

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF NOVEMBER 4, 2021**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a regular meeting in the District Board Room on November 4, 2021. Board President Calvin Harwood called the meeting to order at 6:15 P.M.

ROLL CALL:

Trustees Present: Calvin Harwood, Elina Agnoli, Erin Gamble, and Meagen Hedley
Administrators Present: Joan Potter, Lorre Stange and Tim
Henry Student Representative: Mahaila Reighter

B. PUBLIC INPUT re CLOSED SESSION ITEMS:

C. CLOSED SESSION AGENDA:

CS-1	PUBLIC EMPLOYEE APPOINTMENT (District Administrative Assistant)	CS-1
CS-2	PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE	CS-2
CS-3	CONFERENCE WITH LABOR NEGOTIATOR Name of Agency Negotiator: Superintendent Name of Organization Representing Employee: CSEA	CS-3

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that on Closed Session Item CS-1, Public Employee Appointment, the board voted unanimously to hire Breonna Bookout as the District Administrative Assistant, Cameron Cude as Special Education Instructional Assistant, Mikyla Auman as Preschool Assistant, Thom Harvey as Custodian/Grounds/Maintenance, Alyssa Craver as Middle School Boys' Basketball Coach, Carissa Harlan as High School Girls' Varsity Basketball Coach, Olivia Romo as Middle School Girls' Basketball Coach, Michael Hernandez as High School Boys' Junior Varsity Basketball Coach, Josh Firks as High School Boys' Varsity Basketball Coach. 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 Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

G. PUBLIC INPUT: None

H. REPORTS AND COMMENTS:

Superintendent's Report:

- Mrs. Potter began discussing COVID cases in the District. The District has had 17 cases since school started in August. Since the beginning of September to end of October there

were zero cases within the District. However, there were 5 new cases in the last 2 weeks at the Elementary School. All of these cases have been community spread and there has been zero school spread.

- We are moving into Basketball season and the topic of whether or not students will be wearing masks while playing. Public Health has a mandate to wear masks during Basketball season. This decision is being questioned because of safety risks and a potential choking hazard. Public Health Doctors have been holding firm on their decision to require masks be worn. The County Superintendents are writing letters to Public Health to encourage no masks while playing as long as there is regular testing taking place. They are proposing wearing a mask while players are on the bench but while on the court they should be able to remove the mask. Students are already being tested twice a week for practices and they are also tested within 24 hours of game days. Mrs. Potter will look into where parents and community members can write letters in support of no masks while playing.
- Vaccinations and Boosters: The FDA has now approved the COVID vaccination for ages 5 and up. At this point they are not required but the Governor has directed Public Health to add it to the list of required vaccinations to enter school for 7th through 12th grade. There is an extensive process that Public Health has to go through to even make this a regulation. There will have to be a public comment period along with a variety of other steps to make it a regulation. The soonest this would be a requirement is July 1st, 2022. LVHC is having COVID vaccine clinics on Tuesdays and Fridays for parents that want their children ages 5 and up to be vaccinated. If needed a school facility can be used to hold a vaccine clinic but there isn't a need for one at this time. On Friday LVHC will be providing boosters for staff that are ready for them in the Elementary School.
- There are a lot of new hires. Mrs. Potter is very excited about them and the hires from back in August are all doing great.
- Facilities: After the 2nd series of rains, we are leak free. The 1st series of rains there were a lot of leaky roofs. Roofing contractor backed out last minute to replace the roof over the summer. Pedro and the others have been repairing all of that. They are now going back and repairing drywall inside of office buildings where the roofs had leaked.
- The District received some estimates on new paving of the parking lot and new playground. For the parking lot we will need to go through an architect. It looks like it will cost close to \$200,000.00 for the parking lot including the sidewalks. The next step is talking to Don Alameida about drawing up some plans and then we will go through the permitting process. We are looking at a USDA Grant to help fund that and also using some of our COVID funds.
- We just received the Educator Effectiveness Grant. It is for providing staff development for Classified, Certificated and Administrative positions in a variety of things. We have to have two board meetings so we can have the public hearing for the grant and illicit input for the use of the funds. A doodle poll was sent out for the special meeting date as it needs to happen prior to the board meeting on December 13th, 2021. The grant is about \$140,000.00 and we have through 2026 to use it. We have a lot of different funds right now. Shannon and Mrs. Potter have been working on a strategic plan on using these funds and on what they can be used for and when. They have been doing this in conjunction with DAC and the Site Council.
- Apptegy is our new website and phone app that will hopefully be rolled out in the next few weeks and will help with communication. There will be a couple of meetings with Jenna tomorrow to look at how everything will be migrated from the old site and how that will work.

The following reports were given:

Elementary Principal
LES/LMS Site Council
Student Representative

High School Principal
LHS Site Council-None
LVTA

Healthy Start
DAC-None
CSEA

I. ACTION: CONSENT AGENDA

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

J. ACTION:

J.1 Students of the Month

- Mr. Henry presented the Student of the Month for Laytonville High School for the month of October and had them introduce their family.
- **Motion** to recognize Ruby Rosenthal as the Laytonville High School Student of the Month for October by Meagen Hedley, seconded by Elina Agnoli, unanimously approved with a 4-0 vote.

J.2. Scheduling of Annual Organizational Meeting

- 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.
- **Motion** to schedule the Board's annual organizational meeting for Monday December 13, 2021 by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

K. DISCUSSION / ACTION:

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- K.1. PUBLIC HEARING: Federal Impact Aid Program, Budget, BP 1261 and AR 1261
 - 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.

- The Public Hearing was Opened and the following information was shared:
 - Tribal Council recommended shortening the Parent Survey
 - Areas of Concern: Native American students are not performing as well as other students in Math and Language. There is a high chronic absentee rate amongst Native American students: 46%.
 - IPP will be brought back to the December meeting and any changes that need to be made will take place at that meeting.
 - Public Hearing was closed
- K.2. Administrative Regulation 3231 for Impact Aid, First Reading
 - 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.
 - AR 3231 was reviewed by the Board and will be brought back to the regular meeting on December 13th for a final reading.
- K.3. Administrative Regulation 6173.4 for Title VI Indian Education Program, First Reading
 - 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.
 - AR 3231 was reviewed by the Board and will be brought back to the regular meeting on December 13th for a final reading.
- K.4. Board Policy and Administrative Regulation 6174 for Education for English Learner, First Reading
 - As our number of English Learners has increased 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.
 - The BP and AR 6174 will be reviewed with the District Advisory Committee, Site Councils, and the English Language Learner staff and then brought back to a future board meeting with recommendations.
- K.5. Increase Rate of Pay for Substitute Teachers
 - Our Substitute teacher pay has not increased since 2008. In comparing our current sub pay to other school in the County.
 - Currently sub pay is:
 - \$105.00/day for non-credentialed

- \$120.00/day for credentialed
- Mrs. Potter proposed increasing both non-credentialed and credentialed substitutes to \$150.00/day effective immediately
- **Motion** to approve increasing sub pay for credentialed and non-credentialed to \$150.00/day by Meagen Hedley, seconded by Elina Agnoli, unanimously approved with a 4-0 vote

L. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: None

M.COMMENTS FROM THE BOARD: Elina said it seemed like positive things are happening according to the reports in this meeting regarding the students and new hires. Calvin said his fingers are crossed we have a good sports season. Mrs. Potter wanted to welcome Breonna. She starts on Monday to train for District Administrative Assistant.

