b>2,378,436.70</b> | <b>2,491,818.98</b> | <b>110,968.99</b> | <b>2,602,787.97</b> | <b>2,491,818.98</b> |

| Object                            | Description             | Adopted Budget      | Revised Budget      | Revenue             | Account Balance   |
|-----------------------------------|-------------------------|---------------------|---------------------|---------------------|-------------------|
| 8000                              | Revenue Limit (Summary) | 5,128,994.92        | 6,164,055.23        | 5,683,912.59        | 480,142.64        |
| <b>Total for Revenue accounts</b> |                         | <b>5,128,994.92</b> | <b>6,164,055.23</b> | <b>5,683,912.59</b> | <b>480,142.64</b> |

| Object                            | Description           | Adopted Budget      | Revised Budget      | Encumbered | Expenditure         | Account Balance   |
|-----------------------------------|-----------------------|---------------------|---------------------|------------|---------------------|-------------------|
| 1000                              | Certificated Salaries | 1,980,934.47        | 1,953,651.25        |            | 1,886,836.50        | 66,814.75         |
| 2000                              | Classified Salaries   | 1,031,624.39        | 979,817.93          |            | 938,502.81          | 41,315.12         |
| 3000                              | Employee Benefits     | 1,506,885.09        | 1,412,590.13        |            | 1,196,045.99        | 216,544.14        |
| 4000                              | Books and Supplies    | 597,752.99          | 640,334.00          |            | 487,120.99          | 153,213.01        |
| 5000                              | Services              | 722,282.24          | 767,106.17          |            | 552,923.73          | 214,182.44        |
| 6000                              | Capital Outlay        | 16,000.00           | 134,228.10          |            | 65,997.12           | 68,230.98         |
| 7000                              | Other Outgo           | 4,995.62            | 117,207.87          |            | 103,328.53          | 13,879.34         |
| <b>Total for Expense accounts</b> |                       | <b>5,860,474.80</b> | <b>6,004,935.45</b> | <b>.00</b> | <b>5,230,755.67</b> | <b>774,179.78</b> |

| Object                                   | Description | Adopted Budget      | Revised Budget      | Debit               | Credit              | Account Balance |
|--|-------------|---------------------|---------------------|---------------------|---------------------|-----------------|
| 9000                                     |             | 1,646,956.82        | 2,650,938.76        | 1,266,249.33        | 1,266,249.33        | .00             |
| <b>Total for Ending Balance accounts</b> |             | <b>1,646,956.82</b> | <b>2,650,938.76</b> | <b>1,266,249.33</b> | <b>1,266,249.33</b> | <b>.00</b>      |

| <b>Total for Fund 01</b> |                  |              |                |                |                             |  |
|--------------------------|------------------|--------------|----------------|----------------|-----------------------------|--|
|                          | Starting Balance | + Revenues   | - Encumbrances | - Expenditures | = Calculated Ending Balance |  |
| <b>Budgeted</b>          | 2,491,818.98     | 6,164,055.23 |                | 6,004,935.45   | 2,650,938.76                |  |
| <b>Actual</b>            | 2,491,818.98     | 5,683,912.59 | .00            | 5,230,755.67   | 2,944,975.90                |  |

| <b>Fund 12 - CHILDDEV</b>                  |  |                  |                  |                  |                  |                  |
|--|--|------------------|------------------|------------------|------------------|------------------|
| 9000                                       |  | 39,638.37        | 34,344.73        | 23,887.76        | 58,232.49        | 34,344.73        |
| <b>Total for Starting Balance accounts</b> |  | <b>39,638.37</b> | <b>34,344.73</b> | <b>23,887.76</b> | <b>58,232.49</b> | <b>34,344.73</b> |

| Object                            | Description             | Adopted Budget    | Revised Budget    | Revenue           | Account Balance  |
|-----------------------------------|-------------------------|-------------------|-------------------|-------------------|------------------|
| 8000                              | Revenue Limit (Summary) | 132,750.00        | 152,293.60        | 154,408.59        | 2,114.99-        |
| <b>Total for Revenue accounts</b> |                         | <b>132,750.00</b> | <b>152,293.60</b> | <b>154,408.59</b> | <b>2,114.99-</b> |

| Object | Description         | Adopted Budget | Revised Budget | Encumbered | Expenditure | Account Balance |
|--------|---------------------|----------------|----------------|------------|-------------|-----------------|
| 2000   | Classified Salaries | 70,928.51      | 62,265.07      |            | 62,265.07   | .00             |

| Object                               | Description        | Adopted Budget    | Revised Budget    | Encumbered | Expenditure       | Account Balance |
|--------------------------------------|--------------------|-------------------|-------------------|------------|-------------------|-----------------|
| <b>Fund 12 - CHLDDEV (continued)</b> |                    |                   |                   |            |                   |                 |
| 3000                                 | Employee Benefits  | 34,744.46         | 33,460.75         |            | 33,460.75         | .00             |
| 4000                                 | Books and Supplies | 7,130.67          | 46,303.27         |            | 46,316.40         | 13.13-          |
| 5000                                 | Services           | 12,500.00         | 20,384.00         |            | 20,384.00         | .00             |
| 7000                                 | Other Outgo        | 4,500.00          | 1,230.51          |            | 648.19            | 582.32          |
| <b>Total for Expense accounts</b>    |                    | <b>129,803.64</b> | <b>163,643.60</b> | <b>.00</b> | <b>163,074.41</b> | <b>569.19</b>   |

| Object                                   | Description | Adopted Budget   | Revised Budget   | Debit            | Credit           | Account Balance |
|--|-------------|------------------|------------------|------------------|------------------|-----------------|
| 9000                                     |             | 42,584.73        | 22,994.73        | 49,352.51        | 49,352.51        | .00             |
| <b>Total for Ending Balance accounts</b> |             | <b>42,584.73</b> | <b>22,994.73</b> | <b>49,352.51</b> | <b>49,352.51</b> | <b>.00</b>      |

| <b>Total for Fund 12</b> |                  |            |                |                |                             |  |
|--------------------------|------------------|------------|----------------|----------------|-----------------------------|--|
|                          | Starting Balance | + Revenues | - Encumbrances | - Expenditures | = Calculated Ending Balance |  |
| <b>Budgeted</b>          | 34,344.73        | 152,293.60 |                | 163,643.60     | 22,994.73                   |  |
| <b>Actual</b>            | 34,344.73        | 154,408.59 | .00            | 163,074.41     | 25,678.91                   |  |

| <b>Fund 13 - CAFETRIA</b>                  |  |               |               |            |               |               |
|--|--|---------------|---------------|------------|---------------|---------------|
| 9000                                       |  | 250.00        | 250.00        |            | 250.00        | 250.00        |
| <b>Total for Starting Balance accounts</b> |  | <b>250.00</b> | <b>250.00</b> | <b>.00</b> | <b>250.00</b> | <b>250.00</b> |

| Object                            | Description             | Adopted Budget    | Revised Budget    | Revenue          | Account Balance  |
|-----------------------------------|-------------------------|-------------------|-------------------|------------------|------------------|
| 8000                              | Revenue Limit (Summary) | 178,495.62        | 140,567.47        | 56,799.96        | 83,767.51        |
| <b>Total for Revenue accounts</b> |                         | <b>178,495.62</b> | <b>140,567.47</b> | <b>56,799.96</b> | <b>83,767.51</b> |

