

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF OCTOBER 7, 2021**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a regular meeting in the Board Room via Zoom on October 7, 2021. Board President Calvin Harwood called the meeting to order at 6:30 pm.

ROLL CALL:

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

Administrators Present: Joan Potter, Lorre Stange and Tim Henry

Student Representative: Mahaila Reighter

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

C. ACCEPTANCE OF AGENDA:

- **Motion** to approve the Agenda by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 3-0 vote. (Board Member Agnoli arrived late)

D. CORRESPONDENCE:

- Letter from Becky Jeffries, Assistant Supt. of Business & Admin. Services re: the County Office Review of the 2021/22 Adopted LCAP

E. PUBLIC INPUT: None

F. REPORTS AND COMMENTS:

Superintendent's Report:

- Mrs. Potter began by sharing that the last positive case we had within the District was on September 17th and the total count since school began is 5 positive cases at the Elementary School and 7 cases at the High School. All cases have been community spread. Athletes continue to be tested twice weekly and/or 24 hours before a game and others that choose to be tested can do so upon request. Mrs. Potter will be meeting with the Health Center to talk about sharing a position that would be administering testing.
- Enrollment is up to 356 (LHS -103, LES -243). October 6, 2021 was CBEDS days and that is when a snapshot is taken of our enrollment and unduplicated counts. Our unduplicated count was down to about 62% in 2020/2021 but we are now up to 76%. LCFF contribution is increased for anything over 50%.
- Facilities: Out buildings have been painted and reroofed. Mrs. Potter has reached out to Valley Paving regarding the parking lot and playground at the Elementary School. Ms. Stange and Mrs. Potter met with a playground consultant to look at replacing the playground equipment at the Elementary school. The next step will be to look at the 5 year facilities plan for the District.
- Meetings are back to being in person, however for the public there is still the option of tuning into the meeting via Zoom. In the event that the District needs to go back to virtual

meetings, there is a Resolution that can be approved by the Board allowing meetings to take place virtually.

- A Closed Session item regarding Discipline/Dismissal/Release needs to be discussed at a Special Meeting next week

The following reports were given:

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

G. ACTION: CONSENT AGENDA

- **Motion** to accept the Consent Agenda by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

H. ACTION:

H.1. Students of the Month

- Mr. Henry presented the Student of the Month for Laytonville High School and had him introduce his family.
- **Motion** to recognize Drew Hoteling as the LHS Student of the Month for September and his family by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

I. DISCUSSION / ACTION:

I.1. Adoption of Keys to Algebra Curriculum for 9th-12th Grade

- Mr. Henry discussed the Keys To Algebra Curriculum
- **Motion** to Adopt the Keys to Algebra Curriculum for 9th-12th Grade by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

I.2. Approval of ESSER III Expenditure Plan

- In order to receive the ESSER III funding, school districts must submit an ESSER III Expenditure Plan to its county office of education (COE) for review and approval, after public adoption by its governing board, on or before October 29, 2021. Attached is the expenditure plan for Laytonville Unified School District that was created with input from DAC, staff and the LCAP.
- **Motion** to approve the ESSER III Expenditure Plan by Mat Paradis, Seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

J. INFORMATION ITEMS: None

K. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: None

L. COMMENTS FROM THE BOARD: Thank you Culinary Arts for the muffins. It's so nice to have a student representative again. Thank you Jenna and Joanie for being so on top of COVID testing the classes.

M. ADJOURNMENT:

Motion to adjourn the meeting by Elina Agnoli, seconded by Mat Paradis, unanimously approved with a 4-0 vote. The meeting was adjourned at 7:35 P.M. The next regular meeting will be held on November 4, 2021.

Respectfully submitted,

Adopted as Final
November 4, 2021

Joan Viada Potter
Secretary to the Board

Calvin Harwood
President of the Board

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE SPECIAL MEETING OF OCTOBER 19, 2021**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a special meeting in the Board Room via ZOOM on October 19, 2021. Board Clerk Meagen Hedley called the meeting to order at 8:35 AM

ROLL CALL:

Trustees Present: Erin Gamble, Meagen Hedley, and Elina Agnoli

Administrators Present: Joan Potter

Student Representative:

B. PUBLIC INPUT re CLOSED SESSION ITEMS:

C. CLOSED SESSION AGENDA:

CS-1 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

CS-1

CS-2 CONSIDERATION OF STUDENT MATTER

CS-2

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board Clerk Meagen Hedley announced that on Closed Session Item 1: Public Employee Discipline/Dismissal/Release, the Board voted unanimously to dismiss Arro Kanavle and to accept the resignation of Lindsey Van Loan. No other action was taken in Closed Session.

E. ACCEPTANCE OF AGENDA:

- **Motion** to approve the Agenda by Erin Gamble, seconded by Elina Agnoli, unanimously approved with a 3-0 vote.

F. PUBLIC INPUT: None

G. DISCUSSION / ACTION:

G.1. Approval of Revised 2020/2021 Unaudited Actuals

- When the county office reviewed Unaudited Actuals they recommended some changes on both the Debt and Asset forms.
- The Asset form tracks changes in capital assets and depreciation. The correction was needed due to the discovery of an outdated Capital Assets workbook. Once the formulas in the workbook were adjusted the new report reflecting the updated numbers was generated.
- The debt form is used to track bond obligations, OPEB liability and compensated absences. The wrong number was picked up for the OPEB liability and when discovered, the correction was made.
- The changes have no effect on Cash or the Unaudited Actuals numbers as they effect the budget.
- Due to the adjustments made, an updated Official Unaudited Actuals DAT file had to be generated and sent to the Mendocino County Office of Education.
- **Motion** to approve the changes to the Capital Assests and Debt Forms in the Updated 2020/2021 Unaudited Actuals by Elina Agnoli, seconded by Erin Gamble, unanimously approved with a 3-0 vote.

