

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF AUGUST 12, 2021**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a regular meeting in the Board Room on August 12, 2021. Board President Calvin Harwood called the meeting to order at 6:15 pm.

ROLL CALL:

Trustees Present: Calvin Harwood Meagen Hedley, Elina Agnoli, Erin Gamble & Mat Paradis
Administrators Present: Joan Potter, Lorre Stange and Tim Henry
Student Representative: None

B. PUBLIC INPUT re CLOSED SESSION ITEMS:

C. CLOSED SESSION AGENDA:

CS-1: PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT **CS-1**

CS-2: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE **CS-2**

*Adjourned to Closed Session at 6:16 p.m.
Meeting called back to order at 6:30 p.m.*

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that on Closed Session Item 1, Public Employee Appointment/Employment, the Board voted unanimously to hire William Vandermark as a Probationary 6th Grade Teacher instead of a Temporary 8th Grade Teacher. On Closed Session Item 2, Public Employee Discipline/Dismissal/Release, the Board voted 4-0 (Erin Gamble abstained) to allow Sara Gamble to take a one year unpaid leave of absence. No other action was taken in Closed Session

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

F. ACCEPTANCE OF AGENDA:

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

G. PUBLIC INPUT: None

H. REPORTS AND COMMENTS:

Superintendent's Report:

No report

The following reports were given:

Elementary Principal-	High School Principal-	Healthy Start- None
LES/LMS Site Council-None	LHS Site Council- None	DAC- None
Student Representative- None	LVTA-None	CSEA- None

I. ACTION: CONSENT AGENDA

- **Motion** to accept the Consent Agenda, pulling Patrick Keough as the 6th grade teacher and replacing with William Vandermark by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 5-0 vote.

J. INFORMATION ITEMS:

J.1. Facilities Report

- Mrs. Potter gave a report on Classroom 10

J.2. Summer School Report

- 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.

J.3. Summer Maintenance Projects Report

- 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.

J.4. Superintendent's Goals

The Superintendent's 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
 - o Update our Facilities Master Plan. Work on a new five year plan.
 - o New paving for playgrounds and elementary parking lot
 - o 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.

J.5. Budget Update

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:

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

- Changes will be reflected at 1st interim.

K. ACTION:

K.1. Declaration of Need for Fully Qualified Teachers

- 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."*
- **Motion** to approve the Declaration of Need for Fully Qualified Educators by Meagen Hedley, seconded by Elina Agnoli, unanimously approved with a 5-0 vote.

K.2. Staff Development Plans for 2019/20

- Staff development days this year include:
 - August 18th, 19th, November 1, 2021, and June 10th, 2022 for Certificated Staff and
 - August 19th and 20th, 2021 for Classified Instructional Staff.
- LES Certificated and instructional classified staff will also be involved in staff development on August 16th and 17th, 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
 - **Motion** to approve the 2021/22 Staff Development Plan by Erin Gamble, seconded by Mat Paradis, unanimously approved with a 5-0 vote.

L. DISCUSSION / ACTION:

L.1. District Goal Setting

- 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

L.2. Safe Return to School Guide

- As COVID Safety guidelines are continually evolving, Mrs. Potter created a Safe Return to School Guide for Staff and Students based on the most recent CDC, CDPH and Local Public Health guidelines.
- **Motion** to Approve the Safe Return to School Guide by Meagen Hedley, Seconded by Mat Paradis, unanimously approved with a 5-0 vote.

L.3. Revised Board Policy and Administrative Regulation 6158 for Independent Study, First Reading and Adoption

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.
- **Motion** to adopt BP and AR 6158 with no changes by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

L.4. Approval of LHS Campus Safety Support/Yard Supervision – Job Description

- Following the recommendation of the WASC committee, a new position is being created at the High School.
- **Motion** to Approve the LHS Campus Safety Support/Yard Supervision Job Description by Mat Paradis, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: None

O. COMMENTS FROM THE BOARD: Everyone is anxious to see how these first few weeks go. Erin would like to look at the School Master Plan before Mrs. Potter retires. Meagen is looking forward to getting the kids back in school. Mrs. Potter thanked Jenna, Tim and Lorre for their hard work.

P. ADJOURNMENT:

Motion to adjourn the meeting by Meagen Hedley, seconded by Erin Gamble, unanimously approved with a 5-0 vote. The meeting was adjourned at 7:44 P.M. The next regular meeting will be held on September 9, 2021.

Respectfully submitted,

Adopted as Final
September 9, 2021

Joan Viada Potter
Secretary to the Board

Calvin Harwood
President of the Board

LAYTONVILLE UNIFIED SCHOOL DISTRICT
PERSONNEL ASSIGNMENT ORDER #2 2021/22

September 9, 2021

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

Certificated Resignation

Certificated Layoff

Certificated Leave of Absence

Certificated Transfer

Classified Appointment

Montgomery, Taylor	Yard Supervisor- 1.5 hrs.	Prob.	\$15.10/hr.	8/19/2021
	Special Ed. IA – 4.39 hrs.	Prob.	\$15.10/hr.	8/19/2021

Classified/Confidential Appointment

Classified/Confidential Resignation

Classified/Confidential Reduction

Classified Transfer

Classified Resignation/Retirement

Classified Termination

Classified Layoff

Coaching Positions

LAYTONVILLE UNIFIED SCHOOL DISTRICT
REVOLVING CASH FUND #2 2021/22

September 9, 2021

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
8/30/2021	2196	Commission on Teacher Credentialing	CTE – Manufacturing & Product Development	\$100.00
8/30/2021	2197	Commission on Teacher Credentialing	STSP	\$100.00