| Object                            | Description         | Adopted Budget    | Revised Budget    | Encumbered | Expenditure       | Account Balance  |
|-----------------------------------|---------------------|-------------------|-------------------|------------|-------------------|------------------|
| 2000                              | Classified Salaries | 58,854.47         | 56,174.57         |            | 48,847.72         | 7,326.85         |
| 3000                              | Employee Benefits   | 35,641.15         | 33,392.90         |            | 28,722.84         | 4,670.06         |
| 4000                              | Books and Supplies  | 79,000.00         | 46,000.00         |            | 34,819.71         | 11,180.29        |
| 5000                              | Services            | 5,000.00          | 5,000.00          |            | 3,463.40          | 1,536.60         |
| <b>Total for Expense accounts</b> |                     | <b>178,495.62</b> | <b>140,567.47</b> | <b>.00</b> | <b>115,853.67</b> | <b>24,713.80</b> |

| Object                                   | Description | Adopted Budget | Revised Budget | Debit            | Credit           | Account Balance |
|--|-------------|----------------|----------------|------------------|------------------|-----------------|
| 9000                                     |             | 250.00         | 250.00         | 47,680.00        | 47,680.00        | .00             |
| <b>Total for Ending Balance accounts</b> |             | <b>250.00</b>  | <b>250.00</b>  | <b>47,680.00</b> | <b>47,680.00</b> | <b>.00</b>      |



| Object                   | Description             | Adopted Budget    | Revised Budget        | Debit                 | Credit                             | Account Balance |
|--------------------------|-------------------------|-------------------|-----------------------|-----------------------|------------------------------------|-----------------|
| <b>Total for Fund 13</b> |                         |                   |                       |                       |                                    |                 |
|                          | <u>Starting Balance</u> | <u>+ Revenues</u> | <u>- Encumbrances</u> | <u>- Expenditures</u> | <u>= Calculated Ending Balance</u> |                 |
| Budgeted                 | 250.00                  | 140,567.47        |                       | 140,567.47            |                                    | 250.00          |
| Actual                   | 250.00                  | 56,799.96         | .00                   | 115,853.67            |                                    | 58,803.71-      |

| <b>Fund 14 - DEF MANT</b> |  |            |              |                 |                 |              |
|---------------------------|--|------------|--------------|-----------------|-----------------|--------------|
| 9000                      |  |            | 65.34        | 7,772.75        | 7,838.09        | 65.34        |
|                           | <b>Total for Starting Balance accounts</b> | <u>.00</u> | <u>65.34</u> | <u>7,772.75</u> | <u>7,838.09</u> | <u>65.34</u> |

| Object | Description                       | Adopted Budget   | Revised Budget    | Revenue           | Account Balance |
|--------|-----------------------------------|------------------|-------------------|-------------------|-----------------|
| 8000   | Revenue Limit (Summary)           | 19,603.00        | 123,505.48        | 123,505.48        | .00             |
|        | <b>Total for Revenue accounts</b> | <u>19,603.00</u> | <u>123,505.48</u> | <u>123,505.48</u> | <u>.00</u>      |

| Object | Description                       | Adopted Budget   | Revised Budget    | Encumbered | Expenditure       | Account Balance |
|--------|-----------------------------------|------------------|-------------------|------------|-------------------|-----------------|
| 4000   | Books and Supplies                |                  | 47,248.57         |            | 47,248.57         | .00             |
| 5000   | Services                          | 19,603.00        | 10,704.85         |            | 10,704.85         | .00             |
| 6000   | Capital Outlay                    |                  | 65,617.40         |            | 65,617.40         | .00             |
|        | <b>Total for Expense accounts</b> | <u>19,603.00</u> | <u>123,570.82</u> | <u>.00</u> | <u>123,570.82</u> | <u>.00</u>      |

| Object | Description                              | Adopted Budget | Revised Budget | Debit             | Credit            | Account Balance |
|--------|--|----------------|----------------|-------------------|-------------------|-----------------|
| 9000   |  |                |                | 117,265.00        | 117,265.00        | .00             |
|        | <b>Total for Ending Balance accounts</b> | <u>.00</u>     | <u>.00</u>     | <u>117,265.00</u> | <u>117,265.00</u> | <u>.00</u>      |

| <b>Total for Fund 14</b> |                         |                   |                       |                       |                                    |     |
|--------------------------|-------------------------|-------------------|-----------------------|-----------------------|------------------------------------|-----|
|                          | <u>Starting Balance</u> | <u>+ Revenues</u> | <u>- Encumbrances</u> | <u>- Expenditures</u> | <u>= Calculated Ending Balance</u> |     |
| Budgeted                 | 65.34                   | 123,505.48        |                       | 123,570.82            |                                    | .00 |
| Actual                   | 65.34                   | 123,505.48        | .00                   | 123,570.82            |                                    | .00 |

| <b>Fund 21 - BLDG BND</b> |  |                     |                     |                   |                     |                     |
|---------------------------|--|---------------------|---------------------|-------------------|---------------------|---------------------|
| 9000                      |  | 1,058,006.17        | 1,061,334.44        | 129,430.40        | 1,190,764.84        | 1,061,334.44        |
|                           | <b>Total for Starting Balance accounts</b> | <u>1,058,006.17</u> | <u>1,061,334.44</u> | <u>129,430.40</u> | <u>1,190,764.84</u> | <u>1,061,334.44</u> |

| Object | Description                       | Adopted Budget | Revised Budget  | Revenue         | Account Balance |
|--------|-----------------------------------|----------------|-----------------|-----------------|-----------------|
| 8000   | Revenue Limit (Summary)           |                | 5,967.17        | 5,967.17        | .00             |
|        | <b>Total for Revenue accounts</b> | <u>.00</u>     | <u>5,967.17</u> | <u>5,967.17</u> | <u>.00</u>      |

| Object | Description | Adopted Budget | Revised Budget | Encumbered | Expenditure | Account Balance |
|--------|-------------|----------------|----------------|------------|-------------|-----------------|
|--------|-------------|----------------|----------------|------------|-------------|-----------------|