H. ADJOURNMENT:

Motion to adjourn the meeting by Erin Gamble, seconded by Elina Agnoli, unanimously approved with a 3-0 vote. The meeting was adjourned at 9:15 am. The next regular meeting will be held on November 4, 2021.

Respectfully submitted,

Adopted as Final
November 4, 2021

Joan Viada Potter
Secretary to the Board

Meagen Hedley
Clerk of the Board

LAYTONVILLE UNIFIED SCHOOL DISTRICT
PERSONNEL ASSIGNMENT ORDER #5 2021/22

November 4, 2021

<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
<u>Certificated Appointment</u>			
<u>Certificated Resignation</u>			
<u>Certificated Layoff</u>			
<u>Certificated Leave of Absence</u>			
<u>Certificated Transfer</u>			
<u>Classified Appointment</u>			
<u>Classified/Confidential Appointment</u>			
<u>Classified/Confidential Resignation</u>			
<u>Classified/Confidential Reduction</u>			
<u>Classified Transfer</u>			
<u>Classified Resignation/Retirement</u>			
Van Loan, Lindsey Bus Driver	Prob.	\$18.78/hr.	10/15/2021
<u>Classified Termination</u>			
Kanavle, Arro Bus Driver	Perm.	\$17.52/hr.	10/15/2021
<u>Classified Layoff</u>			
<u>Coaching Positions</u>			
Craver, Alyssa LMS Boys Basketball		\$1400 Stipend	11/1/2021
Harlan, Carissa LHS Girls' Basketball		\$1800 Stipend	11/1/2021
Firks, Josh LHS V Boys Basketball		\$1800 Stipend	11/1/2021
Hernandez, Michael LHS JV Boys Basketball		\$1400 Stipend	11/1/2021

LAYTONVILLE UNIFIED SCHOOL DISTRICT
REVOLVING CASH FUND #5 2021/21

November 4, 2021

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
10/21/2021	2199	U.S.P.S.	Stamps	\$232.00

LAYTONVILLE UNIFIED SCHOOL DISTRICT
WARRANT LIST
November 4, 2021

Checks Dated 10/01/2021 through 10/26/2021					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
720854	10/07/2021	VANDERMARK, WILLIAM G	01-4300		161.70
720855	10/07/2021	ALAMEIDA ARCHITECTURE	35-6200		6,554.00
720856	10/07/2021	ARROW BENEFITS GROUP	68-5600	153.00	
			69-5600	77.50	230.50
720857	10/07/2021	CAUGHRON III, IRA	01-5800		280.00
720858	10/07/2021	CLOVER STORNETTA FARMS INC.	13-4700		291.00
720859	10/07/2021	EUREKA OXYGEN	01-4300		700.67
720860	10/07/2021	LIMINEX INC.	01-5800		3,190.50
720861	10/07/2021	LONG VALLEY MARKET	01-4300		140.92
720862	10/07/2021	MENDES SUPPLY COMPANY	01-4300		1,846.21
720863	10/07/2021	MENDOCINO COUNTY OFFICE OF ED	01-5800	1,899.70	
			01-9500	53,778.36	55,678.06
720864	10/07/2021	PETTY CASH	01-5904		331.45
720865	10/07/2021	ROUND TREE GLASS	01-5600		40.00
720866	10/07/2021	SIPILA, MARBRY	13-4300		50.00
720867	10/07/2021	SOLID WASTE OF WILLITS	01-5540		971.02
720868	10/07/2021	SOUND & SIGNAL INC.	01-5600		850.55
720869	10/07/2021	SPORT & CYCLE	01-4300		3,529.53
720870	10/07/2021	UKIAH PAPER SUPPLY	13-4300		137.62
720871	10/07/2021	WEX BANK	01-4361		284.67
721366	10/14/2021	DUARTE, JENNA R	01-5200	96.49	
			01-5800	70.00	166.49
721367	10/14/2021	HANSEN, JUDY E	01-4300		248.04
721368	10/14/2021	HARWOOD, HENRY A	01-4300		164.69
721369	10/14/2021	ARKIN, IZMAEL	01-5800		3,347.50
721370	10/14/2021	ARROW BENEFITS GROUP	68-5600	6.50	
			69-5600	3.00	9.50
721371	10/14/2021	CALIF. DEPT. OF TAX & FEE ADM.	01-4361		10.00
721372	10/14/2021	CAUGHRON III, IRA	01-5800		280.00
721373	10/14/2021	CLOVER STORNETTA FARMS INC.	13-4700		269.00
721374	10/14/2021	CONTINENTAL ATHLETIC SUPPLY	01-5600		624.91
721375	10/14/2021	FLORENCE FILTER CORPORATION	01-4300		2,050.51
721376	10/14/2021	FRONTIER	01-5903		339.11
721377	10/14/2021	GOPHER SPORT - NW 5634	01-4300		416.46
721378	10/14/2021	KELLEY AUTOMOTIVE	01-5600		1,375.29
721379	10/14/2021	KNOWATOM LLC	01-5200		4,150.00
721380	10/14/2021	LAYTONVILLE UNIFIED REVOLVING	01-5800		100.00
721381	10/14/2021	LAYTONVILLE WATER DISTRICT	01-5530		877.76
721382	10/14/2021	LONG VALLEY MARKET	01-4300		90.96
721383	10/14/2021	LONG VALLEY LUMBER	01-4300		1,453.94
721384	10/14/2021	MENDO MILL	01-4300		420.05
721385	10/14/2021	MENDOCINO COUNTY OFFICE OF ED	01-9500		4,772.14
721386	10/14/2021	PACIFIC GAS & ELECTRIC	01-5510		8,877.21
721387	10/14/2021	PETTY CASH	01-5904		454.22
721388	10/14/2021	ROUND TREE GLASS	14-5600		737.72