LAYTONVILLE UNIFIED SCHOOL DISTRICT

WARRANT LIST

September 9, 2021

Checks Dated 08/06/2021 through 09/02/2021					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
717054	08/12/2021	FIRKS, JOSH C	01-5904		84.15
717055	08/12/2021	STANGE, LORRE	01-4300		196.05
717056	08/12/2021	ACCREDITING COMM FOR SCHOOLS	01-5800		1,100.00
717057	08/12/2021	ADVANCED SECURITY SYSTEMS	01-5600		220.00
717058	08/12/2021	ALAMEIDA ARCHITECTURE	35-6200		1,100.00
717059	08/12/2021	BUSINESS CARD, BANK OF AMERICA	01-4300	5,355.60	
			01-4400	10,145.00	
			01-5800	39.99	
			01-5901	24.06	
			14-4300	590.23	
			14-4400	864.59	17,019.47
717060	08/12/2021	FRONTIER	01-5903		341.81
717061	08/12/2021	INSTRUCTURE INC	01-5800		5,000.00
717062	08/12/2021	LAYTONVILLE UNIFIED REVOLVING	01-5800		100.00
717063	08/12/2021	LONG VALLEY AUTO SUPPLY	01-4300		9.37
717064	08/12/2021	LONG VALLEY MARKET	01-4300		29.10
717065	08/12/2021	LONG VALLEY LUMBER	01-4300		835.07
717066	08/12/2021	MENDO MILL	01-4300		103.61
717067	08/12/2021	MENDOCINO COUNTY OFFICE OF ED	01-5200		130.00
717068	08/12/2021	PACIFIC GAS & ELECTRIC	01-5510		8,911.84
717069	08/12/2021	SHN CONSULTING ENGINEERS & GEO	35-6200		723.80
717070	08/12/2021	SOLID WASTE OF WILLITS	01-5540		971.02
717071	08/12/2021	XEROX CORPORATION	01-5600		495.69
717496	08/19/2021	DUARTE, JENNA R	01-5200		39.76
717497	08/19/2021	STANGE, LORRE	01-4300		114.06
717498	08/19/2021	VAN LOAN, LINDSEY S	01-5200		187.04
717499	08/19/2021	CASH CARPET SERVICE	01-5600	14,900.00	
			14-5600	20,300.00	35,200.00
717500	08/19/2021	FOLLETT SCHOOL SOLUTIONS	01-4100		355.87
717501	08/19/2021	FRONTIER	01-5903	2,835.08	
			13-5903	54.17	2,889.25
717502	08/19/2021	HEARTLAND SCHOOL SOLUTIONS	13-5800		1,337.00
717503	08/19/2021	KELLY MOORE PAINT CO INC	14-4300		2,883.59
717504	08/19/2021	LAYTONVILLE WATER DISTRICT	01-5530		2,276.94
717505	08/19/2021	MENDES SUPPLY COMPANY	01-4300		436.71
717506	08/19/2021	MENDO MILL	01-4300		174.55
717507	08/19/2021	SAN JOAQUIN COE	01-5811		800.00
717508	08/19/2021	VERIZON WIRELESS	01-5901		152.04
717855	08/26/2021	BUDREAUX, WENDY A	13-4300		72.20
717856	08/26/2021	AMAZON	01-4100	133.73	
			01-4300	9,368.16	9,501.89
717857	08/26/2021	CLOVER STORNETTA FARMS INC.	13-4700		300.10

717858	08/26/2021	EHLERT'S PETROLEUM MAINTENANCE	01-5800	118.75
717859	08/26/2021	FRONTIER	01-5903	125.88
717860	08/26/2021	SYSCO FD SCVS OF SAN FRANCISCO	13-4700	1,957.98
717861	08/26/2021	WIPF CONSTRUCTION	01-5800	324.00
717862	08/26/2021	XEROX CORPORATION	01-5600	40.93
718443	09/02/2021	DUNHAM, SUZANNE	01-4300	69.28
718444	09/02/2021	ELLINGSON, HEATHER R	01-4300	83.00
718445	09/02/2021	FIRKS, JOSH C	01-4300	95.81
718446	09/02/2021	VAN LOAN, LINDSEY S	01-5800	187.00
718447	09/02/2021	ADVANCED SECURITY SYSTEMS	01-5600	361.50
718448	09/02/2021	CAUGHRON III, IRA	01-5800	224.00
718449	09/02/2021	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5814	224.00
718450	09/02/2021	DEPT. OF SOCIAL SERVICES	12-5300	484.00
718451	09/02/2021	FOLLETT SCHOOL SOLUTIONS	01-4100	51.62
718452	09/02/2021	SCHOOL SPECIALTY	01-4300	63.68
718453	09/02/2021	STAPLES CREDIT PLAN	01-4300	1,663.53
718454	09/02/2021	SYSCO FD SCVS OF SAN FRANCISCO	13-4700	631.42
718455	09/02/2021	WEX BANK	01-4361	170.12
VCH-00000007	08/19/2021	FORD, SHANNON	01-4400	7,716.06
Total Number of Checks			53	108,684.54

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	44	77,385.46
12	CHILD DEVELOPMENT	1	484.00
13	CAFETERIA SPECIAL REVENUE FU	6	4,352.87
14	DEFERRED MAINTENANCE	3	24,638.41
35	COUNTY SCHOOL FACILITIES	2	1,823.80
Total Number of Checks		53	108,684.54
Less Unpaid Tax Liability			.00
Net (Check Amount)			108,684.54