| Object                                | Description             | Adopted Budget    | Revised Budget        | Encumbered            | Expenditure                        | Account Balance |
|---------------------------------------|-------------------------|-------------------|-----------------------|-----------------------|------------------------------------|-----------------|
| <b>Fund 21 - BLDG BND (continued)</b> |                         |                   |                       |                       |                                    |                 |
| 5000                                  | Services                | 3,000.00          | 3,000.00              |                       | 3,000.00                           | .00             |
| 6000                                  | Capital Outlay          | 1,055,006.17      | 1,064,301.61          |                       | 1,064,301.61                       | .00             |
| Total for Expense accounts            |                         | 1,058,006.17      | 1,067,301.61          | .00                   | 1,067,301.61                       | .00             |
| Object                                | Description             | Adopted Budget    | Revised Budget        | Debit                 | Credit                             | Account Balance |
| 9000                                  |                         |                   |                       | 1,193,865.00          | 1,193,865.00                       | .00             |
| Total for Ending Balance accounts     |                         | .00               | .00                   | 1,193,865.00          | 1,193,865.00                       | .00             |
| <b>Total for Fund 21</b>              |                         |                   |                       |                       |                                    |                 |
|                                       | <u>Starting Balance</u> | <u>+ Revenues</u> | <u>- Encumbrances</u> | <u>- Expenditures</u> | <u>= Calculated Ending Balance</u> |                 |
| Budgeted                              | 1,061,334.44            | 5,967.17          |                       | 1,067,301.61          | .00                                |                 |
| Actual                                | 1,061,334.44            | 5,967.17          | .00                   | 1,067,301.61          | .00                                |                 |
| <b>Fund 35 - CNTY FAC</b>             |                         |                   |                       |                       |                                    |                 |
| Object                                | Description             | Adopted Budget    | Revised Budget        |                       | Revenue                            | Account Balance |
| 8000                                  | Revenue Limit (Summary) |                   | 1,808,386.92          |                       | 1,808,386.92                       | .00             |
| Total for Revenue accounts            |                         | .00               | 1,808,386.92          |                       | 1,808,386.92                       | .00             |
| Object                                | Description             | Adopted Budget    | Revised Budget        | Encumbered            | Expenditure                        | Account Balance |
| 6000                                  | Capital Outlay          |                   | 282,424.19            |                       | 282,424.19                         | .00             |
| Total for Expense accounts            |                         | .00               | 282,424.19            | .00                   | 282,424.19                         | .00             |
| Object                                | Description             | Adopted Budget    | Revised Budget        | Debit                 | Credit                             | Account Balance |
| 9000                                  |                         |                   | 1,525,962.73          | 245,840.00            | 245,840.00                         | .00             |
| Total for Ending Balance accounts     |                         | .00               | 1,525,962.73          | 245,840.00            | 245,840.00                         | .00             |
| <b>Total for Fund 35</b>              |                         |                   |                       |                       |                                    |                 |
|                                       | <u>Starting Balance</u> | <u>+ Revenues</u> | <u>- Encumbrances</u> | <u>- Expenditures</u> | <u>= Calculated Ending Balance</u> |                 |
| Budgeted                              |                         | 1,808,386.92      |                       | 282,424.19            | 1,525,962.73                       |                 |
| Actual                                |                         | 1,808,386.92      | .00                   | 282,424.19            | 1,525,962.73                       |                 |
| <b>Fund 40 - SPRES CP</b>             |                         |                   |                       |                       |                                    |                 |
| 9000                                  |                         | 96,413.60         | 134,318.53            | 141,614.66            | 275,933.19                         | 134,318.53      |
| Total for Starting Balance accounts   |                         | 96,413.60         | 134,318.53            | 141,614.66            | 275,933.19                         | 134,318.53      |
| Object                                | Description             | Adopted Budget    | Revised Budget        |                       | Revenue                            | Account Balance |

| Object                                | Description             | Adopted Budget   | Revised Budget   | Revenue          | Account Balance |
|---------------------------------------|-------------------------|------------------|------------------|------------------|-----------------|
| <b>Fund 40 - SPRES CP (continued)</b> |                         |                  |                  |                  |                 |
| 8000                                  | Revenue Limit (Summary) | 17,500.00        | 18,273.07        | 13,723.07        | 4,550.00        |
| <b>Total for Revenue accounts</b>     |                         | <b>17,500.00</b> | <b>18,273.07</b> | <b>13,723.07</b> | <b>4,550.00</b> |

| Object                            | Description        | Adopted Budget | Revised Budget   | Encumbered | Expenditure      | Account Balance  |
|-----------------------------------|--------------------|----------------|------------------|------------|------------------|------------------|
| 4000                              | Books and Supplies |                | 234.09           |            | 234.09           | .00              |
| 5000                              | Services           |                | 5,884.24         |            | 5,884.24         | .00              |
| 6000                              | Capital Outlay     |                | 39,415.73        |            | 41,065.73        | 1,650.00-        |
| <b>Total for Expense accounts</b> |                    | <b>.00</b>     | <b>45,534.06</b> | <b>.00</b> | <b>47,184.06</b> | <b>1,650.00-</b> |

| Object                                   | Description | Adopted Budget    | Revised Budget    | Debit            | Credit           | Account Balance |
|--|-------------|-------------------|-------------------|------------------|------------------|-----------------|
| 9000                                     |             | 113,913.60        | 107,057.54        | 47,410.00        | 47,410.00        | .00             |
| <b>Total for Ending Balance accounts</b> |             | <b>113,913.60</b> | <b>107,057.54</b> | <b>47,410.00</b> | <b>47,410.00</b> | <b>.00</b>      |

| <b>Total for Fund 40</b> |                  |            |                |                |                             |  |
|--------------------------|------------------|------------|----------------|----------------|-----------------------------|--|
|                          | Starting Balance | + Revenues | - Encumbrances | - Expenditures | = Calculated Ending Balance |  |
| Budgeted                 | 134,318.53       | 18,273.07  |                | 45,534.06      | 107,057.54                  |  |
| Actual                   | 134,318.53       | 13,723.07  | .00            | 47,184.06      | 100,857.54                  |  |

| <b>Fund 56 - DEBTSVCE</b>                  |  |            |            |              |              |            |
|--|--|------------|------------|--------------|--------------|------------|
| 9000                                       |  | .25        |            | 46.01        | 46.01        | .00        |
| <b>Total for Starting Balance accounts</b> |  | <b>.25</b> | <b>.00</b> | <b>46.01</b> | <b>46.01</b> | <b>.00</b> |
| 9000                                       |  | .25        |            |              |              | .00        |
| <b>Total for Ending Balance accounts</b>   |  | <b>.25</b> | <b>.00</b> | <b>.00</b>   | <b>.00</b>   | <b>.00</b> |

| <b>Total for Fund 56</b> |                  |            |                |                |                             |  |
|--------------------------|------------------|------------|----------------|----------------|-----------------------------|--|
|                          | Starting Balance | + Revenues | - Encumbrances | - Expenditures | = Calculated Ending Balance |  |
| Budgeted                 | .00              |            |                |                | .00                         |  |
| Actual                   | .00              |            |                |                | .00                         |  |

| <b>Fund 67 - SELF INS</b>                  |  |                  |                  |            |                  |                  |
|--|--|------------------|------------------|------------|------------------|------------------|
| 9000                                       |  | 44,191.54        | 44,513.24        |            | 44,513.24        | 44,513.24        |
| <b>Total for Starting Balance accounts</b> |  | <b>44,191.54</b> | <b>44,513.24</b> | <b>.00</b> | <b>44,513.24</b> | <b>44,513.24</b> |

| Object                            | Description             | Adopted Budget | Revised Budget | Revenue          | Account Balance   |
|-----------------------------------|-------------------------|----------------|----------------|------------------|-------------------|
| 8000                              | Revenue Limit (Summary) |                |                | 67,067.61        | 67,067.61-        |
| <b>Total for Revenue accounts</b> |                         | <b>.00</b>     | <b>.00</b>     | <b>67,067.61</b> | <b>67,067.61-</b> |