N. ADJOURNMENT:

Motion to adjourn the meeting by Meagen Hedley, seconded by Elina Agnoli, unanimously approved with a 4-0 vote. The meeting was adjourned at 7:27 PM. The next regular meeting will be held on December 13, 2021.

Respectfully submitted,

Adopted as Final
December 13, 2021

Joan Viada Potter
Secretary to the Board

President of the Board
Calvin Harwood

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE SPECIAL MEETING OF DECEMBER 6, 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 December 6, 2021. Board President Calvin Harwood called the meeting to order at 5:14 pm.

ROLL CALL:

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

Administrators Present: Joan Potter

Student Representative:

B. PUBLIC INPUT re CLOSED SESSION ITEMS:

C. CLOSED SESSION AGENDA:

CS-1	CONSIDERATION OF INTER-DISTRICT TRANSFER REQUEST, NUMBER IDT-I & J	CS-1
CS-2	PUBLIC EMPLOYEE APPOINTMENT	CS-2

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that on Closed Session Item 1: Consideration of Inter-District Transfer Request, IDT-I the Board voted unanimously to accept the incoming student into our school district. The Board also voted unanimously to accept students IDT-J transferring from LUSD to Willits Unified School District. Board President Calvin Harwood announced that on Closed Session Item 2: Public Employee Appointment, the Board voted unanimously to hire Casey O'Neill and Torrey Hansen for the LHS Garden Grant positions. No other action was taken in Closed Session.

E. ACCEPTANCE OF AGENDA:

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

F. PUBLIC INPUT: None

G. INFORMATION:

G.1. New Superintendent Recruitment

- Mendocino County Office of Education (MCOE) is providing funding to hire a consultant to help with recruiting a new Superintendent. The recruiter, Scott Mahoney, went through the projected timeline and what to expect in the coming months in the search for a new superintendent.

H. DISCUSSION / ACTION:

H.1. PUBLIC HEARING: Educator Effectiveness Block Grant

- Laytonville USD will be receiving \$134,608 to apply toward Educator Effectiveness. Funds are allocated on the basis of an equal amount per certificated and classified full-time equivalent as reported in the California Longitudinal Pupil Achievement Data System (CALPADS) and the California Basic Educational Data System (CBEDS) for the 2020–21 fiscal year.

- Funds may be expended during the 2021–22, 2022–23, 2023–24, 2024–25 and 2025–26 fiscal years. An annual data and expenditure report will be due each year on or before September 30. A final data and expenditure report will be due on or before September 30, 2026. Any funds not expended by June 30, 2026, must be returned to the California Department of Education (CDE).
- The Educator Effectiveness Funds (EEF) are subject to the annual audits required by California *Education Code (EC)* Section 41020.
- Mrs. Potter has met with District Advisory Council and asked for input from everyone. There are 10 different strategies for spending the money and we don't have to spend it in all of the areas. We do have to spend money in one or more of the areas.
- The plan will be brought back to the meeting on December 13, 2021 for board approval.

The Public Hearing was Opened and the following information was shared:

- Meagen Hedley said that the teachers and the staff probably know the best way to spend the money from the grant.

H. ADJOURNMENT:

Motion to adjourn the meeting by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 5-0 vote. The meeting was adjourned at 6:11 pm. The next regular meeting will be held on December 13, 2021.

Respectfully submitted,

Adopted as Final
December 13, 2021

Joan Viada Potter
Secretary to the Board

Calvin Harwood
President of the Board

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

December 13, 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</u>				
Harlan, Debbie	Cook	Perm.	\$15.35/hour	12/7/2021
<u>Classified Termination</u>				
<u>Classified Layoff</u>				
<u>Coaching Positions</u>				

LAYTONVILLE UNIFIED SCHOOL DISTRICT
REVOLVING CASH FUND #5 2021/22

December 13, 2021

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
11/15/2021	2200	Joe Hill	Computer Lab Cabinets	\$2,946.00

LAYTONVILLE UNIFIED SCHOOL DISTRICT

WARRANT LIST

December 13, 2021

Checks Dated 10/27/2021 through 12/02/2021					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
722496	10/28/2021	ELLINGSON, HEATHER R	01-4300		21.55
722497	10/28/2021	ROGERS, JUSTICE J	01-5540		193.24
722498	10/28/2021	ARROW BENEFITS GROUP	68-5600	169.25	
			69-5600	85.00	254.25
722499	10/28/2021	CARR'S CONSTRUCTION SERVICE	35-6200		85,588.70
722500	10/28/2021	CAUGHNOR III, IRA	01-5800		560.00
722501	10/28/2021	CDW GOVERNMENT INC.	01-4300		14,850.72
722502	10/28/2021	CLOVER STORNETTA FARMS INC.	13-4700		291.00
722503	10/28/2021	DOCUMENT TRACKING SERVICES	01-5800		795.00
722504	10/28/2021	EHLERT'S PETROLEUM MAINTENANCE	01-5800		118.75
722505	10/28/2021	FRONTIER	01-5903		112.54
722506	10/28/2021	LAYTONVILLE UNIFIED REVOLVING	01-5904		232.00
722507	10/28/2021	LONG VALLEY MARKET	01-4300		148.64
722508	10/28/2021	MENDES SUPPLY COMPANY	01-4300		65.89
722509	10/28/2021	SIPILA, MARBRY	13-4300		50.00
722510	10/28/2021	SYSO FD SCVS OF SAN FRANCISCO	13-4700		863.45
722511	10/28/2021	WEX BANK	01-4361		951.02
722512	10/28/2021	WILLITS POWER & HARDWARE	01-5600		7.55
722513	10/28/2021	XEROX CORPORATION	01-5600		40.55
722919	11/04/2021	CRAVER, ALYSSA A	01-5710		100.80
722920	11/04/2021	MACKENZIE, GAIL L	01-5800		102.50
722921	11/04/2021	ROGERS, JUSTICE J	01-5200	26.88	
			01-5540	155.09	181.97
722922	11/04/2021	ALL IN ONE AUTO REPAIR & TOWIN	01-5800		1,470.00
722923	11/04/2021	ARKIN, IZMAEL	01-5800		2,681.25
722924	11/04/2021	Arrow Benefits Group	68-5600		668.00
722925	11/04/2021	CAUGHNOR III, IRA	01-5800		280.00
722926	11/04/2021	CDW GOVERNMENT INC.	01-4300		514.29
722927	11/04/2021	CLOVER STORNETTA FARMS INC.	13-4700		181.00
722928	11/04/2021	LONG VALLEY MARKET	01-4300		79.03
722929	11/04/2021	MCGRAW-HILL	01-4100		501.13
722930	11/04/2021	MENDOCINO COLLEGE	01-5800		410.00
722931	11/04/2021	STAPLES CREDIT PLAN	01-4300		667.64
722932	11/04/2021	SYSO FD SCVS OF SAN FRANCISCO	13-4700		1,109.10
723394	11/12/2021	HENRY, TIMOTHY J	01-4300		101.34
723395	11/12/2021	CAUGHNOR III, IRA	01-5800		280.00
723396	11/12/2021	CDE	13-4700	102.60	
			40-6200	1,050.00	1,152.60
723397	11/12/2021	CDW GOVERNMENT INC.	01-4300		293.42
723398	11/12/2021	CLOVER STORNETTA FARMS INC.	13-4700		293.35
723399	11/12/2021	CSEA	01-9500		225.00
723400	11/12/2021	EUREKA OXYGEN	01-4300		134.21
723401	11/12/2021	FEIGON, JOSEPH	01-5600		237.50
723402	11/12/2021	FRONTIER	01-5903		336.67