LAYTONVILLE UNIFIED SCHOOL DISTRICT
MONTHLY BUDGET REPORT

September 9, 2021

Balances through June						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Fund 01 - GENERAL						
9000		2,610,497.55	2,580,006.01			.00
	Total for Starting Balance accounts	2,610,497.55	2,580,006.01	.00	.00	.00
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	6,224,969.25	6,252,644.79		94,644.97	6,157,999.82
	Total for Revenue accounts	6,224,969.25	6,252,644.79		94,644.97	6,157,999.82
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
1000	Certificated Salaries	2,245,291.74	2,245,291.74	1,800,142.71	233,122.38	212,026.65
2000	Classified Salaries	1,203,722.58	1,204,222.58	864,685.47	120,804.32	218,732.79
3000	Employee Benefits	1,707,556.33	1,707,490.32	1,234,872.05	155,639.07	316,979.20
4000	Books and Supplies	404,443.98	402,056.92	74,586.18	64,289.88	263,180.86
5000	Services	705,009.78	704,146.85	218,574.84	125,464.08	360,107.93
6000	Capital Outlay	11,200.00	11,200.00			11,200.00
7000	Other Outgo	61,357.28	61,357.28			61,357.28
	Total for Expense accounts	6,338,581.69	6,335,765.69	4,192,861.25	699,319.73	1,443,584.71
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		2,496,885.11	2,496,885.11	213,331.34	4,406,192.59	4,192,861.25
	Total for Ending Balance accounts	2,496,885.11	2,496,885.11	213,331.34	4,406,192.59	4,192,861.25
Total for Fund 01						
	Starting Balance	2,580,006.01	6,252,644.79	- Encumbrances	- Expenditures	= Calculated Ending Balance
Budgeted		2,580,006.01	6,252,644.79		6,335,765.69	2,496,885.11
Actual		.00	94,644.97	4,192,861.25	699,319.73	4,797,536.01-
Fund 12 - CHILDEV						
9000		22,994.73	22,994.73			.00
	Total for Starting Balance accounts	22,994.73	22,994.73	.00	.00	.00
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	163,366.00	163,366.00		14,396.52	148,969.48
	Total for Revenue accounts	163,366.00	163,366.00		14,396.52	148,969.48
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries	80,469.51	80,469.51	61,256.30	6,125.63	13,087.58

Balances through June **Fiscal Year 2021/22**

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 12 - CHILDDDEV (continued)						
3000	Employee Benefits	41,711.20	41,711.20	32,195.10	3,219.51	6,296.59
4000	Books and Supplies	20,901.29	20,901.29			20,901.29
5000	Services	12,484.00	12,484.00		484.00	12,000.00
7000	Other Outgo	7,800.00	7,800.00			7,800.00
Total for Expense accounts		163,366.00	163,366.00	93,451.40	9,829.14	60,085.46

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		22,994.73	22,994.73	484.00	93,935.40	93,451.40
Total for Ending Balance accounts		22,994.73	22,994.73	484.00	93,935.40	93,451.40

Total for Fund 12						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	22,994.73	163,366.00		163,366.00	22,994.73	
Actual	.00	14,396.52	93,451.40	9,829.14	88,884.02-	

Fund 13 - CAFETRIA						
9000		250.00	250.00			.00
Total for Starting Balance accounts		250.00	250.00	.00	.00	.00

Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)	195,750.00	195,750.00	11,077.84		184,672.16
Total for Revenue accounts		195,750.00	195,750.00	11,077.84		184,672.16

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries	66,991.18	66,991.18	53,531.70	5,353.17	8,106.31
3000	Employee Benefits	38,544.07	38,544.07	33,457.90	3,345.79	1,740.38
4000	Books and Supplies	85,114.75	85,114.75	47,610.50	2,961.70	34,542.55
5000	Services	5,350.00	5,350.00	641.66	1,445.34	3,263.00
Total for Expense accounts		196,000.00	196,000.00	135,241.76	13,106.00	47,652.24

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000				4,347.84	139,589.60	135,241.76
Total for Ending Balance accounts		.00	.00	4,347.84	139,589.60	135,241.76

Balances through June **Fiscal Year 2021/22**

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Total for Fund 13						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	250.00	195,750.00		196,000.00		.00
Actual	.00	11,077.84	135,241.76	13,106.00		137,269.92-

Fund 14 - DEF MANT

Object	Description	Adopted Budget	Revised Budget	Revenue	Account Balance
8000	Revenue Limit (Summary)	59,010.28	59,010.28		59,010.28
Total for Revenue accounts		59,010.28	59,010.28	.00	59,010.28

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
4000	Books and Supplies				4,338.41	4,338.41-
5000	Services	19,603.00	19,603.00	10,000.00	20,300.00	10,697.00-
6000	Capital Outlay	39,333.04	39,333.04			39,333.04
Total for Expense accounts		58,936.04	58,936.04	10,000.00	24,638.41	24,297.63

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		74.24	74.24	23,200.00	33,200.00	10,000.00
Total for Ending Balance accounts		74.24	74.24	23,200.00	33,200.00	10,000.00

Total for Fund 14						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted		59,010.28		58,936.04		74.24
Actual		.00	10,000.00	24,638.41		34,638.41-

Fund 35 - CNTY FAC

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
6000	Capital Outlay			261,941.03	255,382.77	517,323.80-
Total for Expense accounts		.00	.00	261,941.03	255,382.77	517,323.80-

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000				255,383.97	517,325.00	261,941.03
Total for Ending Balance accounts		.00	.00	255,383.97	517,325.00	261,941.03

Balances through June

Fiscal Year 2021/22

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Total for Fund 35						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted				.00		.00
Actual			261,941.03	255,382.77		517,323.80-

Fund 40 - SPRES CP						
9000		106,284.47	106,284.47			.00
	Total for Starting Balance accounts	106,284.47	106,284.47	.00	.00	.00

Object	Description	Adopted Budget	Revised Budget	Revenue	Account Balance
8000	Revenue Limit (Summary)	17,500.00	17,500.00		17,500.00
	Total for Revenue accounts	17,500.00	17,500.00	.00	17,500.00

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
4000	Books and Supplies	234.09	234.09			234.09
5000	Services	5,884.24	5,884.24	355.00		5,529.24
6000	Capital Outlay	11,381.67	11,381.67			11,381.67
	Total for Expense accounts	17,500.00	17,500.00	355.00	.00	17,145.00