| Object                                     | Description             | Adopted Budget        | Revised Budget        | Debit                 | Credit                             | Account Balance        |
|--|-------------------------|-----------------------|-----------------------|-----------------------|------------------------------------|------------------------|
| <b>Fund 67 - SELF INS (continued)</b>      |                         |                       |                       |                       |                                    |                        |
| 9000                                       |                         | 44,191.54             | 44,513.24             |                       |                                    | .00                    |
| <b>Total for Ending Balance accounts</b>   |                         | <b>44,191.54</b>      | <b>44,513.24</b>      | <b>.00</b>            | <b>.00</b>                         | <b>.00</b>             |
| <b>Total for Fund 67</b>                   |                         |                       |                       |                       |                                    |                        |
|  | <u>Starting Balance</u> | <u>+ Revenues</u>     | <u>- Encumbrances</u> | <u>- Expenditures</u> | <u>= Calculated Ending Balance</u> |                        |
| <b>Budgeted</b>                            | 44,513.24               | .00                   |                       |                       | 44,513.24                          |                        |
| <b>Actual</b>                              | 44,513.24               | 67,067.61             |                       |                       | 111,580.85                         |                        |
| <b>Fund 68 - SFINS 81</b>                  |                         |                       |                       |                       |                                    |                        |
| 9000                                       |                         | 80,812.73             | 99,611.66             |                       | 99,611.66                          | 99,611.66              |
| <b>Total for Starting Balance accounts</b> |                         | <b>80,812.73</b>      | <b>99,611.66</b>      | <b>.00</b>            | <b>99,611.66</b>                   | <b>99,611.66</b>       |
| <b>Total for Fund 68</b>                   |                         |                       |                       |                       |                                    |                        |
| <b>Object</b>                              | <b>Description</b>      | <b>Adopted Budget</b> | <b>Revised Budget</b> |                       | <b>Revenue</b>                     | <b>Account Balance</b> |
| 8000                                       | Revenue Limit (Summary) | 27,940.00             | 27,940.00             |                       | 33,881.46                          | 5,941.46-              |
| <b>Total for Revenue accounts</b>          |                         | <b>27,940.00</b>      | <b>27,940.00</b>      |                       | <b>33,881.46</b>                   | <b>5,941.46-</b>       |
| <b>Object</b>                              | <b>Description</b>      | <b>Adopted Budget</b> | <b>Revised Budget</b> | <b>Encumbered</b>     | <b>Expenditure</b>                 | <b>Account Balance</b> |
| 5000                                       | Services                | 32,240.00             | 32,240.00             |                       | 28,689.66                          | 3,550.34               |
| <b>Total for Expense accounts</b>          |                         | <b>32,240.00</b>      | <b>32,240.00</b>      | <b>.00</b>            | <b>28,689.66</b>                   | <b>3,550.34</b>        |
| <b>Object</b>                              | <b>Description</b>      | <b>Adopted Budget</b> | <b>Revised Budget</b> | <b>Debit</b>          | <b>Credit</b>                      | <b>Account Balance</b> |
| 9000                                       |                         | 76,512.73             | 95,311.66             | 2,200.00              | 2,200.00                           | .00                    |
| <b>Total for Ending Balance accounts</b>   |                         | <b>76,512.73</b>      | <b>95,311.66</b>      | <b>2,200.00</b>       | <b>2,200.00</b>                    | <b>.00</b>             |
| <b>Total for Fund 68</b>                   |                         |                       |                       |                       |                                    |                        |
|  | <u>Starting Balance</u> | <u>+ Revenues</u>     | <u>- Encumbrances</u> | <u>- Expenditures</u> | <u>= Calculated Ending Balance</u> |                        |
| <b>Budgeted</b>                            | 99,611.66               | 27,940.00             |                       | 32,240.00             | 95,311.66                          |                        |
| <b>Actual</b>                              | 99,611.66               | 33,881.46             | .00                   | 28,689.66             | 104,803.46                         |                        |
| <b>Fund 69 - SFINS 82</b>                  |                         |                       |                       |                       |                                    |                        |
| 9000                                       |                         | 129,446.94            | 134,377.44            |                       | 134,377.44                         | 134,377.44             |
| <b>Total for Starting Balance accounts</b> |                         | <b>129,446.94</b>     | <b>134,377.44</b>     | <b>.00</b>            | <b>134,377.44</b>                  | <b>134,377.44</b>      |
| <b>Total for Fund 69</b>                   |                         |                       |                       |                       |                                    |                        |
| <b>Object</b>                              | <b>Description</b>      | <b>Adopted Budget</b> | <b>Revised Budget</b> |                       | <b>Revenue</b>                     | <b>Account Balance</b> |
| 8000                                       | Revenue Limit (Summary) | 7,300.00              | 7,300.00              |                       | 7,999.68                           | 699.68-                |
| <b>Total for Revenue accounts</b>          |                         | <b>7,300.00</b>       | <b>7,300.00</b>       |                       | <b>7,999.68</b>                    | <b>699.68-</b>         |

| Object                                | Description | Adopted Budget   | Revised Budget   | Encumbered | Expenditure     | Account Balance |
|---------------------------------------|-------------|------------------|------------------|------------|-----------------|-----------------|
| <b>Fund 69 - SFINS 82 (continued)</b> |             |                  |                  |            |                 |                 |
| 5000                                  | Services    | 10,800.00        | 10,800.00        |            | 3,068.94        | 7,731.06        |
| <b>Total for Expense accounts</b>     |             | <b>10,800.00</b> | <b>10,800.00</b> | <b>.00</b> | <b>3,068.94</b> | <b>7,731.06</b> |

| Object                                   | Description | Adopted Budget    | Revised Budget    | Debit           | Credit          | Account Balance |
|--|-------------|-------------------|-------------------|-----------------|-----------------|-----------------|
| 9000                                     |             | 125,946.94        | 130,877.44        | 3,000.00        | 3,000.00        | .00             |
| <b>Total for Ending Balance accounts</b> |             | <b>125,946.94</b> | <b>130,877.44</b> | <b>3,000.00</b> | <b>3,000.00</b> | <b>.00</b>      |

| <b>Total for Fund 69</b> |                  |            |                |                |                             |  |
|--------------------------|------------------|------------|----------------|----------------|-----------------------------|--|
|                          | Starting Balance | + Revenues | - Encumbrances | - Expenditures | = Calculated Ending Balance |  |
| <b>Budgeted</b>          | 134,377.44       | 7,300.00   |                | 10,800.00      | 130,877.44                  |  |
| <b>Actual</b>            | 134,377.44       | 7,999.68   | .00            | 3,068.94       | 139,308.18                  |  |

| <b>Fund 76 - WARR PAS</b>                  |  |            |               |            |               |               |
|--|--|------------|---------------|------------|---------------|---------------|
| 9000                                       |  |            | 406.78        |            | 406.78        | 406.78        |
| <b>Total for Starting Balance accounts</b> |  | <b>.00</b> | <b>406.78</b> | <b>.00</b> | <b>406.78</b> | <b>406.78</b> |
| 9000                                       |  |            | 406.78        |            |               | .00           |
| <b>Total for Ending Balance accounts</b>   |  | <b>.00</b> | <b>406.78</b> | <b>.00</b> | <b>.00</b>    | <b>.00</b>    |

| <b>Total for Fund 76</b> |                  |            |                |                |                             |  |
|--------------------------|------------------|------------|----------------|----------------|-----------------------------|--|
|                          | Starting Balance | + Revenues | - Encumbrances | - Expenditures | = Calculated Ending Balance |  |
| <b>Budgeted</b>          | 406.78           |            |                |                | 406.78                      |  |
| <b>Actual</b>            | 406.78           |            |                |                | 406.78                      |  |

| <b>Total for Org 048 - Laytonville Unified School District</b> |                  |              |                |                |                             |  |
|--|------------------|--------------|----------------|----------------|-----------------------------|--|
|  | Starting Balance | + Revenues   | - Encumbrances | - Expenditures | = Calculated Ending Balance |  |
| <b>Budgeted</b>  | 4,001,041.14     | 8,448,288.94 |                | 7,871,017.20   | 4,578,312.88                |  |
| <b>Actual</b>  | 4,001,041.14     | 7,955,652.53 | 0.00           | 7,061,923.03   | 4,894,770.64                |  |



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**BUDGET TRANSFERS**  
 August 12, 2021



| Journal Entry #          | Status <b>Not Found</b> | Type                       | Fiscal Year | Transaction Date      |
|--------------------------|-------------------------|----------------------------|-------------|-----------------------|
| Created<br>Requisition # |                         | Posted<br>Purchase Order # |             | Department<br>Batch # |
| Comment                  |                         |                            |             |                       |
| Account #                | Comments                | Line<br>Seq                | Debits      | Credits               |
|                          |                         |                            |             |                       |
| <b>JE # Totals</b>       |                         |                            |             |                       |