Laytonville Unified School District
November 4, 2021

721389	10/14/2021	SCHOOL SPECIALTY	01-4300		31.92
721390	10/14/2021	SIPILA, MARBRY	13-4300		100.00
721391	10/14/2021	SOLID WASTE OF WILLITS	01-5540		67.50
721392	10/14/2021	SYSO FD SCVS OF SAN FRANCISCO	13-4700		2,466.77
721393	10/14/2021	THE UKIAH DAILY JOURNAL CA NEWSPAPER PARTNERSHIP	01-5811		724.05
721394	10/14/2021	UKIAH PAPER SUPPLY	13-4300		149.10
721395	10/14/2021	WILLITS POWER & HARDWARE	01-5600		193.20
721396	10/14/2021	XEROX CORPORATION	01-5600		798.60
721826	10/21/2021	AMAZON	01-4300	5,816.83	
			01-4400	2,852.69	8,669.52
721827	10/21/2021	CASSIDY, LURANE	01-4300		602.65
721828	10/21/2021	CDW GOVERNMENT INC.	01-4400		5,239.73
721829	10/21/2021	CLOVER STORNETTA FARMS INC.	13-4700		225.00
721830	10/21/2021	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5814		96.00
721831	10/21/2021	EUREKA OXYGEN	01-4300		85.12
721832	10/21/2021	FERRELLGAS	01-5520		12.00
721833	10/21/2021	FRONTIER	01-5903	2,827.11	
			13-5903	53.96	2,881.07
721834	10/21/2021	KELLEY AUTOMOTIVE	01-5600		600.00
721835	10/21/2021	LONG VALLEY AUTO SUPPLY	01-4365		155.69
721836	10/21/2021	LONG VALLEY MARKET	01-4300		37.29
721837	10/21/2021	MENDES SUPPLY COMPANY	01-4300		63.28
721838	10/21/2021	NCSIG	01-5450		1,898.00
721839	10/21/2021	SCHOOL SPECIALTY	01-5800		30.00
721840	10/21/2021	SIPILA, MARBRY	13-4300		50.00
721841	10/21/2021	SYSO FD SCVS OF SAN FRANCISCO	13-4700		1,491.32
721842	10/21/2021	VERIZON WIRELESS	01-5901		152.04
Total Number of Checks			66		133,323.75

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	52	120,508.26
13	CAFETERIA SPECIAL REVENUE FU	11	5,283.77
14	DEFERRED MAINTENANCE	1	737.72
35	COUNTY SCHOOL FACILITIES	1	6,554.00
68	SELF-INSURANCE (dental)	2	159.50
69	SELF-INSURANCE (vision)	2	80.50
Total Number of Checks		66	133,323.75
Less Unpaid Tax Liability			.00
Net (Check Amount)			133,323.75

LAYTONVILLE UNIFIED SCHOOL DISTRICT
MONTHLY BUDGET REPORT

November 4, 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	3,144,667.13	30,980.86	3,202,539.46	3,171,558.60	
Total for Starting Balance accounts			2,610,497.55	3,144,667.13	30,980.86	3,202,539.46	3,171,558.60	
Object		Description	Adopted Budget	Revised Budget	Revenue		Account Balance	
8000		Revenue Limit (Summary)	6,224,969.25	7,792,878.80	783,000.00		7,009,878.80	
Total for Revenue accounts			6,224,969.25	7,792,878.80	783,000.00		7,009,878.80	
Object		Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance	
1000		Certificated Salaries	2,245,291.74	2,308,485.45	1,404,940.32	601,449.07	302,096.06	
2000		Classified Salaries	1,203,722.58	1,251,524.56	689,991.06	305,147.58	256,385.92	
3000		Employee Benefits	1,707,556.33	1,778,219.44	981,641.69	401,406.21	395,171.54	
4000		Books and Supplies	404,443.98	531,857.32	38,665.43	212,213.80	280,978.09	
5000		Services	705,009.78	765,745.91	215,910.29	200,944.05	348,891.57	
6000		Capital Outlay	11,200.00	181,200.00			181,200.00	
7000		Other Outgo	61,357.28	83,180.54			83,180.54	
Total for Expense accounts			6,338,581.69	6,900,213.22	3,331,148.79	1,721,160.71	1,847,903.72	
Object		Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance	
9000			2,496,885.11	4,037,332.71	413,935.21	3,745,084.00	3,331,148.79	
Total for Ending Balance accounts			2,496,885.11	4,037,332.71	413,935.21	3,745,084.00	3,331,148.79	
Total for Fund 01								
	Starting Balance		+ Revenues		- Encumbrances		- Expenditures	= Calculated Ending Balance
Budgeted	3,144,667.13		7,792,878.80				6,900,213.22	4,037,332.71
Actual	3,171,558.60		783,000.00		3,331,148.79		1,721,160.71	1,097,750.90-
Fund 08 - ASB FUNDS								
9000					5,848.25	46,225.15	40,376.90	
Total for Fund 08 and Starting Balance accounts			.00	.00	5,848.25	46,225.15	40,376.90	
Fund 12 - CHILDDEV								
9000			22,994.73	25,766.32	8,578.41	34,344.73	25,766.32	
Total for Starting Balance accounts			22,994.73	25,766.32	8,578.41	34,344.73	25,766.32	
Object		Description	Adopted Budget	Revised Budget	Revenue		Account Balance	
8000		Revenue Limit (Summary)	163,366.00	163,366.00	42,589.98		120,776.02	