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		106,284.47	106,284.47		355.00	355.00
	Total for Ending Balance accounts	106,284.47	106,284.47	.00	355.00	355.00

Total for Fund 40						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	106,284.47	17,500.00		17,500.00		106,284.47
Actual	.00	.00	355.00	.00		355.00-

Fund 67 - SELF INS						
9000		44,513.24	44,513.24			.00
	Total for Starting Balance accounts	44,513.24	44,513.24	.00	.00	.00
9000		44,513.24	44,513.24			.00
	Total for Ending Balance accounts	44,513.24	44,513.24	.00	.00	.00

Total for Fund 67						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	44,513.24					44,513.24
Actual	.00					.00

Balances through June						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Fund 68 - SFINS 81						
9000		95,311.66	95,311.66			.00
	Total for Starting Balance accounts	95,311.66	95,311.66	.00	.00	.00
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	27,940.00	27,940.00		120.00	27,820.00
	Total for Revenue accounts	27,940.00	27,940.00		120.00	27,820.00
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services	32,240.00	32,240.00	1,850.25	2,797.56	27,592.19
	Total for Expense accounts	32,240.00	32,240.00	1,850.25	2,797.56	27,592.19
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		91,011.66	91,011.66	149.75	2,000.00	1,850.25
	Total for Ending Balance accounts	91,011.66	91,011.66	149.75	2,000.00	1,850.25
Total for Fund 68						
	Starting Balance		+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance
Budgeted	95,311.66		27,940.00		32,240.00	91,011.66
Actual	.00		120.00	1,850.25	2,797.56	4,527.81-
Fund 69 - SFINS 82						
9000		130,877.44	130,877.44			.00
	Total for Starting Balance accounts	130,877.44	130,877.44	.00	.00	.00
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	7,300.00	7,300.00		25.80	7,274.20
	Total for Revenue accounts	7,300.00	7,300.00		25.80	7,274.20
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services	10,800.00	10,800.00	924.00	76.00	9,800.00
	Total for Expense accounts	10,800.00	10,800.00	924.00	76.00	9,800.00
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		127,377.44	127,377.44	76.00	1,000.00	924.00
	Total for Ending Balance accounts	127,377.44	127,377.44	76.00	1,000.00	924.00

Balances through June						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Total for Fund 69						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>		<u>= Calculated Ending Balance</u>
Budgeted	130,877.44	7,300.00		10,800.00		127,377.44
Actual	.00	25.80	924.00	76.00		974.20-
Total for Org 048 - Laytonville Unified School District						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>		<u>= Calculated Ending Balance</u>
Budgeted	2,980,237.55	6,723,511.07		6,814,607.73		2,889,140.89
Actual	0.00	120,265.13	4,696,624.69	1,005,149.61		5,581,509.17-

LAYTONVILLE UNIFIED SCHOOL DISTRICT
BUDGET TRANSFERS

September 9, 2021



Journal Entry #	Status Not Found	Type	Fiscal Year	Transaction Date
Created Requisition #		Posted Purchase Order #		Department Batch #
Comment				
Account #	Comments	Line Seq	Debits	Credits
JE # Totals				

BOARD DISCUSSION/ACTION ITEM K1

Board Meeting Date: September 9, 2021

Subject: PUBLIC HEARING: Notification of Compliance with EC 60119
(Instructional Materials) for 2021/22

From: Joan Potter, Superintendent

Explanation:

The Board must conduct a Public Hearing per EC Section 60119 to encourage participation by parents, teachers, bargaining unit leaders and members of the community interested in the affairs of the schools regarding the sufficiency of textbooks or instructional materials, or both, in each subject consistent with the content and cycles of the curriculum frameworks adopted by the state, and shall make a determination that funds designated for instructional materials have been expended for that purpose. Governing Boards that have met the requirements of EC 60119 and have also certified compliance with the IMFRP requirements regarding provision of adopted standards-aligned instructional materials for all students (EC 60411) may spend 100% of any remaining IMFRP funds from that year's allocation for other approved purposes. A Public Hearing Notice regarding this topic has been posted for 10 days.

EC 60119 specifies there must be sufficient materials in the following subject areas:

- English /Language Arts (including an English language development component)
- Mathematics
- History/Social Science
- Science

We have sufficient texts and instructional materials and they are listed on the Core Curriculum Adopted Textbook Matrix. The Board must also determine whether pupils enrolled in foreign language or health courses have sufficient textbooks or instructional materials, and that laboratory science classes have been provided with sufficient science equipment for courses in grades 9-12. The principals will report on the status of instructional materials in the specified subject areas.

Recommendation:

Declare a Public Hearing to encourage participation by members of the school and community at large regarding sufficiency of textbooks and instructional materials for the 2021/22 school year.

Attachments:

EC 60119
Core Curriculum Adopted Textbook Matrix

**EC 60119 - Pupil Textbook and Instructional Materials Incentive Program;
Eligibility for funds**

(a) In order to be eligible to receive funds available for the purposes of this article, the governing board of a school district shall take the following actions:

(1) (A) The governing board shall hold a public hearing or hearings at which the governing board shall encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders, and shall make a determination, through a resolution, as to whether each pupil in each school in the district has sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted pursuant to Section 60605 in each of the following subjects, as appropriate, that are consistent with the content and cycles of the curriculum framework adopted by the state board:

(i) Mathematics.

(ii) Science.

(iii) History-social science.

(iv) English/language arts, including the English language development component of an adopted program.

(B) The public hearing shall take place on or before the end of the eighth week from the first day pupils attend school for that year. A school district that operates schools on a multi-track, year-round calendar shall hold the hearing on or before the end of the eighth week from the first day pupils attend school for that year on any tracks that begin a school year in August or September.