**2020-21 Quarterly Report on Williams Uniform Complaints**  
 [Education Code § 35186]

District: LAYTONVILLE UNIFIED SCHOOL DISTRICT

Person completing this form: JENNA CRONE

Quarterly Report Submission Date: *(check one)*

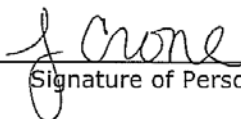
October 2020 (July, Aug, Sept 2016) **1<sup>st</sup> Quarter**  
 January 2021 (Oct, Nov, Dec 2016) **2<sup>nd</sup> Quarter**  
 April 2021 (Jan, Feb, March 2017) **3<sup>rd</sup> Quarter**  
 July 2021 (April, May, June 2017) **4<sup>th</sup> Quarter**

Date for information to be reported publicly at governing board meeting: 8/12/2021

Please check the box that applies:

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

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

 8/5/2021  
 Signature of Person Completing this form Date

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

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

Revised 08/20



**BOARD INFORMATION ITEM J1**

Board Meeting Date: August 12, 2021  
Subject: Facilities Report  
From: Joan Potter, Superintendent

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Explanation:

Donald Alameida will give a report on the Classroom 10.



## BOARD INFORMATION ITEM J2

Board Meeting Date: August 12, 2021  
Subject: Summer School Report  
From: Joan Potter, Superintendent

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### Explanation:

Summer School focused on addressing learning gaps for our students and strategies for reintegrating students into the school setting, working collaboratively, and any special needs that may have occurred during the school year due to school closures. We had good participation in the elementary school, 45 students, but of course would like to have had even more participation. The high school offered its program through Independent Study and focused on graduation requirements and credit recovery with a focus on catching students up who fell behind during the past year. Twenty-five students were served at the high school. The summer school teachers, Gaia Reid, ME Miles, Larry Coles and Suzie Dunham, deserve special recognition for their above and beyond efforts to help our students especially during these ever so challenging times. We also offered Aikido to our students and we had outstanding participation in that program especially in the beginning program. A high school student assisted the teacher, Izzy Arkin, enhancing the experience for all involved.



### **BOARD INFORMATION ITEM J3**

Board Meeting Date: August 12, 2021  
Subject: Summer Maintenance Projects Report  
From: Joan Potter, Superintendent

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#### Explanation:

- Completion of new classroom 10 at LES
- Refurbishing the MPR kitchen- New floors, new counters and storage, new sanitizer and steam table, LED lighting. Unfortunately, some of the equipment is back ordered so we will be improvising in some areas though health and safety will not be compromised.
- Ongoing maintenance of all fields, grounds and irrigation systems
- Roof repairs were planned however the contractor backed out this past week. I am now in the process of finding someone else. Meanwhile, Pedro will do the repairs that he can.
- Painting of preschool and kindergarten classrooms
- Deep cleaning and sanitizing of all rooms
- New flooring in the MPR and kitchen, preschool, kindergarten, rooms 13 and 14, the high school office and the gym concession/locker room entries.
- General rearranging of classrooms and furnishings to accommodate more distancing.
- Replaced windows at middle school with windows that open.





## BOARD INFORMATION ITEM J4

Board Meeting Date: August 12, 2021  
Subject: Superintendent's Goals  
From: Joan Potter, Superintendent

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### Explanation:

My goals this year are focused on helping the District staff transition back to in person learning while continuing to navigate the COVID-19 requirements. There are many facets to this challenge.

1. Staff Development focused on Accelerated Learning. Positive Behavior supports, English Language Learner supports.
2. Supporting and providing the appropriate training for seven new teaching staff members.
3. Supporting and providing the appropriate training for many new classified staff members.
4. Safe Cleaning Procedures- training staff and scheduling to implement COVID-19 cleaning procedures
5. Curriculum and Instruction-working with staff to deliver high quality curriculum
6. Facilities
  - Update our Facilities Master Plan. Work on a new five year plan.
  - New paving for playgrounds and elementary parking lot
  - Research new funding opportunities for future building projects
7. Negotiations-work with both unions to address changes due to COVID-19 regulations
8. **Financial Stability**  
Work closely with the Business Manager in accessing COVID-19 funds and ensuring that our budget is fiscally sound
9. **Leadership**
  - Work with Site Principals in establishing strategies for improving attendance district wide.
  - Build on communication strategies and develop a plan for improving
  - Work closely with the Board in good governance practices and seek out training and conferences
  - Ensure ongoing communication with all board members in a timely manner
  - Work closely with both unions, site administrators, the Board and other district staff by modeling and providing support for attainment of our district goals will be central to my activities.
  - Assist in the recruitment and transitioning of a new Superintendent for the 2022 school year.



## BOARD INFORMATION ITEM J5

Board Meeting Date: August 12, 2021  
Subject: Budget Update  
From: Joan Potter, Superintendent

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### Explanation:

#### Revisions in Revenues and Expenditures to the adopted 2021/2022 LUSD Budget

Since the board adopted the budget on June 24, 2021, the Governor signed the state budget. There are a few changes from the May Budget Revision. As a result of these changes, districts are required to share at a public meeting in August 2021, the effect of the revenue changes on the adopted budget.

Deferrals have been eliminated for 21-22

Deferrals from February-May 2021 projected to be paid back in August 2021

Concentration Grant component of LCFF increased from 50% to 65% of the adjusted base LCFF grant. Approximately \$18,000

Lottery funding has increased combined with 20/21 carryover for an estimate of: \$30,000

Included in the State adopted budget is one-time funding for the following programs:

|   |   |
|---|---|
| <b>Community Schools Partnerships</b>               | <b>Classified Summer Assistance Program</b> |
| <b>Expanded Learning Opportunities</b>              | <b>A-G Completion Improvement</b>           |
| <b>Pre-K Planning and Implementation</b>            | <b>School Kitchen Upgrades</b>              |
| <b>Educator Preparation, Retention and Training</b> | <b>Youth Behavioral Health</b>              |
| <b>Special Education Technical Assistance</b>       | <b>Broadband</b>                            |

We are currently taking part in some of these programs and are waiting on further information to determine what the requirements are for each grant and what we can expect in return.

In a nut shell we can expect more funding from the state, but do not yet know how much or what will be needed to receive it.

Changes will be reflected at 1<sup>st</sup> interim.



## BOARD ACTION ITEM K1

Board Meeting Date: August 12, 2021  
Subject: Declaration of Need for Fully Qualified Teachers  
From: Joan Potter, Superintendent

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### 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.*"

### Recommendation:

Approve the attached Declaration of Need

### Attachments:

Declaration of Need



### DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2021/22  
 Revised Declaration of Need for year: \_\_\_\_\_

**FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL**

Name of District or Charter: LAYTONVILLE UNIFIED 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/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 08 / 12 / 2021 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, 2022.