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
723403	11/12/2021	GOPHER SPORT - NW 5634	01-4300		172.65
723404	11/12/2021	LAYTONVILLE WATER DISTRICT	01-5530		591.40
723405	11/12/2021	LONG VALLEY MARKET	01-4300		111.39
723406	11/12/2021	LONG VALLEY LUMBER	01-4300	133.65	
			01-4365	329.23	
			14-4300	702.23	1,165.11
723407	11/12/2021	MENDES SUPPLY COMPANY	01-4300		1,344.77
723408	11/12/2021	NEWS FROM NATIVE CALIFORNIA	01-4300		57.00
723409	11/12/2021	PACIFIC GAS & ELECTRIC	01-5510		241.43
723410	11/12/2021	SCHOOL SPECIALTY	01-4300		79.88
723411	11/12/2021	SOLID WASTE OF WILLITS	01-5540		971.02
723412	11/12/2021	VOYAGER SOPRIS LEARNING	01-4300		466.54
723847	11/18/2021	SALMERON ARREGUIN, PEDRO	14-4300		580.31
723848	11/18/2021	A-Z BUS SALES INC	01-4364		265.56
723849	11/18/2021	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5814		96.00
723850	11/18/2021	EUREKA OXYGEN	01-4300		110.03
723851	11/18/2021	FERRELLGAS	01-5520		60.00
723852	11/18/2021	FRONTIER	01-5903	2,829.81	
			13-5903	53.96	2,883.77
723853	11/18/2021	LONG VALLEY AUTO SUPPLY	01-4362		66.31
723854	11/18/2021	LONG VALLEY MARKET	01-4300		186.71
723855	11/18/2021	NATL REGISTRY OF FOOD SAFETY	01-4300		204.00
723856	11/18/2021	PACIFIC GAS & ELECTRIC	01-5510		24,683.63
723857	11/18/2021	PARRISH, CHRISTIAN	01-5800		5,000.00
723858	11/18/2021	PENNY'S TROPHIES AND GIFTS	01-4300		26.08
723859	11/18/2021	SCHOOL SPECIALTY	01-4100		30.00
723860	11/18/2021	SIPILA, MARBRY	13-4300		50.00
723861	11/18/2021	SYSCO FD SCVS OF SAN FRANCISCO	13-4700		1,100.86
723862	11/18/2021	VERIZON WIRELESS	01-5901		152.04
723863	11/18/2021	XEROX CORPORATION	01-5600		766.59
724226	11/30/2021	STANDARD INSURANCE COMPANY	Cancelled		137.32 *
Cancelled on 12/01/2021, Cancel Register # 671759					
724427	11/29/2021	AMAZON	01-4300	2,331.41	
			01-4400	2,585.76	
			12-4300	90.50	5,007.67
724428	11/29/2021	ARROW BENEFITS GROUP	68-5600	169.25	
			69-5600	85.00	254.25
724429	11/29/2021	CAUGHRON III, IRA	01-5800		504.00
724430	11/29/2021	CDW GOVERNMENT INC.	01-4300	99.98	
			01-4400	712.14	812.12
724431	11/29/2021	CLOVER STORNETTA FARMS INC.	13-4700		297.50
724432	11/29/2021	EHLERT'S PETROLEUM MAINTENANCE	01-5800		118.75
724433	11/29/2021	EUREKA OXYGEN	01-4300		73.36
724434	11/29/2021	FERRELLGAS	01-5520		1,509.76

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
724435	11/29/2021	FISHMAN SUPPLY COMPANY	01-4300		2,424.81
724436	11/29/2021	FRONTIER	01-5903		112.54
724437	11/29/2021	LAYTONVILLE UNIFIED REVOLVING	01-4400		2,946.00
724438	11/29/2021	LONG VALLEY MARKET	01-4300		114.50
724439	11/29/2021	MENDOCINO COLLEGE	01-5800		15.00
724440	11/29/2021	PENNY'S TROPHIES AND GIFTS	01-4300		48.83
724441	11/29/2021	REDWOOD EMPIRE OFFICIALS	01-5800		646.00
724442	11/29/2021	SCHOOL SPECIALTY	01-4300		1,704.42
724443	11/29/2021	SIPILA, MARBRY	13-4300		50.00
724444	11/29/2021	SYSO FD SCVS OF SAN FRANCISCO	13-4700		909.47
724445	11/29/2021	XEROX CORPORATION	01-5600		40.93
724802	12/02/2021	CARR'S CONSTRUCTION SERVICE	14-5600		9,950.00
724803	12/02/2021	CDE	13-4700		293.55
724804	12/02/2021	FORT BRAGG ELECTRIC INC.	14-9500		17,470.00
724805	12/02/2021	SCHOOL SERVICES OF CA INC.	01-5200		275.00
724806	12/02/2021	SONOMA CTY. OFFICE OF ED.	01-5800		10,500.00
724807	12/02/2021	STAPLES CREDIT PLAN	01-4300		278.56
724808	12/02/2021	SYSO FD SCVS OF SAN FRANCISCO	13-4700		1,350.05
724809	12/02/2021	WEX BANK	01-4361		597.53
724810	12/02/2021	STANDARD INSURANCE COMPANY	76-9532		41.03
VCH-00000009	11/12/2021	AGUILAR, LAUREN A	01-4300		38.00
VCH-00000010	12/02/2021	BOOKOUT, BREONNA M	01-4300		32.65
			Total Number of Checks	99	217,162.33

	Count	Amount
Cancel	1	137.32
Net Issue		217,025.01

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	76	93,379.85
12	CHILD DEVELOPMENT	1	90.50
13	CAFETERIA SPECIAL REVENUE FL	15	6,995.89
14	DEFERRED MAINTENANCE	4	28,702.54
35	COUNTY SCHOOL FACILITIES	1	85,588.70
40	SPECIAL RESERVE-CAPITAL OUTL	1	1,050.00
68	SELF-INSURANCE (dental)	3	1,006.50
69	SELF-INSURANCE (vision)	2	170.00
76	WARRANT/PASS-THROUGH	1	41.03
Total Number of Checks		98	217,025.01
Less Unpaid Tax Liability			.00
Net (Check Amount)			217,025.01