(C) As part of the hearing required pursuant to this section, the governing board shall also make a written determination as to whether each pupil enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the curriculum frameworks adopted by the state board for those subjects. The governing board shall also determine the availability of laboratory science equipment as applicable to science laboratory courses offered in grades 9 to 12, inclusive. The provision of the textbooks, instructional materials, or science equipment specified in this subparagraph is not a condition of receipt of funds provided by this subdivision.

(2) (A) If the governing board determines that there are insufficient textbooks or instructional materials, or both, the governing board shall provide information to classroom teachers and to the public setting forth, in the resolution, for each school in which an insufficiency exists, the percentage of pupils who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each pupil does not have sufficient textbooks or instructional materials, or both, and take any action, except an action that would require reimbursement by the Commission on State Mandates, to ensure that each pupil has sufficient textbooks or instructional materials, or both, within two months of the beginning of the school year in which the determination is made.

(B) In carrying out subparagraph (A), the governing board may use money in any of the following funds:

(i) Any funds available for textbooks or instructional materials, or both, from categorical programs, including any funds allocated to school districts that have been appropriated in the annual Budget Act.

(ii) Any funds of the school district that are in excess of the amount available for each pupil during the prior fiscal year to purchase textbooks or instructional materials, or both.

(iii) Any other funds available to the school district for textbooks or instructional materials, or both.

(b) The governing board shall provide 10 days' notice of the public hearing or hearings set forth in subdivision (a). The notice shall contain the time, place, and purpose of the hearing and shall be posted in three public places in the school district. The hearing shall be held at a time that will encourage the attendance of teachers and parents and guardians of pupils who attend the schools in the district and shall not take place during or immediately following school hours.

(c) (1) For purposes of this section, "sufficient textbooks or instructional materials" means that each pupil, including English learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home. This paragraph does not require two sets of textbooks or instructional materials for each pupil.

(2) Sufficient textbooks or instructional materials as defined in paragraph (1), does not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage.

(d) Except for purposes of Section 60252, governing boards of school districts that receive funds for instructional materials from any state source, are subject to the requirements of this section only in a fiscal year in which the Superintendent determines that the base revenue limit for each school district will increase by at least 1 percent per unit of average daily attendance from the prior fiscal year.

(Amended by Stats. 2006, Ch. 704, Sec. 8.)

Reference:

Education Code 60252 Education Code 60605

Core Curriculum Adopted Textbook Matrix

Subject	Grade	Publisher	Series	LUSD	Implementation
				Adopt. Date	Date
Algebra I		McDougal Littell	CA Algebra	5/2008	9/2008
Algebra II	10-12	McDougal Littell	Algebra & Trigonometry, Structure & Method	4/2003	9/2003
Calculus	11-12	McGraw Hill	Calculus With Analytic Geometry	4/2003	9/2003
English 9-12	9-12	Glencoe	Literature The Reader's Choice Grade 9; Literature The Reader's Choice Grade 10; Literature The Reader's Choice, Grades 11-12	11/2004	9/2004
Geometry	9-12	Glencoe	Geometry – Integration, Applications, Connections	4/2003	9/2003
Integrated Science	9-12	It's About Time, Herff- Jones	Integrated Coordinated Science for the 21st Century	11/2004	11/2004
Trigonometry	11-12	Houghton- Mifflin	Algebra and Trigonometry	4/2003	9/2003
Biology	9-12	Pearson Prentice Hall	Biology 2017	6/2021	8/2021
Biology	9-12	Pearson Prentice Hall	Biology	1/2007	1/2007
Chemistry	10-12	Pearson Prentice Hall	Chemistry – California	1/2007	1/2007
Chemistry	10-12	SAVVAS	Chemistry 2017– California	6/2020	8/2020
Economics	11-12	EMC Publishing	Economics – New Ways of Thinking	1/2007	1/2007
US History	11	McGraw Hill Glencoe	American Odyssey – the 20th Century and Beyond	1/2007	1/2007
World History	10	Pearson Prentice Hall	World History – Connections to Today	1/2007	1/2007
Earth Science	9-12	Pearson Prentice Hall	Earth Science	6/2007	9/2007
Consumer Math	9-12	Glencoe	Mathematics, with Business Applications	8/2007	9/2007
World History	10	McDougal- Littell	Modern World History Patterns of Interaction	9/2009	8/2010
American Government	12	EMC Publishing	American Government Citizenship & Power	8/2009	9/2009
AP American Government	12	Pearson	Government in America Fifteenth Edition	8/2011	8/2011
Physics	10-12	McGraw-Hill	Must Know High School Physics	6/2021	8/2021
Physics	10-12	Addison- Wesley	The High School Physics Program, Conceptual Physics 2nd edition	1/2007	1/2007
Environmental Science	10-12	Miller/ Spoolman	Living in the Environment, 17th Edition	11/2012	11/2012
Algebra	9-12	CPM	Core Connections Algebra	6/2020	8/2020
Algebra 2	11-12	CPM	Core Connections Integrated III	10/2015	11/2015
Emergency Response	9-12	Pearson	EMR Complete	6/2020	8/2020