Balances through June					Fiscal Year 2021/22	
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
Fund 12 - CHILDDEV (continued)						
Total for Revenue accounts		163,366.00	163,366.00		42,589.98	120,776.02
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries	80,469.51	83,469.51	49,005.04	20,916.07	13,548.40
3000	Employee Benefits	41,711.20	41,711.20	26,469.20	10,497.37	4,744.63
4000	Books and Supplies	20,901.29	17,901.29	95.00	224.15	17,582.14
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	75,569.24	32,121.59	55,675.17
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		22,994.73	25,766.32	734.00	76,303.24	75,569.24
Total for Ending Balance accounts		22,994.73	25,766.32	734.00	76,303.24	75,569.24
Total for Fund 12						
	Starting Balance		+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance
Budgeted	25,766.32		163,366.00		163,366.00	25,766.32
Actual	25,766.32		42,589.98	75,569.24	32,121.59	39,334.53-
Fund 13 - CAFETRIA						
9000		250.00	250.00		250.00	250.00
Total for Starting Balance accounts		250.00	250.00	.00	250.00	250.00
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	195,750.00	195,750.00		1,000.00-	196,750.00
Total for Revenue accounts		195,750.00	195,750.00		1,000.00-	196,750.00
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries	66,991.18	66,991.18	42,825.36	16,178.31	7,987.51
3000	Employee Benefits	38,544.07	38,544.07	26,766.32	10,068.70	1,709.05
4000	Books and Supplies	85,114.75	85,114.75	37,585.49	16,986.71	30,542.55
5000	Services	5,350.00	5,350.00	533.53	1,568.47	3,248.00
Total for Expense accounts		196,000.00	196,000.00	107,710.70	44,802.19	43,487.11
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000				18,480.98	126,191.68	107,710.70

Balances through June						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Fund 13 - CAFETRIA (continued)						
Total for Ending Balance accounts		.00	.00	18,480.98	126,191.68	107,710.70
Total for Fund 13						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	250.00	195,750.00		196,000.00	.00	
Actual	250.00	1,000.00-	107,710.70	44,802.19	153,262.89-	
Fund 14 - DEF MANT						
9000				65.34	65.34	.00
Total for Starting Balance accounts		.00	.00	65.34	65.34	.00
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	21,037.72	11,434.72-
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	25,376.13	23,559.91
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		74.24	74.24	23,950.00	33,950.00	10,000.00
Total for Ending Balance accounts		74.24	74.24	23,950.00	33,950.00	10,000.00
Total for Fund 14						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	.00	59,010.28		58,936.04	74.24	
Actual	.00	.00	10,000.00	25,376.13	35,376.13-	
Fund 15 - P/TRN EQ						
9000			45,412.45		45,412.45	45,412.45
Total for Starting Balance accounts		.00	45,412.45	.00	45,412.45	45,412.45
9000			45,412.45			.00
Total for Ending Balance accounts		.00	45,412.45	.00	.00	.00

Balances through June						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Total for Fund 15						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	45,412.45					45,412.45
Actual	45,412.45					45,412.45
Fund 21 - BLDG BND						
9000				1,061,334.44	1,061,334.44	.00
Total for Fund 21 and Starting Balance accounts		.00	.00	1,061,334.44	1,061,334.44	.00
Fund 35 - CNTY FAC						
9000			1,528,681.89		1,528,681.89	1,528,681.89
Total for Starting Balance accounts		.00	1,528,681.89	.00	1,528,681.89	1,528,681.89
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
6000	Capital Outlay			3,840.00	519,190.07	523,030.07-
Total for Expense accounts		.00	.00	3,840.00	519,190.07	523,030.07-
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			1,528,681.89	520,085.00	523,925.00	3,840.00
Total for Ending Balance accounts		.00	1,528,681.89	520,085.00	523,925.00	3,840.00
Total for Fund 35						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	1,528,681.89			.00	1,528,681.89	
Actual	1,528,681.89		3,840.00	519,190.07	1,005,651.82	
Fund 40 - SPRES CP						
9000		106,284.47	100,990.08	39,165.73	140,155.81	100,990.08
Total for Starting Balance accounts		106,284.47	100,990.08	39,165.73	140,155.81	100,990.08
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	17,500.00	17,500.00		3,665.90	13,834.10
Total for Revenue accounts		17,500.00	17,500.00		3,665.90	13,834.10
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

Balances through June						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 40 - SPRES CP (continued)						
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	100,990.08		355.00	355.00
Total for Ending Balance accounts		106,284.47	100,990.08	.00	355.00	355.00
Total for Fund 40						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	100,990.08	17,500.00		17,500.00	100,990.08	
Actual	100,990.08	3,665.90	355.00	.00	104,300.98	
Fund 67 - SELF INS						
9000		44,513.24	44,940.53		44,940.53	44,940.53
Total for Starting Balance accounts		44,513.24	44,940.53	.00	44,940.53	44,940.53
9000		44,513.24	44,940.53			.00
Total for Ending Balance accounts		44,513.24	44,940.53	.00	.00	.00
Total for Fund 67						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	44,940.53				44,940.53	
Actual	44,940.53				44,940.53	
Fund 68 - SFINS 81						
9000		95,311.66	104,970.83		104,970.83	104,970.83
Total for Starting Balance accounts		95,311.66	104,970.83	.00	104,970.83	104,970.83
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)	27,940.00	27,940.00	420.00		27,520.00
Total for Revenue accounts		27,940.00	27,940.00	420.00		27,520.00
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services	32,240.00	32,240.00	3,616.00	12,146.06	16,477.94
Total for Expense accounts		32,240.00	32,240.00	3,616.00	12,146.06	16,477.94
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		91,011.66	100,670.83	884.00	4,500.00	3,616.00
Total for Ending Balance accounts		91,011.66	100,670.83	884.00	4,500.00	3,616.00

Balances through June						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Total for Fund 68						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	104,970.83	27,940.00		32,240.00		100,670.83
Actual	104,970.83	420.00	3,616.00	12,146.06		89,628.77
Fund 69 - SFINS 82						
9000		130,877.44	139,497.75		139,497.75	139,497.75
Total for Starting Balance accounts		130,877.44	139,497.75	.00	139,497.75	139,497.75
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)	7,300.00	7,300.00		90.30	7,209.70
Total for Revenue accounts		7,300.00	7,300.00		90.30	7,209.70
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services	10,800.00	10,800.00	684.00	316.00	9,800.00
Total for Expense accounts		10,800.00	10,800.00	684.00	316.00	9,800.00
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		127,377.44	135,997.75	316.00	1,000.00	684.00
Total for Ending Balance accounts		127,377.44	135,997.75	316.00	1,000.00	684.00
Total for Fund 69						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	139,497.75	7,300.00		10,800.00		135,997.75
Actual	139,497.75	90.30	684.00	316.00		138,588.05
Fund 76 - WARR PAS						
9000				406.78	406.78	.00
Total for Fund 76 and Starting Balance accounts		.00	.00	406.78	406.78	.00
Total for Org 048 - Laytonville Unified School District						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	5,135,176.98	8,263,745.08		7,379,055.26		6,019,866.80
Actual	5,202,445.35	828,766.18	3,532,923.73	2,355,112.75		143,175.05