LAYTONVILLE UNIFIED SCHOOL DISTRICT
MONTHLY BUDGET REPORT

December 13, 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	3,171,558.60	42,928.70	3,214,487.30	3,171,558.60
Total for Starting Balance accounts			2,610,497.55	3,171,558.60	42,928.70	3,214,487.30	3,171,558.60
Object		Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000		Revenue Limit (Summary)	6,224,969.25	7,846,754.69	1,025,676.48		6,821,078.21
Total for Revenue accounts			6,224,969.25	7,846,754.69	1,025,676.48		6,821,078.21
Object		Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
1000		Certificated Salaries	2,245,291.74	2,149,891.11	1,231,241.41	787,294.03	131,355.67
2000		Classified Salaries	1,203,722.58	1,236,807.61	634,007.41	415,303.21	187,496.99
3000		Employee Benefits	1,707,556.33	1,671,601.29	875,600.51	531,513.83	264,486.95
4000		Books and Supplies	404,443.98	541,529.99	80,786.26	235,372.85	225,370.88
5000		Services	705,009.78	739,045.52	193,415.22	256,138.64	289,491.66
6000		Capital Outlay	11,200.00	201,200.00			201,200.00
7000		Other Outgo	61,357.28	61,357.28			61,357.28
Total for Expense accounts			6,338,581.69	6,601,432.80	3,015,050.81	2,225,622.56	1,360,759.43
Object		Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			2,496,885.11	4,416,880.49	478,887.44	3,493,938.25	3,015,050.81
Total for Ending Balance accounts			2,496,885.11	4,416,880.49	478,887.44	3,493,938.25	3,015,050.81
Total for Fund 01							
		Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted		3,171,558.60	7,846,754.69		6,601,432.80	4,416,880.49	
Actual		3,171,558.60	1,025,676.48	3,015,050.81	2,225,622.56	1,043,438.29-	
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	62,378.61		100,987.39

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	62,378.61	100,987.39	
Object		Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries		80,469.51	83,469.51	49,477.68	32,085.59	1,906.24
3000	Employee Benefits		41,711.20	41,711.20	25,404.89	14,948.31	1,358.00
4000	Books and Supplies		20,901.29	17,901.29	41.00	314.65	17,545.64
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	74,923.57	47,832.55	40,609.88
Object		Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			22,994.73	25,766.32	829.00	75,752.57	74,923.57
Total for Ending Balance accounts			22,994.73	25,766.32	829.00	75,752.57	74,923.57
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	62,378.61	74,923.57	47,832.55	34,611.19-	
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	61,384.87	25,287.02	21,801.17	14,296.68
3000	Employee Benefits		38,544.07	38,824.90	19,275.87	13,470.72	6,078.31
4000	Books and Supplies		85,114.75	90,440.23	34,148.01	20,882.77	35,409.45
5000	Services		5,350.00	5,350.00	479.57	1,622.43	3,248.00
Total for Expense accounts			196,000.00	196,000.00	79,190.47	57,777.09	59,032.44
Object		Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000					24,272.42	103,462.89	79,190.47

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	24,272.42	103,462.89	79,190.47
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-	79,190.47	57,777.09	137,717.56-	
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	31.11		58,979.17
Total for Revenue accounts		59,010.28	59,010.28	31.11		58,979.17
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
4000	Books and Supplies		6,074.24		4,166.13	1,908.11
5000	Services	19,603.00	43,603.00		30,987.72	12,615.28
6000	Capital Outlay	39,333.04	9,333.04		32,630.00-	41,963.04
Total for Expense accounts		58,936.04	59,010.28	.00	2,523.85	56,486.43
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		74.24		34,655.00	34,655.00	.00
Total for Ending Balance accounts		74.24	.00	34,655.00	34,655.00	.00
Total for Fund 14						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	.00	59,010.28		59,010.28	.00	
Actual	.00	31.11	.00	2,523.85	2,492.74-	
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 Starting Balance accounts	.00	.00	1,061,334.44	1,061,334.44	.00
Fund 21 - BLDG BND						
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)				.59	.59-
	Total for Revenue accounts	.00	.00		.59	.59-
Total for Fund 21						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	.00	.00				.00
Actual	.00	.59				.59
Fund 35 - CNTY FAC						
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
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
Fund 35 - CNTY FAC						
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)		7,000.00		2,345.38	4,654.62
	Total for Revenue accounts	.00	7,000.00		2,345.38	4,654.62
Fund 35 - CNTY FAC						
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
6000	Capital Outlay		610,000.00	3,840.00	519,190.07	86,969.93
	Total for Expense accounts	.00	610,000.00	3,840.00	519,190.07	86,969.93
Fund 35 - CNTY FAC						
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			925,681.89	520,085.00	523,925.00	3,840.00
	Total for Ending Balance accounts	.00	925,681.89	520,085.00	523,925.00	3,840.00

Balances through June						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Total for Fund 35						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	1,528,681.89	7,000.00		610,000.00		925,681.89
Actual	1,528,681.89	2,345.38	3,840.00	519,190.07		1,007,997.20
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		3,844.58	13,655.42
Total for Revenue accounts		17,500.00	17,500.00		3,844.58	13,655.42
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	650.00		5,234.24
6000	Capital Outlay	11,381.67	12,431.67		1,050.00	11,381.67
Total for Expense accounts		17,500.00	18,550.00	650.00	1,050.00	16,850.00
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		106,284.47	99,940.08	1,050.00	1,700.00	650.00
Total for Ending Balance accounts		106,284.47	99,940.08	1,050.00	1,700.00	650.00
Total for Fund 40						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	100,990.08	17,500.00		18,550.00		99,940.08
Actual	100,990.08	3,844.58	650.00	1,050.00		103,134.66
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
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)				196.82	196.82-
Total for Revenue accounts		.00	.00		196.82	196.82-
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance

Balances through June						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Fund 67 - SELF INS (continued)						
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	.00			44,940.53	
Actual	44,940.53	196.82			45,137.35	
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		654.27	27,285.73
Total for Revenue accounts		27,940.00	27,940.00		654.27	27,285.73
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services	32,240.00	32,240.00	2,778.75	20,956.93	8,504.32
Total for Expense accounts		32,240.00	32,240.00	2,778.75	20,956.93	8,504.32
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		91,011.66	100,670.83	1,721.25	4,500.00	2,778.75
Total for Ending Balance accounts		91,011.66	100,670.83	1,721.25	4,500.00	2,778.75
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	654.27	2,778.75	20,956.93	81,889.42	
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		349.05	6,950.95
Total for Revenue accounts		7,300.00	7,300.00		349.05	6,950.95