LUSD K-8
Core Curriculum Adopted Textbook Matrix

Subject	Grade	Publisher	Series	State Adopt Date	LUSD Adopt Date	Implementation Date
English/Lang. Arts	K-6	Houghton- Mifflin	Legacy of Literacy	2002/ 2005 rev.	Jun-02	Sep-02
English/Lang. Arts	7-8	McGraw-Hill	Study Sync	2015	2015	Oct-16
English/Lang. Arts	K-6	McGraw Hill	Wonders	2015	Jun-16	Aug-16
English/Lang. Arts	7-8	Holt, Rinehart and Winston	Literature and Language Arts	2002/ 2005 rev.	Jun-02	Sep-02
Lang. Intervention Prog.	4-12	Voyager Sopris West	LANGUAGE! Live CA	2015	Mar-19	Apr-19
Mathematics	K-6	Scott Foresman	enVision Math	2008	May-08	Sep-08
Mathematics	K-5	McGraw Hill	My Math Curriculum	2014	Jun-15	Aug-15
Mathematics	7-8	Center of Mathematics and Teaching	Mathlinks	2013	Sep-14	Sep-14
Mathematics	6-8	McGraw Hill	California Math	2015	Sep-15	Sep-15
Mathematics	6-8	CPM	Core Connections Courses 1-3	2014	Jun-20	Aug-20
Algebra		McDougal Littell	CA Algebra	2008	May-08	Sep-08
Science	K-6	McMillan- McGraw Hill	California Science	2008	Jun-08	Sep-08
Science	7-8	Holt	Calif. Life Science (7th); Calif. Physical Science (8th)	2008	Jun-08	Sep-08
Science	6-8	KnowAtom	Science, Engineering, and Technology Curriculum	2015	Sep-15	Sep-15
Science	K-5	KnowAtom	Next Generation Science Standards	2016	Jun-17	Aug-17
Social Studies	K-5	Houghton- Mifflin	History- Social Science California Series	2005	Mar-07	Aug-07
Social Studies	6-8	Teachers' Curriculum Institute	History Alive! The Ancient World (6), History Alive! The Medieval World (7), History Alive! The U.S. Through Industrialism	2005	Mar-07	Aug-07
Social Studies	K-8	Teachers' Curriculum Institute	Me and My World(K), My School and Family(1st), My Community(2nd), CA Communities(3rd), CA Promise(4th), America's Past (5th), Ancient World (6th), Medieval World and Beyond(7th), U.S. Through Industrialism(8th)	2017	Apr-20	Aug-20

**LUSD K-8
Supplemental Materials**

Subject	Grade	Publisher	Series	State Adoption	LUSD Adoption	Implementation
Mathematics	6	Center of Mathematics and Teaching	6 th Grade Supplemental Materials	2013	Sep-14	Sep-14
Mathematics	7	Center of Mathematics and Teaching	7 th Grade Supplemental Materials	2013	Sep-14	Sep-14
Mathematics	K-5	My Math Curriculum-McGraw Hill	K-5 Supplemental Materials	2014	Jun-15	Aug-15
Mathematics	6-8	CPM	6-8 Supplemental Materials	2015	Jun-20	Aug-20
Mathematics	6-8	California Math-McGraw Hill	6-8 Supplemental Materials	2015	Sep-15	Sep-15

BOARD DISCUSSION/ACTION ITEM K2

Board Meeting Date: September 9, 2021

Subject: Resolution No. 616 for Compliance with EC 60119 for the 2021/22 School Year and Certification of Provisions of Standards-Aligned Instructional Materials

From: Joan Potter, Superintendent

Explanation:

The Board has been provided a copy of EC 60119, and the Textbook Matrix and held a Public Hearing to determine the sufficiency of textbooks and instructional materials in specified subject areas consistent with the content and cycles of the curriculum frameworks adopted by the state.

If the Board has determined that there are sufficient materials as prescribed by law in all the subject areas listed in EC 60119, and that the textbook adoptions follow the state cycles, then Resolution No. 616 can indicate the Board's findings and state that we are in compliance with EC 60119.

Recommendation:

Adopt Resolution No. 616 for Certification of Provisions of Standards-Aligned Instructional Materials

Attachments:

Resolution No. 616 for Certification of Provisions of Standards-Aligned Instructional Materials

RESOLUTION NO. 616
SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Whereas, the local governing board of the Laytonville Unified School District, pursuant to Education Code § 60119, held a public hearing on September 9, 2021 to provide the public and board of education detailed information regarding the sufficiency of textbooks and instructional materials for all students; and

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

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

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

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

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

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

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

Now Therefore Be It Resolved, by the Laytonville Unified Board of Education, that for the 2021/22 school year, the Laytonville Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycle and content of the curriculum frameworks.

LAYTONVILLE UNIFIED SCHOOL DISTRICT

Certification of Provision of Standards-Aligned Instructional Materials

The Governing Board of the Laytonville Unified School District hereby certifies that as of this date, September 9, 2021, each pupil in the district, in kindergarten through grade twelve, has been provided with a standards-aligned textbook or basic instructional materials in each of the following areas:

- History/Social Science
- Mathematics
- Reading/Language Arts
- Science

By Order of the Laytonville Unified School District Board of Education
Dated September 9, 2021

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

Calvin Harwood, Board President
Laytonville USD Board of Education

BOARD DISCUSSION/ACTION ITEM K3

Board Meeting Date: September 9, 2021
Subject: Approval of 2020/21 Unaudited Actuals
From: Joan Potter, Superintendent

Explanation:

The 2020/21 unaudited actuals represent the expenditures completed and revenues received when the books were closed. The 2020/21 unaudited actuals have an impact on the 2021/22 budget which will be reflected in the First Interim Budget Report. The First Interim will be presented at the December meeting. Board review and adoption of the 2020/21 actuals is required.

The 2020/21 unaudited actuals include changes to:

The unrestricted ending balance increased by \$518,693 primarily from decreased expenditures for salaries due to furloughs. Decreased expenditures for books/supplies as well as services/operating expenditures is due to those expenditures being picked up in restricted resources (Covid Funds).

The general fund contributions to restricted accounts increased \$17,560. This is made up of a slight increase to Special Education (7,500) and an increase in Ongoing Major Maintenance (10,000).

The restricted ending balance increased by \$160,650, due to one-time Covid funds.

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

Recommendation:

Approve the Unaudited Actuals for 2020/21

Attachments:

Unaudited Actuals for 2020/21

BOARD DISCUSSION/ACTION ITEM K4

Board Meeting Date: September 9, 2021
Subject: Change Order Request
From: Joan Potter, Superintendent

Explanation:

A change order was issued that includes a variety of changes that occurred during the building process.