LAYTONVILLE UNIFIED SCHOOL DISTRICT
BUDGET TRANSFERS

November 4, 2021

Journal Entry # BT22-00004		Status Posted	Type BudXfer	Fiscal Year 2022	Transaction Date 10/18/2021
Created SFORD, 10/18/2021		Posted SFORD, 10/21/2021		Department BUSINESS	
Requisition #		Purchase Order #		Batch #	
Comment	Update begining fund balances				
Account #	Comments	Line Seq	Debits	Credits	
01-0000-0-9791- - - -	Update begining fund balances	1	311,715.02		
01-0003-0-9791- - - -	Update begining fund balances	2	294.70		
01-0079-0-9791- - - -	Update begining fund balances	3	21,495.42		
01-0811-0-9791- - - -	Update begining fund balances	4	4,995.78		
01-1100-0-9791- - - -	Update begining fund balances	5	42,588.34		
01-6300-0-9791- - - -	Update begining fund balances	6	11,084.57		
01-6500-0-9791- - - -	Update begining fund balances	7		2,403.90	
01-7311-0-9791- - - -	Update begining fund balances	8	4,545.24		
01-7388-0-9791- - - -	Update begining fund balances	9	1,432.31		
01-7425-0-9791- - - -	Update begining fund balances	10	152,625.64		
01-7426-0-9791- - - -	Update begining fund balances	11	16,288.00		
12-0000-0-9791- - - -	Update begining fund balances	12	2,771.59		
67-0000-0-9791- - - -	Update begining fund balances	13	427.29		
68-0000-0-9791- - - -	Update begining fund balances	14	9,659.17		
69-0000-0-9791- - - -	Update begining fund balances	15	8,620.31		
40-0000-0-9791- - - -	Update begining fund balances	16		38,510.12	
40-0004-0-9791- - - -	Update begining fund balances	17	32,365.73		
40-0006-0-9791- - - -	Update begining fund balances	18	850.00		
35-0000-0-9791- - - -	Update begining fund balances	19	1,528,681.89		
01-0000-0-9790- - - -	Update begining fund balances	20		311,715.02	
01-0003-0-9790- - - -	Update begining fund balances	21		294.70	
01-0079-0-9790- - - -	Update begining fund balances	22		21,495.42	
01-0811-0-9790- - - -	Update begining fund balances	23		4,995.78	
01-1100-0-9790- - - -	Update begining fund balances	24		42,588.34	
01-6300-0-9790- - - -	Update begining fund balances	25		11,084.57	
01-6500-0-9790- - - -	Update begining fund balances	26	2,403.90		
01-7311-0-9790- - - -	Update begining fund balances	27		4,545.24	
01-7388-0-9790- - - -	Update begining fund balances	28		1,432.31	
01-7425-0-9790- - - -	Update begining fund balances	29		152,625.64	
01-7426-0-9790- - - -	Update begining fund balances	30		16,288.00	
12-0000-0-9790- - - -	Update begining fund balances	31		2,771.59	

Laytonville Unified School District
November 4, 2021

Journal Entry # BT22-00004 through BT22-00005				
Journal Entry # BT22-00004 (Continued)	Status Posted	Type BudXFer	Fiscal Year 2022	Transaction Date 10/18/2021
Account #	Comments	Line Seq	Debits	Credits
35-0000-0-9790- - -	Update begining fund balances	32		1,528,681.89
40-0000-0-9790- - -	Update begining fund balances	33	38,510.12	
40-0004-0-9790- - -	Update begining fund balances	34		32,365.73
40-0006-0-9790- - -	Update begining fund balances	35		850.00
67-0000-0-9790- - -	Update begining fund balances	36		427.29
68-0000-0-9790- - -	Update begining fund balances	37		9,659.17
69-0000-0-9790- - -	Update begining fund balances	38		8,620.31
JE # BT22-00004 Totals			2,191,355.02	2,191,355.02

Journal Entry # BT22-00005		Status Posted		Type BudXFer	Fiscal Year 2022	Transaction Date 10/25/2021	
Created SFORD, 10/25/2021		Posted SFORD, 10/25/2021		Department BUSINESS			
Requisition #		Purchase Order #		Batch #			
Comment Fund 15 set up budget							
Account #		Comments		Line Seq	Debits		Credits
15-0000-0-9791- - - -		Fund 15 set up budget		1	45,412.45		
15-0000-0-9790- - - -		Fund 15 set up budget		2			45,412.45
JE # BT22-00005 Totals					45,412.45		45,412.45

Laytonville Unified School District Totals	2,236,767.47	2,236,767.47
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2021-22 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)*


<input checked="" type="checkbox"/>	October 2021 (July, Aug, Sept 2021) 1st Quarter
<input type="checkbox"/>	January 2022 (Oct, Nov, Dec 2021) 2nd Quarter
<input type="checkbox"/>	April 2022 (Jan, Feb, March 2022) 3rd Quarter
<input type="checkbox"/>	July 2022 (April, May, June 2022) 4th Quarter

Date for information to be reported publicly at governing board meeting: 11/4/2021

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		
TOTALS	0		

	10/27/2021
Signature of Person Completing this form	Date

_____ Signature of County Superintendent	_____ Date
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☐ **Forwarded a copy of this completed report to the County Board of Education**

Revised 08/20

BOARD ACTION ITEM J1

Board Meeting Date: November 4, 2021
Subject: Students of the Month
From: Joan Potter, Superintendent

Explanation:

Ms. Stange and Mr. Henry will present the Students of the Month for Laytonville Middle School and Laytonville High School for the month of October and have them to introduce their families.