Balances through June						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 69 - SFINS 82 (continued)						
5000	Services	10,800.00	10,800.00	599.00	401.00	9,800.00
Total for Expense accounts		10,800.00	10,800.00	599.00	401.00	9,800.00
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		127,377.44	135,997.75	401.00	1,000.00	599.00
Total for Ending Balance accounts		127,377.44	135,997.75	401.00	1,000.00	599.00
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	349.05	599.00	401.00	138,846.80	
Fund 76 - WARR PAS						
9000				406.78	406.78	.00
Total for Starting Balance accounts		.00	.00	406.78	406.78	.00
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)			11.67-		11.67
Total for Revenue accounts		.00	.00	11.67-		11.67
Total for Fund 76						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	.00	.00			.00	
Actual	.00	11.67-			11.67-	
Total for Org 048 - Laytonville Unified School District						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	5,162,068.45	8,324,620.97		7,691,399.08	5,795,290.34	
Actual	5,202,445.35	1,094,465.22	3,177,032.60	2,875,354.05	244,523.92	

LAYTONVILLE UNIFIED SCHOOL DISTRICT
BUDGET TRANSFERS
December 13, 2021

Journal Entry # BT22-00010 through BT22-00013

Journal Entry # BT22-00010		Status Posted	Type BudXFer	Fiscal Year 2022	Transaction Date 11/03/2021
Created SFORD, 11/3/2021	Posted SFORD, 11/3/2021			Department BUSINESS	
Requisition #	Purchase Order #			Batch #	
Comment	Rsc 3210 update				
Account #	Comments	Line Seq	Debits	Credits	
01-3210-0-4300-001-0000-8110-0000	Rsc 3210 update	1		2,050.51	
01-3210-0-4400-003-1110-1000-0000	Rsc 3210 update	2	1,486.53		
01-3210-0-4300-001-0000-8200-0000	Rsc 3210 update	3	563.98		
JE # BT22-00010 Totals			2,050.51	2,050.51	

Journal Entry # BT22-00011		Status Posted	Type BudXFer	Fiscal Year 2022	Transaction Date 11/11/2021
Created SFORD, 11/11/2021	Posted SFORD, 11/11/2021			Department BUSINESS	
Requisition #	Purchase Order #			Batch #	
Comment	fund 12 adjust budget				
Account #	Comments	Line Seq	Debits	Credits	
12-6105-0-2170-002-7110-1000-0000	fund 12 adjust budget	1		5,000.00	
12-6105-0-2100-002-7110-1000-0000	fund 12 adjust budget	2	5,000.00		
JE # BT22-00011 Totals			5,000.00	5,000.00	

Journal Entry # BT22-00012		Status Posted	Type BudXFer	Fiscal Year 2022	Transaction Date 11/16/2021
Created SFORD, 11/16/2021	Posted SFORD, 11/16/2021			Department BUSINESS	
Requisition #	Purchase Order #			Batch #	
Comment	rsc 0079 set up budget				
Account #	Comments	Line Seq	Debits	Credits	
01-0079-0-4300-002-0000-3140-0000	rsc 0079 set up budget	1		300.00	
01-0079-0-4300-010-3200-1000-0000	rsc 0079 set up budget	2	300.00		
JE # BT22-00012 Totals			300.00	300.00	

Journal Entry # BT22-00010 through BT22-00013

Journal Entry # BT22-00013		Status Posted	Type BudXFer	Fiscal Year 2022	Transaction Date 12/03/2021	
Created SFORD, 12/3/2021		Posted SFORD, 12/3/2021	Department BUSINESS			
Requisition #		Purchase Order #		Batch #		
Comment		Rsc 3213				
Account #	Comments		Line Seq	Debits		Credits
01-3213-0-4300-003-1110-2430-0000	Rsc 3213		1	2,500.00		
01-3213-0-4300-003-1110-4200-0000	Rsc 3213		2			2,500.00
JE # BT22-00013 Totals				2,500.00		2,500.00
Laytonville Unified School District Totals				9,850.51		9,850.51

BOARD ACTION ITEM K1

Board Meeting Date: December 13, 2021
Subject: Student of the Month
From: Joan Potter, Superintendent

Explanation:

Mr. Henry and Ms. Stange will present their Students of the Month for November and have them introduce their families.

Recommendation:

Recognize the Students of the Month and their families

Attachments:

None

BOARD ACTION ITEM K2

Board Meeting Date: December 13, 2021

Subject: Annual Organizational Meeting – Election of Officers

From: Joan Potter, Superintendent

Explanation:

Education Code Section 35143 provides for an annual organizational meeting at which the Officers of the Board are elected. The Board President will conduct the annual organizational meeting which includes the following tasks:

- Nominate and elect candidates for the offices of President and Clerk.
- Nominate and elect two trustees to serve as Board representatives to the District Advisory Committee (DAC).
- Nominate and elect one trustee to serve as Board representative to the Family Resource Center (Healthy Start) Board.
- The Superintendent serves as Secretary to the Board as provided by contract (no action needed).

Recommendation:

Nominate and elect a President and Clerk of the Board.

Nominate and elect two DAC representatives.

Nominate and elect one Family Resource Center (Healthy Start) representative.

Attachments:

None

BOARD ACTION ITEM K3

Board Meeting Date: December 13, 2021

Subject: Resolution No. 618 Designation of Signatures of Members of the Governing Board

From: Joan Potter, Superintendent

Explanation:

The Board must annually file with the County Superintendent of Schools the verified signatures of each person, including members of the Governing Board, authorized to sign orders in its name. Resolution No. 618 certifies these signatures.

Recommendation:

Adopt Resolution No. 618 for Designation of Signatures of Members of the Governing Board

Attachments:

Resolution No. 618

Statement of Facts—Roster of Public Agencies Filing
Signatures of Governing Board Members Document

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LAYTONVILLE UNIFIED SCHOOL DISTRICT**

RESOLUTION NO. 618

On motion of Member _____, seconded by Member _____, the following resolution is adopted:

WHEREAS The Governing Board of the LAYTONVILLE UNIFIED SCHOOL DISTRICT recognizes its obligation to maintain statutory regulations regarding Governing Boards (Education Code Section 42633).

THEREFORE BE IT RESOLVED the following people are designated by their affixed signatures on the attached verification form as the members of the Governing Board of the LAYTONVILLE UNIFIED SCHOOL DISTRICT.

Calvin Harwood
Erin Gamble
Elina Agnoli

Meagen Hedley
Mathieu Paradis

I, _____, clerk of the Governing Board of the Laytonville Unified School District of Mendocino County, California, do hereby certify that the foregoing is a full true and correct copy of a resolution adopted by the said Board at a regular meeting on December 13, 2021. A copy of Resolution No. 618 is on file in the office of the Board.

Date

Clerk



Secretary of State
Registry of Public Agencies
(Government Code section 53051)

SF-405

IMPORTANT — [Read Instructions](#) before completing this form.