Recommendation:

Approve the attached Change Order #2

Attachments:

Change Order #2

CHANGE ORDER

CHANGE ORDER NO. 2
 DATE: 4/23/2021
 PROJECT: LAYTONVILLE ELEMENTARY BUILDING D
 PROJECT NO.: 150 RAMSEY RD.
 DSA FILE NO.: 23-86
 DSA APPL. NO.: 01-117814
 OPSC APPL. NO.: N/A
 OWNER: LAYTONVILLE UNIFIED SCHOOL DISTRICT
 CONTRACTOR: CARR'S CONSTRUCTION SERVICES

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

CONTRACT DATE:

ORIGINAL CONTRACT SUM:	\$1,673,000.00
TOTAL CHANGE BY PREVIOUS CHANGE ORDERS:	\$16,092.00
CONTRACT SUM PRIOR TO THIS CHANGE ORDER:	\$1,689,092.00
ORIGINAL CONTRACT SUM WILL BE INCREASED BY THIS CHANGE ORDER:	\$22,682.00
CONTRACT TIME WILL BE CHANGED BY THIS CHANGE ORDER:	0 DAYS
THE NEW CONTRACT SUM INCLUDING THIS CHANGE ORDER WILL BE:	\$1,711,774.00

YOU ARE DIRECTED TO MAKE THE FOLLOWING CHANGES IN THIS CONTRACT:

ITEM: 2.1	Additional Material cost to volatile lumber market beyond traditional expectations			
REASON:	Covid related work stoppages have impacted Lumber production and availability			
REQUESTED BY:	Contractor	DAYS:	0	Add \$14,293.00
ATTACHMENTS:	PCO 7			
ITEM: 2.2	Teaching wall soffit panel extensions and added tacjwall trim			
	added Tackwall to scope and extended panels to provide removable panel to service electrical and data infrastructure above teaching wall.			
REASON:				
REQUESTED BY:	Owner/architect	DAYS:	0	Add \$3,826.00
ATTACHMENTS:	PCO 8			
ITEM: 2.3	added tackwall material and installation			
	Owner request more square feet of tack wall surface.			
REASON:				
REQUESTED BY:	Owner	DAYS:	0	Add \$1,135.00
ATTACHMENTS:	PCO 9			
ITEM: 2.4	Added guardrail adjacent to electrical room entrance			
REASON:	Mitigate change in elevation at existing sidewalk and new concrete entry to electrical room.			
REQUESTED BY:	Owner/Architect	DAYS:	0	Add \$2,872.00
ATTACHMENTS:	PCO 10			
ITEM: 2.5	Added canopy light			
REASON:	Reconstructed additional canopy bay due to prior demoltiiion this change adds a canopy light.			
REQUESTED BY:	Owner/Architect	DAYS:	0	Add \$556.00
ATTACHMENTS:	PCO 11			

The contractor and Laytonville Unified School District acknowledge and agree that the sums to be paid hereunder constitute full accord and satisfaction of all costs incurred to date in connection with the changed and/or extra work and materials as set forth above. Said costs may include, but are not limited to, costs for labor, materials, disruption, lost productivity, escalation, acceleration, delay extended overhead, administration and extended performance time. The sums to be paid hereunder shall also constitute full accord and satisfaction of all prospective disruption and lost productivity costs that may be incurred in connection with or by reason of the changed and/or extra work set forth above. Contractor releases the District from all claims for which full accord and satisfaction is hereby made as set forth above.

CONTRACT SUM WILL BE INCREASED BY THIS CHANGE ORDER: \$22,682.00
CONTRACT TIME WILL BE CHANGED BY THIS CHANGE ORDER: 0 DAYS
THE NEW CONTRACT SUM INCLUDING THIS CHANGE ORDER WILL BE: \$1,711,774.00

CHANGE ORDER SIGNATURE SHEET

DATE: April 23, 2021
PROJECT: LAYTONVILLE ELEMENTARY BUILDING D
PROJECT NO.:
OWNER: LAYTONVILLE UNIFIED SCHOOL DISTRICT

C.O. DATE: 04/23/21
DSA FILE NO.: 23-86
DSA APPL. NO.: 01-117814
OPSC APPL. NO.: N/A

	_____ ARCHITECT	_____ DATE	
		<i>Chris Carr</i>	8/26/2021
OWNER	_____ DATE	CONTRACTOR	_____ DATE
OTHER	_____ DATE	LEGAL COUNSEL	_____ DATE

BOARD DISCUSSION/ACTION ITEM K5

Board Meeting Date: September 9, 2021
Subject: Waiver Request for Education Code 44865
From: Joan Potter, Superintendent

Explanation:

Education Code 44865 provides staffing options for specified types of programs with the consent of the teacher. A valid teaching credential issued by the State Board or the Commission on Teacher Credentialing, based on a bachelor's degree, student teaching, and special fitness to perform, shall be deemed qualifying for assignment as a teacher in the following assignments, provided that the assignment of a teacher to a position for which qualifications are prescribed by this section shall be made only with the consent of the teacher:

- (a) Home teacher.
- (b) Classes organized primarily for adults.
- (c) Hospital classes.
- (d) Necessary small high schools.
- (e) Continuation schools.
- (f) Alternative schools.
- (g) Opportunity schools.
- (h) Juvenile court schools.
- (i) County community schools.
- (j) District community day schools.
- (k) Independent study.