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

|                                     |                         |                |
|-------------------------------------|-------------------------|----------------|
| JOAN POTTER                         |                         | SUPERINTENDENT |
| <i>Name</i>                         | <i>Signature</i>        | <i>Title</i>   |
| 707-984-8223                        | 707-984-6414            | AUGUST 5, 2021 |
| <i>Fax Number</i>                   | <i>Telephone Number</i> | <i>Date</i>    |
| P.O. BOX 868, LAYTONVILLE CA. 95454 |                         |                |
| <i>Mailing Address</i>              |                         |                |
| JVPOTTER@MCN.ORG                    |                         |                |
| <i>E-Mail Address</i>               |                         |                |

**FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY, CHARTER SCHOOL OR NONPUBLIC SCHOOL 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 |
|--|-------------------------|
| CLAD/English Learner Authorization (applicant already holds teaching credential) | 2                       |
| Bilingual Authorization (applicant already holds teaching credential)            |                         |
| List target language(s) for bilingual authorization:                             |                         |
| Resource Specialist  | 1                       |
| Teacher Librarian Services   |                         |

**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. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

| TYPE OF LIMITED ASSIGNMENT PERMIT | ESTIMATED NUMBER NEEDED |
|-----------------------------------|-------------------------|
| Multiple Subject                  | 5                       |
| Single Subject                    |                         |
| Special Education                 | 1                       |
| TOTAL                             | 6                       |

| AUTHORIZATION(S) FOR SINGLE SUBJECT LIMITED ASSIGNMENT PERMITS (A separate page may be used if needed) | ESTIMATED NUMBER NEEDED |
|--|-------------------------|
|  |                         |

**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](http://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 internship 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 internship program?  Yes  No

If yes, how many interns do you expect to have this year? 1

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

Dominican University, Sonoma State University, CalStateTEACH at CSU Monterey Bay  
National University

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

\_\_\_\_\_  
 \_\_\_\_\_



### BOARD ACTION ITEM K3

Board Meeting Date: August 12, 2021  
Subject: Staff Development Plans for 2021/22  
From: Joan Potter, Superintendent

---

#### Explanation:

Staff development days this year include:

August 18<sup>th</sup>, 19<sup>th</sup>, November 1, 2021, and June 10<sup>th</sup>, 2022 for Certificated Staff and August 19<sup>th</sup> and 20<sup>th</sup>, 2021 for Classified Instructional Staff.

LES Certificated and instructional classified staff will also be involved in staff development on August 16<sup>th</sup> and 17<sup>th</sup>, 2021.

(Other dates may be utilized and staff will receive supplemental pay for participating.)

Many staff have participated in various staff development activities over the summer.

Staff Development activities for 2021/2022 will focus on return to in person instruction strategies such as Accelerated Learning, Trauma informed practices, English Language Learner strategies and Positive Behavior Support including social emotional learning.

The following areas from our most recent LCAP will be integral to our plans though the deliver model of working with students via the Internet will be the focus. Many staff members have already participated in a variety of trainings.

- Provide a variety of professional development opportunities for both classified and certificated staff including but not limited to: the use of math and ELA newly adopted curriculum, integrating curriculum, Socratic Seminar, NGSS, VPA, World Languages, use of the new social studies framework, ERWC and articulation, ELD strategies for access and use of technology
- Trauma Informed Practices
- Strategies for increasing attendance and student achievement
- Provide professional development for both classified and certificated staff with a focus on attaining common core curriculum
- Provide staff development for CTE teachers to integrate standards based curriculum into their programs
- Support for the implementation of a Multi-tiered System of Support/PBIS

#### Recommendation:

Approve the 2021/22 Staff Development Program

#### Attachments:

None



## BOARD DISCUSSION/ACTION ITEM L1

Board Meeting Date: August 12, 2021  
Subject: District Goal Setting  
From: Joan Potter, Superintendent

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### Explanation:

The goals of the district have taken on a new focus. Our overriding goal for the district is to support all staff, students and parents in providing a strong education that emphasizes safe and healthy practices for our students while we return to full in-person instruction during these unprecedented times with the COVID-19 Pandemic. The District will continue to focus on the following goals while putting energy into the safe reopening of our schools and the successful transition of new staff members.

### **Local Control and Accountability Plan Goals and Actions 2021-2024**

**Goal 1:** Provide basic services including clean, safe and functional facilities; fully credentialed teachers; and standards aligned instructional materials in order to support the implementation of state standards and access to a broad course of study for all students

#### **Actions:**

1. Provide and maintain clean, safe and functional school facilities
2. Recruit and retain fully credentialed teachers
3. Provide Standards Aligned instructional materials for all students
4. Support the implementation of state standards
5. Provide a broad course of study to all

**Goal 2:** Optimize student engagement through creating positive school climates and using a variety of strategies for involving parents and engaging families, while providing a safe environment in which our young people can achieve the knowledge, skills and attitudes necessary for success now, and in the future, recognizing that varied needs require varied programs;

#### **Actions**

1. Improve attendance and chronic absentee rate
2. Improve suspension rate
3. Increase students' sense of safety and school connectedness
4. Increase parent participation in all programs including unduplicated pupils and students with exceptional needs

**Goal 3:** Develop and implement strategies to support and optimize pupil achievement and college/career readiness for all students

**Actions:**

1. Increase students ELA and Math skill attainment
2. Provide opportunities and supports for College/Career readiness
3. Provide support for English Learners
4. Provide a strong Physical Education program

Recommendation:

Review the LUSD Goals for 2021-2022

**BOARD DISCUSSION/ACTION ITEM L2**

Board Meeting Date: August 12, 2021  
Subject: Safe Return to School Guide  
From: Joan Potter, Superintendent

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Explanation:

As COVID Safety guidelines are continually evolving, I have created a Safe Return to School Guide for Staff and Students based on the most recent CDC, CDPH and Local Public Health guidelines.



## BOARD DISCUSSION/ACTION ITEM L3

Board Meeting Date: August 12, 2021

Subject: Revised Board Policy and Administrative Regulation 6158 for Independent Study, First Reading and Adoption

From: Joan Potter, Superintendent

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### Explanation:

#### **Board Policy 6158 - Independent Study**

Policy updated to reflect **NEW LAW (AB 130, 2021)** which requires all districts, for the 2021-22 school year, to offer independent study to meet the educational needs of students unless a waiver is obtained and to adopt policy with specified components in order to generate apportionment for independent study. Policy updates the minimum period of time permitted for independent study to be three consecutive school days, requires an evaluation to determine if the student should continue in independent study if the student fails to make satisfactory educational progress, and requires that content be aligned to grade level standards including the requirement for high schools to offer access to all courses offered by the district for graduation and approved as creditable for A-G admission criteria. Policy also updated to include the requirement for live interaction and/or synchronous instruction based on grade level, tiered reengagement strategies for students not generating attendance for a specified period of time, expeditious transition for students whose families wish to return to in-person instruction, notice to parents/guardians of specified information, the provision of a student-parent-educator conference, upon request, prior to enrollment and/or disenrollment, and the keeping of additional records including documentation of each student's participation in live interaction and synchronous instruction on each school day, as applicable. Policy updated to include material formerly in the AR regarding requirements for independent study and written agreements as well as new requirements regarding the same, including that written agreements must include a detailed statement of academic and other supports that will be provided to address the needs of particular students, that the agreement may be signed electronically as specified, and that, for the 2021-22 school year, the written agreement must be signed no later than 30 days after the first day of instruction. Policy updated to include material formerly in the AR regarding course-based independent study and to generally align the requirements of course-based independent study with the requirements for general independent study.

#### **Administrative Regulation 6158 - Independent Study**

Regulation updated to reflect **NEW LAW (AB 130, 2021)** which includes, adding definitions for "live interaction," "student-parent-educator conference" and "synchronous instruction," the requirement for all districts for the 2021-22 school year to offer independent study to meet the educational needs of students unless the district has obtained a waiver, that independent study may be offered to students whose health would be put at risk by in-person instruction as determined by the parent/guardian, the assurance of access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work, and the documentation of each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable. Material regarding requirements for independent study, written agreements and course-based independent study moved to BP.

### Recommendation:

Adopt the revised BP & AR 6158 as presented

### Attachments:

Board Policy 6158  
Administrative Regulation 6158

**INDEPENDENT STUDY**

The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, and an online course.