Recommendation:

Recognize the Students of the Month and their families

Attachments:

None

BOARD ACTION ITEM J2

Board Meeting Date: November 4, 2021

Subject: Scheduling of Annual Organizational Meeting

From: Joan Potter, Superintendent

Explanation:

Education Code Section 35143 requires the Board of Trustees to hold an annual organizational meeting; this traditionally occurs in December during the regularly scheduled Board meeting. We will elect a President and Clerk, make committee assignments, adopt a calendar of meeting dates for 2022, and obtain signatures from each Board member.

Recommendation:

Schedule the Board's annual organizational meeting for Monday December 13, 2021

Attachments:

None

BOARD DISCUSSION/ACTION ITEM K1

Board Meeting Date: November 4, 2021

Subject: PUBLIC HEARING: Federal Impact Aid Program, Budget,
BP 1261 and AR 1261

From: Joan Potter, Superintendent

Explanation:

LUSD is one of approximately 630 school districts that receive Federal Impact Aid funding. Federal regulations including Section 8004 of the Elementary and Secondary Education Act and Board Policy 1261 call for an annual Public Hearing to be held in November to allow an opportunity for American Indian parents to discuss the educational programs supported by Impact Aid funds. We have posted a Public Hearing Notice for 10 days, including at the Tribal Center.

Federal Impact Aid funding is provided to districts with tax free entities in their jurisdictions such as Indian reservations and military bases. The purpose of the money is to offset the loss of tax revenue, to support the district's instructional program and to ensure that Indian children receive educational services equal to those received by non-Indian children. The revenue is based on a complex formula and has ranged from \$25,000 to \$45,000 over the past 12 years. BP and AR 1261, known as Indian Policies and Procedures (IPP's), provide Indian parents with the opportunity to participate in the discussions related to their students' instruction, and they provide the Board an opportunity to gather information concerning the American Indian community and its views on education.

Recommendation:

Conduct the Public Hearing

Attachments:

BP 1261

AR 1261

IMPACT AID PROGRAMS**Annual Impact Aid Public Hearing and Advisory Committee Formation**

In compliance with the requirements contained in Title I of Public Law PL-874 and Amendments contained in Public Law 95-561 as set forth in 34 CFR, Section 223.109, an annual meeting shall be held to discuss the use of impact aid funds prior to the submission of the district's application for Federal Impact Aid (PL-874) funds. The uses of these funds by the district shall be discussed at a regular meeting of the Board of Trustees. When program and funding changes are to be made, tribal officials and parents or guardians will be encouraged to make recommendations and to present their views regarding the uses of the funds. Notice of the meeting shall be sent to the Tribal Council and all PL-874 parents or guardians 10 days prior to the date upon which the meeting is to be held.

When specific recommendations are made as to modifications, deletions or additions to program or services offered to students with these funds, they shall be given serious consideration by the Board. All recommendations will be studied as to their impact upon personnel and other programs or services, and if appropriate, the Board shall appoint an advisory committee to study the issues involved and make a report to the Board. The advisory committee shall be composed of a representative cross-section of the community, including Tribal Council members and PL-874 parents/guardians.

The advisory committee's report shall be provided to the Tribal Council and the PL-874 parents or guardians. Any community members may attend the advisory committee sessions and shall have the right to comment during the meetings upon the recommendations, their effect upon personnel, programs, or services and upon the report of the advisory committee. The recommendations shall be forwarded to the Board which will deliberate and act upon them. The Board's decision regarding to the recommendations shall be final.

Policy
adopted: September 9, 2004
Revised: September 11, 2014

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Laytonville, California

Laytonville Unified School District
Indian Policies and Procedures
Impact Aid Programs

AR 1261 (a)

It is the intent of the Laytonville Unified School District that all Indian children of school age have equal access to all programs, services and activities offered within the school district. To this end, the Laytonville Unified School District will consult with local tribal officials and parents of Indian children in the planning and development of Indian Policies and Procedures (IPPs), general education programs, and activities. These policies and procedures will be reviewed annually and revisions will be made within 90 days of the determination that requirements are not being adequately met.

Section 1. Attestations

The Laytonville Unified School District attests that it has established Indian Policies and Procedures (IPPs) as required in section 7004 of the Impact Aid law for any children claimed who reside on eligible Indian lands. The IPPs have been adequately disseminated to the tribes and parents of children residing on eligible Indian lands. A copy of the current policies and procedures was attached to the FY 2021 Impact Aid application.

The Laytonville Unified School District attests that it has provided a copy of written responses to comments, concerns and recommendations received from tribal leaders and parents of Indian children through the Indian policies and procedures consultation process and disseminated these responses to tribal leaders and parents of Indian children prior to the submission of their FY 2021 Impact Aid application.

Section 2. Indian Policies and Procedures

The following Indian policies and procedures become effective upon school board approval.

Section 3. Policy 1: The LEA will disseminate relevant applications, evaluations, program plans and information related to the LEA's education program and activities with sufficient advance notice to allow tribes and parents of Indian children the opportunity to review and make recommendations.
[34CFR222.94(a)(1)]

Procedure 1:

The Laytonville Unified School District will disseminate information and seek timely input regarding the following programs on its educational program (including, but not limited to): Title I, Part A, Title II, Part A, Title VI, Part A, subpart 1, Title VII-Impact Aid programs.

The completed applications, evaluations, and program planning will be made available to parents of Indian children, Tribal officials, and the District Advisory Committee and a summary will be prepared and disseminated to the tribe via email and a summary will be

sent home to parents of Indian children with the students ten days in advance of public hearings held in November and June to afford all interested parties the opportunity to review the documents with sufficient time to provide thoughtful input at the public meetings. These hearings will be publically advertised by posting in public places, including the Tribal Office, and on the District Webpage to allow all interested parties to attend. In addition, representatives from the District will schedule meetings with the Cahto Tribe to seek input in October and May of each school year. Announcements will be mailed home to the parents of Indian children.