There is **No Fee** for a Registry of Public Agencies filing

Copy Fees — First page \$1.00; each attachment page \$0.50;
Certification Fee - \$5.00

This Space For Office Use Only

1. Type of Filing (Check one.)

- ☐ Initial Filing (first Registry of Public Agencies filing for an agency)
☐ Updated Filing (change to an existing Registry of Public Agencies record)

2. Agency Information

a. Full Legal Name of Public Agency

b. Nature of Update (complete if Updated Filing)

c. County

d. Official Mailing Address

3. Chairperson, President, or Other Presiding Officer

a. Name

b. Title

c. Business or Residence Address

4. Clerk or Secretary

a. Name

b. Title

c. Business or Residence Address

5. Other Members of the Governing Board (Enter as many as applicable. Attach additional pages for additional members.)

Name

Business or Residence Address

Name

Business or Residence Address

Name

Business or Residence Address

Name

Business or Residence Address

Name

Business or Residence Address

6. Date and Sign Below (Additional members set forth on attached pages, if any, are incorporated herein by reference and made part of this Form SF-405, Registry of Public Agencies.)

Date

Signature

Type or Print Name

SF-405 (REV 12/2019)

[Clear Form](#)

[Print Form](#)

2019 California Secretary of State
bizfile.sos.ca.gov

**SIGNATURES OF MEMBERS
OF THE
GOVERNING BOARD
OF THE
LAYTONVILLE UNIFIED SCHOOL DISTRICT**

These signatures are required to be on file in the office of the County Superintendent of Schools.
Education Code Section 42633.

Mathieu Paradis _____

Meagen Hedley _____

Erin Gamble _____

Calvin Harwood _____

Elina Agnoli _____

Signatures of any other person authorized to sign warrants in the name of this board:

Joan Potter
Print Name

Signature

Shannon Ford
Print Name

Signature

Verification:

The above signatures were executed in my presence this 13th day of December, 2021.

Signature

District Administrative Assistant
Title

BOARD ACTION ITEM K4

Board Meeting Date: December 13, 2021

Subject: Approval of Timeline for Superintendent Recruitment

From: Joan Potter, Superintendent

Explanation:

Scott Mahoney has presented us with a timeline for superintendent recruitment for your review and approval.

Recommendation:

Approve the timeline for superintendent recruitment

Attachments:

Timeline for superintendent recruitment

BOARD ACTION ITEM K5

Board Meeting Date: December 13, 2021

Subject: Adoption of Regular Board Meeting Dates for 2022

From: Joan Potter, Superintendent

Explanation:

The Board needs to review and adopt a calendar of regular meeting dates for 2022. A proposed calendar based on past practice is attached for your consideration. The meeting dates calendar can be revised, but it needs to be adopted this evening. We sometimes revise the calendar after the year gets underway for special circumstances.

An updated 2021/22 Board Action Calendar (BAC) is also attached for your information. This is a calendar of Board activities that we follow throughout the year and it is revised periodically to reflect new requirements, topics and schedule changes; the BAC was adopted in June and no action is needed tonight

Recommendation:

Adopt the proposed Calendar of Regular Board Meeting Dates for 2022

Attachments:

Proposed 2022 Calendar of Regular Meeting Dates
2021/22 Board Action Calendar

REGULAR BOARD MEETING DATES: 2022

January 13, 2022	Second Thursday	Holidays
February 3, 2022	First Thursday	
February 16, 2022	“Special Meeting”	Superintendent candidate review
February 24, 2022	Interview Day	New superintendent
February 25, 2022	Interview Day	New superintendent
March 3, 2022	First Thursday	
April 7, 2022	First Thursday	
May 5, 2022	First Thursday	
June 16, 2022	Third Thursday	
June 23, 2022	Fourth Thursday	Budget Adoption
July 2022	No meeting	
August 4, 2022	First Thursday	
September 8, 2022	Second Thursday	Unaudited Actuals
October 6, 2022	First Thursday	Pending Homecoming
November 3, 2022	First Thursday	
December 12, 2022	Second Monday	First Interim Budget (between 11 th and 14 th)

Adopted:

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Board Action Calendar for 2021/2022

August 2021	Summer School Report (information)
August 2021	Summer Maintenance Projects Report (information)
August 2021	Approve the Filing of a Declaration of Need for Fully Qualified Educators (if needed)
August 2021	4 th Qtr. Williams Uniform Complaint Report (consent)
August 2021	Report on Staff Dev. Program for 2021/22
Aug/Sept. 2021	Upcoming Williams Site Visit in September (information)
September 2021	Opening Enrollments (information)
September 2021	PUBLIC HEARING: Notification of Compliance with EC 60119 (Instructional Materials) for 2021/22
September 2021	RESOLUTION: Compliance with EC 60119 following Public Hearing
September 2021	Sports Program Update (information)
September 2021	RESOLUTION: GANN Limit
September 2021	Approval of Unaudited Actuals for 2020/21
October 2021	1 st Qtr. Williams Uniform Complaint Report (consent)
November 2021	Approve Date for Annual Organizational Meeting
November 2021	PUBLIC HEARING: Impact Aid-Tribal Notice, Budget, BP 1261
November 2021	Biennial Nutritional & Physical Activity Quality Indicators Review (BP 5030) (last reviewed November 2019)
December 2021	Annual Organizational Meeting: Election of Officers
December 2021	Data Dashboard
December 2021	Adopt Board Annual Calendar of Meeting Dates
December 2021	RESOLUTION: Designation of Signatures of BOE
December 2021	Adopt First Interim Budget Report

December 2021	Annual Williams Site Visit Report by Co. Supt. (correspondence)
December 2021	Approve & Certify Annual Audit Report for 2020/21
January 2022	2 nd Qtr. Williams Uniform Complaint Report (consent)
January 2022	County Superintendent's Williams 2 nd Quarterly Report (consent)
January 2022	PUBLIC HEARING: Comprehensive School Safety Plans
January 2022	RESOLUTION: Participation in Staywell Health Plan JPA
February 2022	P-1 (first apportionment period) ADA Report (information)
February 2022	Review & Authorize SARC Distribution
February 2022	Title 1 Parent Involvement Policies
March 2022	Adopt Second Interim Budget Report
March 2022	Employee Appreciation Award – Notification & Forms (information)
March 2022	School Year Calendar(s) Adoption (every 2 years, due March 2023)
March 2022	Consolidated Application Approval, Part 2 (consent)
April 2022	School Level Parent Involvement Plan, Student/Parent Compact
April 2022	Approve 2022 Summer School Program
April 2022	Annual Review: BP 6145 – Extra & Cocurric. Activities
April 2022	Annual Review: BP & E 5132 – Dress Codes
April 2022	3 rd Qtr. Williams Uniform Complaint Report (consent)
April 2022	RESOLUTION: Education Protection Account
April 2022	Select Employee Appreciation Award Recipient (closed session)
April 2022	RESOLUTIONS: Day of the Teacher & Classified Employees Week
May 2022	Title VII Indian Ed. Formula Grant Application
May 2022	Approve Next Year Instructional Minutes