*(cf. 0420.4 - Charter School Authorization)*

*(cf. 6181 - Alternative Schools/Programs of Choice)*

A student's participation in independent study shall be voluntary. (Education Code 51747, 51749.5)

Independent study for each student shall be under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

The minimum period of time for any independent study option shall be three consecutive school days.

**General Independent Study Requirements**

For the 2021-22 school year, the district shall offer independent study, as specified in Education Code 51745, to meet the educational needs of students unless the district has obtained a waiver. (Education Code 51745)

For the 2022-23 school year and thereafter, the Superintendent or designee may continue to offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than the student would in the regular classroom setting.

*(cf. 5147 - Dropout Prevention)*

*(cf. 6011 - Academic Standards)*

*(cf. 6143 - Courses of Study)*

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6146.11 - Alternative Credits Toward Graduation)*

*(cf. 6172 - Gifted and Talented Student Program)*

*(cf. 6200 - Adult Education)*



**INDEPENDENT STUDY** (continued)

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of program. However, when necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria. (Education Code 51747)

The Superintendent or designee shall ensure that students participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction
2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction
3. For students in grades 9-12, opportunities for at least weekly synchronous instruction

**INDEPENDENT STUDY** (continued)

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or who are in violation of their written agreement. This requirement only applies to students participating in an independent study program for 15 school days or more. The procedures shall include, but are not necessarily limited to, all of the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the absence or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

The Superintendent or designee shall develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case later, than five instructional days. This requirement only applies to students participating in an independent study program for 15 school days or more. (Education Code 51747)

The Superintendent or designee shall ensure that a written master agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

The district shall provide written notice to the parents/guardians of all enrolled students of the option to enroll their child in in-person instruction or independent study during the 2021-22 school year. This notice shall be posted on the district's web site, and shall include, at a minimum, information about the right to request a student-parent-educator conference before enrollment, student rights regarding procedures for enrolling, disenrolling, and reenrolling in independent study, and the instructional time, including synchronous and asynchronous learning, that a student will have access to as part of independent study. (Education Code 51747)

Upon the request of the parent/guardian of a student, before making a decision about enrolling or disenrolling in independent study and entering into a written agreement to do so, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, or their advocate may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

**INDEPENDENT STUDY** (continued)**Master Agreement**

For the 2021-22 school year only, the district shall obtain a signed written agreement for independent study no later than 30 days after the first day of instruction.

A written agreement shall be developed and implemented for each student participating in independent study for three or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but are not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The frequency, time, place and manner for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.

**INDEPENDENT STUDY** (continued)

8. A statement that independent study is an optional educational alternative in which no student may be required to participate
9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction  
(*cf. 5144.1 - Suspension and Expulsion/Due Process*)
10. Before the commencement of independent study, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student.

However, for the 2021-22 school year, the district shall obtain a signed written agreement for independent study from the student, or the student's parent/ guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil, no later than 30 days after the first day of instruction.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

**Course-Based Independent Study**

The district's course-based independent study program for students in grades K-12 shall be subject to the following requirements: (Education Code 51749.5)

1. A signed learning agreement shall be completed and on file for each participating student pursuant to Education Code 51749.6
2. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.

(*cf. 4112.2 - Certification*)

**INDEPENDENT STUDY** (continued)

3. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction, and shall be aligned to all relevant local and state content standards. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria. The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses. The certification shall also include plans to provide opportunities for students in grades transitional kindergarten, kindergarten, and grades 1-3 to receive daily synchronous instruction, for students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction, and for students in grades 9-12 to receive at least weekly synchronous instruction.
4. Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and 47612.1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3.
5. For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program, as indicated by their performance on applicable student-level measures of student achievement and student engagement set forth in Education Code 52060, completion of assignments, assessments, or other indicators that evidence that the student is working on assignments, learning of required concepts, as determined by the supervising teacher, and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

If satisfactory educational progress in an independent study class is not being made, the teacher shall notify the student and, if the student is under age 18 years, the student's parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether the student should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

**INDEPENDENT STUDY** (continued)

Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" below. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled student, notification to parents/guardians of lack of participation within one school day of the absence or lack of participation, a plan for outreach from the school to determine student needs, including connection with health and social services as necessary, and a clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being.

*(cf. 5125 - Student Records)*

6. Examinations shall be administered by a proctor.
7. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.

*(cf. 6162.51 - State Academic Achievement Tests)*

8. A student shall not be required to enroll in courses included in the course-based independent study program.
9. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.  
BP 6158(h)
10. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.
11. Courses required for high school graduation or for admission to the University of California or California State University shall not be offered exclusively through independent study.
12. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.

*(cf. 6111 - School Calendar)*  
*(cf. 6112 - School Day)*

*(cf. 3260 - Fees and Charges)*

## **INDEPENDENT STUDY (continued)**

13. A student shall not be prohibited from participating in independent study solely on the basis that the student does not have the materials, equipment, or access to Internet connectivity necessary to participate in the course.
14. A student with disabilities, as defined in Education Code 56026, shall not participate in course-based independent study, unless the student's individualized education program specifically provides for that participation.
15. A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study.
16. The district shall maintain a plan to transition any student whose family wishes to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days.

### **Learning Agreement for Course-Based Independent Study**

Before enrolling a student in a course within this program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, the student's parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of the district's policies and procedures related to course-based independent study pursuant to Education Code 51749.5
2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to item #2 above
3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
5. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
6. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.

**INDEPENDENT STUDY** (continued)

7. A statement that enrollment is an optional educational alternative in which no student may be required to participate. In the case of a student who is suspended or expelled, or who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the student through course-based independent study only if the student is offered the alternative of classroom instruction.
8. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress.
9. The objectives and methods of study for the student's work, and the methods used to evaluate that work.
10. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study.
11. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion.
12. Before the commencement of an independent study course, the learning agreement shall be signed and dated by the student, the student's parent/guardian or caregiver, if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study course, and all persons who have direct responsibility for providing assistance to the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Family Code 6550-6552.

However, for the 2021-22 school year only, the district shall obtain a signed written agreement for independent study from the student, or the student's parent/guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study course, and all persons who have direct responsibility for providing assistance to the pupil no later than 30 days after the first day of instruction.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the CDE. (Education Code 51749.6)



**INDEPENDENT STUDY** (continued)

The student's or parent/guardian's signature shall constitute permission for the student to receive instruction through independent study. (Education Code 51749.6)

The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

**Student-Parent-Educator Conferences**

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or if requested by a parent/guardian prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

**Records for Audit Purposes**

The Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons
5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)

**INDEPENDENT STUDY** (continued)

6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

The district shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which independent study is provided. A student who does not participate in independent study on a school day shall be documented as nonparticipatory for that school day. (Education Code 51747.5)

The Superintendent or designee also shall maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

*(cf. 3580 - District Records)*

The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)

**Program Evaluation**

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

*(cf. 0500 - Accountability)*

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 6162.5 - Student Assessment)*