Parents of Indian children, tribal officials, the District Advisory Committee and any other interested persons can review assessment data to help develop or modify educational programs and services allowing for the participation of Indian students on an equal basis in the district.

Minutes from the District Advisory Committee meetings will be posted on the District's website for all patrons and Tribal officials to review. This will allow for ongoing dissemination of information.

Section 4. Policy (2): The Laytonville Unified School District will provide an opportunity for the Cahto Tribe and parents of Indian children to provide their views on the District's educational program and activities, including recommendations on the needs of their children and on how the District may help those children realize the benefits of the educational programs and activities.
[34CFR222 .94(a)(2)]

- (i) Notify tribes and the parents of Indian children of the opportunity to submit comments and recommendations, considering the tribe's preference for method of communication, and
- (ii) Modify the method of and time for soliciting Indian views, if necessary, to ensure the maximum participation of tribes and parents of Indian children.

Section 5. Procedure 2:

In order to allow Indian parents and tribal officials to make commentary concerning (1) the needs of their children and the ways in which they can assist them in realizing the benefits of the education programs; (2) the overall operation of the District's education program; and (3) the degree of parental participation allowed in the same, the Board will provide questionnaires to the tribal office and tribal officials will request parent input and recommendations in the fall and will thereafter hold an annual Board meeting where such commentary may be reviewed by Indian parents, Tribal officials, and the Board. If participation in the survey results in a low return rate or the established meeting yield low participation by the parents of Indian children and tribal officials, the Laytonville Unified School District will re-evaluate its plan and consult with parents of Indian children and tribal officials on ways to improve and enhance participation in the consultation process.

The Laytonville Unified School District may re-locate meetings or times to encourage participation.

The District Advisory Committee of the Laytonville Unified School District will meet monthly for the purpose of addressing comments and concerns of parents of Indian children regarding the District's educational programs and activities. The meeting agendas are posted and all meetings are open to the public allowing for tribal officials as well as parents of Indian children the opportunity to submit comments and recommendations for consideration.

A school board representative is a member of the District Advisory Committee. This representation allows for the discussion of the needs of the students and ideas to be brought forward to both the Indian Education Committee as well as the School Board.

At each of the monthly school board meetings, a section of time is set aside for communications from the public. This is a time to offer comments and suggestions regarding programming for Indian students. In addition, two public hearings are scheduled in November and June which are specifically devoted to addressing questions regarding federal programs. Based upon suggestions, preferred methods of communication as well as ways to maximize participation from tribal officials as well as parents of Indian children will be seriously considered.

Information will be included in student handbooks/enrollment packets regarding opportunities to provide input to the District.

The District and District Advisory Committee representatives will schedule meetings with the Cahto Tribe to discuss ongoing programming goals.

The District will consult with the Cahto Tribe to ascertain the tribe's preferred method of communication. The District will, to the extent possible, accommodate the tribe's preferred method of communication.

Section 6. POLICY (3): The Laytonville Unified School District will annually assess the extent to which Indian children participate on an equal basis with non-Indian children in the District's education program and activities.

[34CFR222.94(a)(3)]

- (i) Share relevant information related to Indian children's participation in the LEA's education program and activities with tribes and parents of Indian children; and
- (ii) Allow tribes and parents of Indian children the opportunity and time to review and comment on whether Indian children participate on an equal basis with non-Indian children.

Procedure 3:

The Laytonville Unified School District will take the following measures to annually assess the extent to which Indian children participate on an equal basis with non-Indian children in the District's education program and activities.

- A. The Laytonville Unified School District will monitor Indian student participation in all academic and co-curricular activities.
- B. School district officials will review school data to assess the extent of Indian children's participation in the District's educational programs on an equal basis.
- C. The Laytonville Unified School District will share its assessment of district funding, Indian student participation, related academic achievements and other related data will be shared with the parents of Indian children and tribal officials during District Advisory Committee meetings and meetings in October and May of each year with the Tribal Council
- D. Parents of Indian children, tribal officials and other interested parties may express their views on participation through direct communication with the school district, at any school board meeting or to the District Advisory Committee.
- E. Copies of annual reports will be provided to tribal officials.

The Laytonville Unified School District shall annually analyze participation rates of Indian children compared to other children in all aspects of the educational program and school sponsored activities.

The Laytonville Unified School District's Superintendent and school staff, in conjunction with the District Advisory Committee, will review annual survey data and comments gathered from families and students.

The results of the data and its comments will be shared with all interested parties in the district. In addition comments and/or suggestions brought forth from these conversations will become part of the Committee's approved minutes.

This data will be utilized to develop appropriate supports for various programs.

During the public hearings in November and June, the school district will gather information relating to Indian children's participation in the LEA's education programs and activities. This information will also be made available to the parents of Indian children, tribal officials and the District Advisory Committee via minutes from the meetings

If it is determined that there are gaps in Indian participation in the educational program or activities, the Laytonville Unified School Board in consultation with the District Advisory Committee and tribal officials, will modify its education program in such a way as to improve Indian participation.

Section 7. POLICY (4): The Laytonville Unified School District will modify the IPPs if necessary, based upon the results of any assessment or input described in this document. [34CRF222.94(a)(4)]

Procedure 4:

The Laytonville Unified School Board will establish an ad hoc committee of Indian parents and Tribal officials ("the Indian/Parent Committee") to annually review the components the Indian Policies and Procedures to ensure that they meet federal regulatory and statutory requirements.

The District Advisory Committee shall serve as a task force to review the meaningfulness of Indian input, to review the extent of opportunity for Indian input and to review the District's response to Indian commentary. The Committee will review the effectiveness of the District's methods of gathering the input of Indian parents and Tribal members; calculate the number of Indian suggestions which were actually implemented; permit Indian parents and Tribal officials to suggest more effective ways of communicating their views. If necessary, the District Advisory Committee shall make recommendations to the Board to modify its policies and procedures.