May 2022	Single School Plan for Student Achievement (SPSA) Review and Revision
May 2022	Present Employee Appreciation Award
June 2022	Designation of CIF Representative to the League (consent)
June 2022	PUBLIC HEARING: LCAP
June 2022	PUBLIC HEARING: Proposed Budget for 2022/23
June 2022	Adopt LCAP
June 2022	Adopt Proposed 2022/23 Budget
June 2022	RESOLUTION: Appropriate the Ending Balance to a Reserve Account
June 2022	RESOLUTION: Authorize County Superintendent to Transfer Expenditures Between Funds
June 2022	Approve Submission of Consolidated Application for Funding Categorical Aid Programs Part 1 (consent)
June 2022	Annual Superintendent's Evaluation (closed session)
June 2022	Admin Contract Extensions (closed session, open session for Superintendent Contract Ratification)
June 2022	Report on Peer Assistance & Review Program (PAR) and CA Teacher Induction Program (CTIP) (information)
June 2022	Approve Board Action Calendar for 2022/23

Future Agenda Items

August 2022	Local Biennial Review of Conflict of Interest Code, BP 2300 (Last reviewed August 2020)
December 2022	Trustee terms expire: Calvin Harwood & Elina Agnoli - Nov. 2022
April 2023	Review Auditor's Contract (3 year contract expires June 2023)
October 2023	Transportation Safety Plan (every three years--last revised 2020)
May 2024	Triennial Plan for Expelled Youth (Last adopted May 2021)
December 2024	Trustee terms expire: Meagen, Mat & Erin – Nov. 2024
May 2025	Deferred Maintenance Schedule – Revision to OPSC every five yrs. Or as needed

BOARD DISCUSSION/ACTION ITEM L1

Board Meeting Date: December 13, 2021

Subject: First Interim Budget Report

From: Joan Potter, Superintendent

Explanation:

It's time for the First Interim Budget Report. The budget reporting process is ongoing throughout the year and includes:

- June Projected Budget for the next fiscal year
- September Update & disclosure of significant changes – based on the State's adopted budget (within 45 days of State adoption)
- October Presentation of the Unaudited Actuals for the previous year
- December First Interim Budget – as of October 31: it compares the budget approved in June with the latest figures
- March Second Interim Budget – as of January 31; includes funds received and expended since the First Interim Budget

Overview of Current Budget Situation:

The Governors signed budget, included from the May revision: A 5.07% (mega) COLA to the LCFF, 4.05% COLA to Special Education, and 1.7 % to state categorical programs. Significant changes since budget adoption include increased LCFF Supplemental and Concentration Grant funds, Spyrock School closure and a large influx of Covid related funding. Future funds not currently built into the budget include; Educator Effectiveness Grant, A-G Completion Improvement Grant and PreK planning Grant. .

First Interim Budget Highlights include:

- Revenues are up \$1,621,785; **LCFF** increased 188,518; **Federal Revenue** increased \$1,757,425 (decreases in Title I -30,287 & REAP -2,816, increases in Covid funds-ESSER, Expanded learning 1,751,874); **State Revenue** decreased \$314,812 primarily from Expanded Learning funds moving to Federal revenue; **Local Revenue** decreased \$9,326 (SPED)
- Expenditure increases of \$262,851; **Salary/benefits** decreased -\$98,271 (Spyrock closure), **Books/supplies increased** \$137,086 (Covid, curriculum, CTEIG, Title VI), **Services/Op exp.** Increased \$34,036 (Covid funding) **Capital Outlay** increased \$190,000 (CTEIG - 10,000, Covid 200,000 parking lot).

We have a 4% economic uncertainty reserve with a 6% stabilization reserve and an addl. 7% (GFOA). This brings our reserves up to 17% minimum (equal to two months of average general fund expenditures) and recommended by the by the Government Finance Officers association. Prudent reserves afford districts and their governing board time to thoughtfully identify and implement budget adjustments over time. Inadequate reserves force districts to react quickly, often causing significant disruption to student programs and employees.

Recommendation:

Adopt the 2021-22 First Interim Budget Report

Attachments

First Interim Budget Report SACS

Summary Forms

LCFF Entitlement Details

Laytonville Unified School District
December 13, 2021

BOARD DISCUSSION/ACTION
Page 13

2021-22 1st Interim Reserves

Substantiation of need for reserves greater than the state required minimum reserve for economic uncertainty
 District: Laytonville Unified School District

CDS #: 2373916

The governing board of a school district that proposes to adopt a budget that includes a combined assigned and unassigned ending fund balance in excess of the minimum recommended reserve for economic uncertainties, shall, at the Budget Adoption public hearing, provide:

The minimum recommended reserve for economic uncertainties;

The combined assigned and unassigned ending fund balances that are in excess of the minimum recommended reserve for economic uncertainties for each fiscal year identified in the budget; and

A statement of reasons to substantiate the need for reserves that are higher than the minimum recommended reserve.

		2021-22
Total General Fund Expenditures & Other Uses		\$ 6,601,433
Minimum Reserve requirement	4%	\$ 264,057
General Fund Combined Ending Fund Balance		\$ 4,416,880
Special Reserve Fund Ending Fund Balance		\$ -
Components of ending balance:		
Nonspendable (revolving, prepaid, etc.)		\$ 5,000
Restricted		\$ 1,189,490
Committed		\$ 396,086
Assigned		\$ 2,562,248
Reserve for economic uncertainties		\$ 264,057
Unassigned and Unappropriated		
Subtotal Assigned, Unassigned & Unappropriated		\$ 4,416,880
Total Components of ending balance		\$ 4,416,880
Assigned & Unassigned balances above the minimum reserve requirement		\$ 4,152,823

Statement of Reasons	
The District's Fund Balance includes assigned, unassigned and unappropriated components, that in total are greater than the Minimum Recommended Reserve for Economic Uncertainties because:	
	<i>The district holds a reserve for salary and benefit increases of \$140,000 and PERS/STRS increases of \$80,000.</i>
	<i>Special Education continues to encroach so a reserve of \$220,000 has been set aside to help offset.</i>
	<i>Additional 7% reserve as recommended by GFOA to enable the district to maintain 2 months of operating expenditures. \$462,100.</i>
	<i>Reserves are held for roof repairs of \$40,000, HVACs of \$60,000 and Facility repairs and improvements of \$360,308.</i>
	<i>There is a reserve of \$120,000 for unanticipated expenditures.</i>

Substantiation of need for reserves greater than the state required minimum reserve for economic uncertainty
District: Laytonville Unified School District CDS #: 23-73916

The minimum recommended reserve for economic uncertainties;
The combined assigned and unassigned ending fund balances that are in excess of the minimum recommended reserve for economic uncertainties for each fiscal year identified in the budget; and
A statement of reasons to substantiate the need for reserves that are higher than the minimum recommended reserve.