*Legal Reference: (see next page)*

**INDEPENDENT STUDY** (continued)*Legal Reference:*EDUCATION CODE

17289 Exemption for facilities  
 41020 Audit guidelines  
 41976.2 Independent study programs; adult education funding  
 42238 Revenue limits  
 42238.05 Local control funding formula; average daily attendance  
 44865 Qualifications for home teachers and teachers in special classes and schools  
 46200-46208 Instructional day and year  
 46300-46307.1 Methods of computing average daily attendance  
 46390-46393 Emergency average daily attendance  
 46600 Interdistrict attendance computation  
 47612-47612.1 Charter school operation  
 47612.5 Independent study in charter schools  
 48204 Residency  
 48206.3 Home or hospital instruction; students with temporary disabilities  
 48220 Classes of children exempted  
 48340 Improvement of pupil attendance  
 48915 Expulsion; particular circumstances  
 48916.1 Educational program requirements for expelled students  
 48917 Suspension of expulsion order  
 49011 Student fees  
 51225.3 Requirements for high school graduation  
 51745-51749.6 Independent study programs  
 52060 Local control and accountability plan  
 52522 Adult education alternative instructional delivery  
 52523 Adult education as supplement to high school curriculum; criteria  
 56026 Individuals with exceptional needs  
 58500-58512 Alternative schools and programs of choice

FAMILY CODE

6550-6552 Authorization affidavits

CODE OF REGULATIONS, TITLE 5

11700-11703 Independent study

UNITED STATES CODE, TITLE 20

6301 Highly qualified teachers

6311 State plans

COURT DECISIONS

Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal.App.4th 1365

*Management Resources: (see next page)*

**INDEPENDENT STUDY** (continued)

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Elements of Exemplary Independent Study

California Digital Learning Integration and Standards Guidance, April 2021

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

WEB SITES

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent Study: <http://www.cde.ca.gov/sp/eo/is>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Policy  
adopted:

CSBA MANUAL MAINTENANCE SERVICE  
July 2021

**INDEPENDENT STUDY**

**Definitions**

*Live interaction* means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in person, or in the form of Internet or telephonic communication. (Education Code 51745.5)

*Student-parent-educator conference* means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6. (Education Code 51745.5)

*Synchronous instruction* means classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of Internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by the teacher of record for that student pursuant to Education Code 51747.5. (Education Code 51745.5)

**Educational Opportunities**

For the 2021-22 school year, the district shall offer independent study to meet the educational needs of students as specified in Education Code 51745 unless the district has obtained a waiver. (Education Code 51745)

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction  
*(cf. 6143 - Courses of Study)*
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum
4. Continuing and special study during travel  
*(cf. 5112.3 - Student Leave of Absence)*
5. Volunteer community service activities and leadership opportunities that support and strengthen student achievement

**INDEPENDENT STUDY** (continued)

6. Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction

*(cf. 0420.4 - Charter School Authorization)*

*(cf. 6142.4 - Service Learning/Community Service Classes)*

*(cf. 6181 - Alternative Schools/Programs of Choice)*

In addition, when requested by a parent/guardian due to an emergency or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in the student's regular classes.

*(cf. 5113 - Absences and Excuses)*

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

*(cf. 6146.1 - High School Graduation Requirements)*

**Equivalency**

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

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

Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work. (Education Code 51747)

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. Providing access to Internet connectivity and local educational agency-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value. (Education Code 46300.6, 51747.3)

**Eligibility for Independent Study**

Students are eligible for independent study as authorized in law, and as specified in board policy and administrative regulation.

**INDEPENDENT STUDY** (continued)

For the 2022-23 school year and thereafter, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently provided that experienced certificated staff are available to effectively supervise students in independent study. The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)  
(*cf. 5111.1 - District Residency*)

A student with disabilities, as defined in Education Code 56026, shall not participate in independent study unless the student's individualized education program specifically provides for such participation. (Education Code 51745)  
(*cf. 6159 - Individualized Education Program*)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)  
(*cf. 6183 - Home and Hospital Instruction*)

Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or the Governing Board. (Education Code 46300.1, 46300.4)  
(*cf. 6200 - Adult Education*)

No more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant students and parenting students who are primary caregivers for one or more of their children, shall be enrolled in independent study. (Education Code 51745)  
(*cf. 5146 - Married/Pregnant/Parenting Students*)  
(*cf. 6184 - Continuation Education*)

**Monitoring Student Progress**

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of the student's written agreement. The following supportive strategies may be used:

**INDEPENDENT STUDY** (continued)

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has failed to make satisfactory educational progress or missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program.

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation.  
(Education Code 51747)

**Responsibilities of Independent Study Administrator**

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers at the required teacher-student ratios pursuant to Education Code 51745.6 and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation



**INDEPENDENT STUDY** (continued)**Assignment and Responsibilities of Independent Study Teachers**

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code 44300, registered as required by law, and who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement and signing the agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records for Audit Purpose" in the accompanying Board policy
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student
8. Assessing student work and assigning grades or other approved measures of achievement
9. Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day for which independent study is provided

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

*(cf. 4131 - Staff Development)*

Regulation  
approved:

CSBA MANUAL MAINTENANCE SERVICE  
July 2021



**BOARD DISCUSSION/ACTION ITEM L4**

Board Meeting Date: August 12, 2021

Subject: Approval of LHS Campus Safety Support/Yard Supervision – Job Description

From: Joan Potter, Superintendent

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Explanation:

Following the recommendation of the WASC committee, a new position is being created at the High School.

Recommendation:

Approve the Job Description for LHS Campus Safety Support/Yard Supervision

Attachments:

Proposed Job Description

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
CAMPUS SAFETY SUPPORT/YARD SUPERVISION**

**DEFINITION:** Under the general direction of the Principal, assists in the enforcement of school rules and the maintenance of public safety, specifically in non-classroom settings such as the fields, grounds, hallways and areas adjacent to the schools, and off campus during the lunch hour, and reports on the school environment as it relates to student discipline and safety.

**EXAMPLE OF DUTIES:**

- Monitors areas adjacent to the campus and off campus during the lunch hour. (E)
- Monitors restrooms and locker room areas. (E)
- Document student misbehavior and make referrals to the Principal for further action. E
- Monitors the maintenance of a clean campus; reports unsafe or damaged facilities. (E)
- Intervenes when student safety is at risk or to avert potentially dangerous student interactions. (E)
- Administers first aid and emotional support as needed. (E)
- Monitors student conduct within school buildings and grounds.
- Mediate student arguments and/or confrontations. (E)
- Monitors student community service work.
- Checks passes and late slips; monitors students who are out of their assigned areas; monitors parking areas and student driving infractions.
- Reports suspicious or unusual behavior or persons in or around the schools.
- Monitors and directs visitors to the school office.
- Works with radio communications to monitor schools and adjacent areas.
- Other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Education equivalent to graduation from high school.
- The desire to help young people overcome their problems and to be successful at school.
- Ability to communicate clearly and effectively with students, parents and staff
- Ability to provide a “safe haven” for students while enforcing school rules and expectations.
- Ability to clearly and succinctly record events and information for reports.
- Ability to monitor and supervise individuals and groups of students.
- Ability to remain calm and composed during tense or emergency or injury related situations.
- Ability to follow oral and written instructions and to maintain schedules.
- Ability to maintain confidentiality.
- Holds current first aid card and CPR certification.
- Ability to seek advice, direction and additional resources from supervisors in emergency situations such as serious injury or illness, suspected child abuse or suicidal comments.

**DESIRABLE QUALIFICATIONS:**

- Post-secondary education, preferably in psychology, health or related fields.
- Previous professional experience with adolescents.

**LICENSES AND CERTIFICATES REQUIRED:**

- Possess valid California driver's license, First Aid Card and CPR certification.

**PHYSICAL ABILITIES REQUIRED:**

- Ability to lift objects up to 25 pounds of weight from ground level to waist height, and move these objects about.
- Sufficient mobility to reach, stretch, bend, stoop and kneel in response to injured students who may be laying on the ground or under play structures.
- Ability to walk around campus for extended periods of time.

Adopted:

Range 3

E=Essential