The following teachers will be teaching under EC 44865:

- Suzie Dunham: High School Math
- Christopher Wood: K-8 Independent Study

Recommendation:

Approve Suzie Dunham and Chris Wood teaching under Ed. Code 44865

Attachments:

None

BOARD ACTION ITEM L1

Board Meeting Date: September 9, 2021
Subject: Resolution No. 617 for GANN Limit
From: Joan Potter, Superintendent

Explanation:

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

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

Recommendation:

Adopt Resolution No. 617 for the GANN Limit

Attachments:

Resolution No. 617 for GANN Limit
Form GANN

RESOLUTION 617 FOR ADOPTING THE “GANN” LIMIT
With Increase to Limit pursuant to G.C. 7902.1

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

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

WHEREAS, the District must establish a revised Gann limit for the 2020/21 fiscal year and a projected Gann Limit for the 2021-22 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law; and,

WHEREAS, Government Code Section 7902.1 provides that school districts may increase their Gann Limits under specified circumstances;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2020-21 and 2021-22 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this board does provide public notice that the attached calculations and documentation of the Gann Limits for the 2020-21 and 2021-22 fiscal years include an increase of \$134,537.63 to the 2018-19 Gann Limit pursuant to the provisions of Government Code Section 7902.1;

AND BE IT FURTHER RESOLVED that the Superintendent notifies the Director of the State Department of Finance of the increase to the 2020-21 Gann Limit;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2020-21 and 2021-22 fiscal years do not exceed the limitations imposed by Proposition 4;

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

Superintendent, Secretary to the Board

Calvin Harwood, Board President

Date

Date

Adopted: September 9, 2021

BOARD ACTION ITEM L2

Board Meeting Date: September 9, 2021
Subject: Notice of Completion
From: Joan Potter, Superintendent

Explanation:

We are near completion of the new Classroom project at Laytonville Elementary School. Attached is the Notice of Completion for approval.

Recommendation:

Approve the Notice of Completion for Carr's Construction

Attachments:

Notice of Completion

Recording Requested by:

And when recorded mail to:

Name: Laytonville Unified School District

Street Address: 150 Ramsey Road

City & State: Laytonville, CA 95454

Attn: Mrs. Joan V. Potter

Space above this line for recorder's use

NOTICE OF COMPLETION

Notice pursuant to civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for Complete requirements.)

Notice is hereby given that:

1. The undersigned is owner of corporate officer of the owner of the interest or estate stated below in the property hereinafter described:

2. The full name of the owner is Laytonville Unified School District

The full address of the owner is 150 Ramsey Road, Laytonville CA 95454

3. The nature of the interest or estate of the owner is; In fee.

If other than Fee, strike "In fee" and insert, for example, "purchaser under contract of purchase," or lessee")

4. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:
NAMES ADDRESSES

5. A work of improvement on the property hereafter described was completed on 9/9/2021. The work done was:

LAYTONVILLE ELEMENTARY SCHOOL - CLASSROOM "D"

6. The name of the contractor, if any, for such work of improvement was: **Carr's Construction Services**

(If no contractor for work of improvement as a whole, insert "name")

7. The property on which said work of improvement was completed is in the city of Laytonville

County of Mendocino, State of California and is described as follows: Laytonville Elementary School

8. The street address of said property is 150 Ramsey Road, Laytonville CA 95454

(If no street address has been officially assigned, insert "none")

Dated _____
Verification for Individual Owner

Signature of owner or corporate officer of owner
named in paragraph 2 or his agent
Joan V. Potter

VERIFICATION

I, the undersigned, say: I am the Superintendent the declarant of the foregoing

("President of", "Manager of", "A partner of", "Owner of", etc.)

notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____ Laytonville, CA California
(Date of signature.) (City where signed.)

(Person's signature of the individual who is swearing that the contents of the notice of completion are true.) Mrs Joan V. Potter

NOTICE OF COMPLETION – WOLCOTT’S FORM 1114

BOARD ACTION ITEM L3

Board Meeting Date: September 9, 2021
Subject: Annual Statement of Need – 30 Day Emergency Substitute
From: Joan Potter, Superintendent

Explanation:

This statement of need must be filed at the school district office each school year when employing holders of Emergency 30-Day Substitute Permits.

The form must be completed annually, indicating that either no credentialed person is available or that those available are not deemed qualified for substitute teaching and details of the circumstances that necessitate the use of emergency permit holders rather than fully credentialed teachers.

Recommendation:

Approve the attached Annual Statement of Need

Attachments:

Annual Statement of Need

This form must be signed by either:

The district superintendent of schools and filed at the school district office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a public school operated by a school district.

OR

The county superintendent of schools and filed at the county superintendent of schools' office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a county-operated school.

Certification and Authorized Signature


The district superintendent of schools or the county superintendent of schools has reviewed the information contained in this statement of need and certifies one the following:

Either a credentialed person is not available or one or more credentialed persons are available, but are not deemed qualified by the district or county, as applicable, to serve as a day-to-day substitute teacher.

OR

The situation or circumstances that necessitate the use of an emergency permit holder are as follows:
(Attach additional sheets, if necessary.)

I hereby certify that all of the information contained in this statement of need is true and correct.

	Laytonville Unified	9/3/2021
<i>Signature of the District Superintendent</i>	<i>District</i>	<i>Date</i>

		
<i>Signature of the County Superintendent of Schools</i>	<i>County</i>	<i>Date</i>

It is not necessary to submit this form to the Commission on Teacher Credentialing.

BOARD INFORMATION ITEM M1

Board Meeting Date: September 9, 2021

Subject: Opening Enrollments

From: Joan Potter, Superintendent

Explanation:

Opening enrollments show a decrease at Laytonville High School

Enrollment	10	11	12	13	14	15	16	17	18	19	20	21
*K-8, ISOP	259	268	274	286	280	278	270	271	247	237	241	239
LHS, ISOP	129	126	131	125	119	119	120	110	109	126	124	102
Continuation High	2	2	2	2	1	1	1	0	0	0	0	0
Com. Day School	6	9	0	0	0	0	0	0	0	0	0	0
District Totals	396	405	407	413	400	398	391	381	356	363	365	341