The Laytonville Unified School District will hold a Board meeting to modify policies and procedures if the Indian/Parent committee indicates such modification is necessary.

The Laytonville Unified School District School Board will determine which changes are implemented. All changes to the Indian Policies and Procedures become effective upon approval by the school board.

The Laytonville Unified School District will notify parents of Indian children, tribal officials and the general public of any changes to the Indian Policies and Procedures by posting at tribal offices and on the district Website.

Section 8. POLICY (5) : The Laytonville Unified School District will respond at least annually in writing to comments and recommendations made by tribes or parents of Indian children, and disseminate the responses to the tribe and parents of Indian children prior to the submission of the IPPs by the LEA. [34CRF222.94(a)(5)]

Procedure 5:

The Laytonville Unified School District will at least annually respond in writing to comments and recommendations made by the District Advisory Committee, tribal officials, or parents of Indian children, and disseminate the responses by email to the tribe, a summary will be sent home with students to the parents of Indian children with instructions on how to obtain a full copy, and by posting at tribal offices and on the District Website prior to the submission of the IPPs by the District to the Impact Aid Program.

Section 9. POLICY (6): The Laytonville Unified School District will provide a copy of the IPPs annually to the affected tribe or tribes. [34CR F222.94 (a)(6)]

The Laytonville Unified School District will annually provide a copy of the current Indian Policies and Procedures to the Cahto tribe by email, posting at tribal offices, and on the District Website.

Section 10.

Only a tribal chairman or an authorized designee for a tribe that has children attending an LEA's schools may file a written complaint with the Assistant Secretary for Elementary and Secondary Education regarding an action pursuant to, or relevant to, Indian Policies and Procedures.

- Level 1:** Level 1 is informal and may be written or verbally expressed to the Superintendent's designee. The objective is a quick and informal resolution of the concern.
- Level 2:** If the grievance is not resolved at Level 1, the grievant may submit the complaint in writing to the Superintendent of Schools. The grievance shall state the specific nature of the grievance, the specific resolution requested and must be signed by the grievant(s).
- The Superintendent shall investigate and attempt to resolve the grievance. A written report regarding the decision of the Superintendent shall be sent to concerned parties within 30 days after receipt of the written grievance.
- If the Superintendent does not satisfactorily resolve the grievance, either party may advance the grievance to level 3.
- Level 3:** A written appeal may be presented to the Superintendent for placement on the Board's agenda. The Board of Trustees shall attempt to resolve the grievance. A written report regarding the decision of the district shall be sent to all concerned parties within 30 school days. Discussions or committee meetings on the issue may extend the resolution process for another 30 day period.
- If the Board does not satisfactorily resolve the grievance, either party may advance the grievance to Level 4.
- Level 4:** The grievant may refer the complaint to the Secretary of the Department of Education. Complaint procedures are found in the Impact Aid Program.

10. State law prohibits the Board from delegating its legal responsibility. The Trustees retain final authority for the established policies, procedures and school programs affected by this act.

Board Approval Date November 7, 2019

Revised Date: August 9, 2018

Reviewed: 8/9/18, 11/1/18, 12/12/19, 12/14/20

BOARD DISCUSSION/ACTION ITEM K2

Board Meeting Date: November 4, 2021

Subject: Administrative Regulation AR 3231 for Impact Aid, First Reading

From: Joan Potter, Superintendent

Explanation:

New regulation addresses requirements of Title VII Impact Aid, which provides assistance to districts with concentrations of children residing on lands owned by the federal government, including Indian lands. Districts with children residing on Indian lands are mandated to adopt policy and procedures with specified components, including, but not limited to, consultation with Indian tribes and parents/guardians of students living on Indian lands in the planning and development of programs and activities supported by Impact Aid.

Recommendation:

Review AR 3231

Attachments:

Administrative Regulation 3231

BOARD DISCUSSION/ACTION ITEM K3

Board Meeting Date: November 4, 2021

Subject: Administrative Regulation 6173.4 for Title VI Indian Education Program

From: Joan Potter, Superintendent

Explanation:

New regulation reflects major requirements for districts that receive federal Title VI Indian education funding, which supports local educational agencies, Indian tribes and organizations, and consortia in meeting the unique cultural, language, and educational needs of American Indian students and ensuring that all students meet challenging state academic standards. Districts receiving such funding are **mandated** to adopt procedures to ensure that the program will be operated and evaluated in consultation with, and with the involvement of, parents/guardians and family members of American Indian students and community representatives. Regulation also includes allowable expenditures of Title VI funds, the provision of professional development as needed, maintenance of student eligibility records, and distribution of program evaluation results.

Recommendation:

Review AR 6173.4

Attachments:

Administrative Regulation 6173.4

BOARD DISCUSSION/ACTION ITEM K4

Board Meeting Date: November 4, 2021

Subject: Board Policy and Administrative Regulation 6174 for Education
for English Learners, First Reading

From: Joan Potter, Superintendent

Explanation:

As our numbers of English Learners has increase over the past few years, our Board Policy and Administrative Regulation 6174 need review and refinement to ensure that we are implementing a strong program.

Recommendation:

Review BP & AR 6174

Attachments:

Administrative Regulation and Board Policy 6174

BOARD DISCUSSION/ACTION ITEM K5

Board Meeting Date: November 4, 2021

Subject: Increase Rate of Pay for Substitute Teachers

From: Joan Potter, Superintendent

Explanation:

Our Substitute teacher pay has not increase since 2008. In comparing our current sub pay to other school in the County, I am proposing the following:

Currently sub pay is:

- \$105.00/day for non-credentialed
- \$120.00/day for credentialed

I propose increasing both non-credentialed and credentialed substitutes to \$150.00/day effective immediately

Recommendation:

Approve increasing sub pay for credentialed and non-credentialed to \$150.00/day

Attachments:

None