	2021-22	2022-23	2023-24
Total General Fund Expenditures & Other Uses	\$ 6,601,433	\$ 6,767,681	\$ 6,738,410
Minimum Reserve requirement 4%	\$ 264,057	\$ 270,707	\$ 269,536
General Fund Combined Ending Fund Balance	\$ 4,416,880	\$ 4,066,598.08	\$ 2,957,263.34
Special Reserve Fund Ending Fund Balance	\$ -	\$ -	\$ -
Components of ending balance:			
Nonspendable (revolving, prepaid, etc.)	\$ 5,000	\$ 5,000	\$ 5,000
Restricted	\$ 1,189,490	\$ 993,192	\$ 111,180
Committed	\$ 396,086	\$ 406,061	\$ 404,305
Assigned	\$ 2,562,248	\$ 2,391,638	\$ 2,167,243
Reserve for economic uncertainties	\$ 264,057	\$ 270,707	\$ 269,536
Unassigned and Unappropriated	\$ -	\$ -	\$ -
Subtotal Assigned, Unassigned & Unappropriated	\$ 2,826,305	\$ 2,662,345	\$ 2,436,779
Total Components of ending balance	\$ 4,416,880	\$ 4,066,598.08	\$ 2,957,263.34
	TRUE	TRUE	TRUE
Assigned & Unassigned balances above the minimum reserve requirement	\$ 2,562,248	\$ 2,391,638	\$ 2,167,243

[illegible]

20/21 Ending fund Analysis

	2021-22 Adopted Budget	21-22 1st Interim
GFAO 7% addtl reserve	443,700.72	462,100.30
Salary benefit reserve	120,000.00	140,000.00
Special Ed Encroachment	201,257.83	220,000.00
MAA	66,924.44	83,920.22
STRS/PERS	60,000.00	80,000.00
Unanticipated	120,000.00	120,000.00
NCRCN	1,449.94	1,449.94
Supplemental Concentration	67,997.76	272,921.87
Roof Repairs	15,000.00	40,000.00
Facility Repairs and Improvements	10,000.00	360,307.92
HVACS	60,000.00	60,000.00
ROP/MCOE	-	-
Transp. Billing	-	13,402.00
Lottery 1100)	29,058.97	43,002.02
TOTAL Other Assignments	1,195,389.66	1,897,104.27
Reserve for Economic uncertainty	253,543.27	264,057.31
Stabilization agreement	380,314.90	396,085.97
Revolving cash	5,000.00	5,000.00
Total required assignments	638,858.17	665,143.28
Total reserves	1,834,247.83	2,562,247.55
Check	1,834,247.83 TRUE	2,562,247.55 TRUE

BOARD DISCUSSION/ACTION ITEM L2

Board Meeting Date: December 13, 2021

Subject: Administrative Regulation 3231 for Impact Aid, Second
Reading/Approval

From: Joan Potter, Superintendent

Explanation:

At our meeting on November 4, 2021, the Board reviewed the revised AR 3231 for Impact Aid. The revised Administrative Regulation is attached for a second reading.

Recommendation:

Adopt Administrative Regulation 3231 for Impact Aid

Attachments:

Revised AR 3231

IMPACT AID

Any federal Title VII Impact Aid funds received by the district based on the concentration of children residing on lands owned by the federal government shall be used to support district programs and activities in accordance with the budget approved by the Governing Board. Such expenditures may include, but are not limited to, the salaries of teachers and paraprofessionals, capital expenditures, instructional materials, computers and other equipment, supplemental instructional programs, after-school programs, Advanced Placement classes, and special enrichment programs.

(cf. 0415 - Equity)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

(cf. 3230 - Federal Grant Funds)

Any Impact Aid funds received for children with disabilities shall be used to provide a free appropriate public education to those children. (20 USC 7703, 7703a; 34 CFR 222.53)

Whenever Impact Aid funds are received based on students living on Indian lands, the Superintendent or designee shall consult and involve American Indian tribes and parents/guardians of students living on Indian lands in the planning and development of the district's general education program and of the policies and procedures for programs and activities supported by Impact Aid funding. (20 USC 7704; 34 CFR 222.94)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

(cf. 6173.4 - Title VI Indian Education Program)

The Superintendent or designee shall: (20 USC 7704; 34 CFR 222.91, 222.94)

1. Disseminate relevant applications, evaluations, program plans, and information related to the district's education program and activities with sufficient advance notice to allow Indian tribes and parents/guardians of American Indian students the opportunity to review and make recommendations

(cf. 5145.6 - Parental Notifications)

2. Afford an opportunity for tribes and parents/guardians of American Indian students to present their views regarding the district's educational program and activities, including an opportunity to make recommendations on the needs of those students and how the district may help those students realize the benefits of the programs and activities

The Superintendent or designee shall notify tribes and parents/guardians of the opportunity to submit comments and recommendations, considering the tribe's preference for method of communication. If necessary, the Superintendent or designee shall modify the method of and time for soliciting views to ensure the maximum participation of tribes and parents/guardians.

IMPACT AID (continued)

3. At least annually, assess the extent to which American Indian students participate on an equal basis with other students in the district's education program and activities by:
 - a. Sharing relevant information with tribes and parents/guardians related to the participation of American Indian students in the district's education program and activities
 - b. Allowing tribes and parents/guardians the opportunity and time to review and comment on whether American Indian students participate on an equal basis with non-Indian students
4. At least annually, respond in writing to any comments and recommendations made by tribes or parents/guardians and disseminate the responses to the tribe and parents/guardians prior to the submission of the district's policies and procedures to the federal Impact Aid program director
5. Modify the district's policies and procedures as necessary based on any assessments or input from tribes or parents/guardians of Indian students
6. Annually provide a copy of the district's policy and procedures to the affected tribe(s)

The district shall annually review the district's procedures to ensure that they comply with law and are implemented by the district. If the district determines that its procedures do not comply with law, it shall revise the policy and procedures within 90 days of its determination. Within 30 days following any such revision, the district shall send a copy of the policy and procedures to the federal Impact Aid program director and the affected tribe(s). (34 CFR 222.94)

Records

The Superintendent or designee shall maintain records of any Impact Aid funds received by the district, including, but not limited to, data and certifications in support of funds received. Such records shall be maintained for three years after completion of the activity for which the funds are expended and, when requested, shall be provided to the appropriate federal authority. (20 USC 1232f, 7703; 34 CFR 222.9-222.10)

Legal Reference: (see next page)

IMPACT AID (continued)

Legal Reference:

UNITED STATES CODE, TITLE 20

1232f Records

1400-1482 Individuals with Disabilities Education Act

7701-7714 Impact Aid

CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 Federal uniform grant guidance

CODE OF FEDERAL REGULATIONS, TITLE 34

222.1-222.196 Impact Aid programs, especially:

222.90-222.129 Impact Aid, special provisions for local educational agencies that claim children residing on Indian lands

Management Resources:

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office of Impact Aid: <https://www2.ed.gov/about/offices/list/oes/impactaid>

U.S. Department of Education, Office of Indian Education: <https://www2.ed.gov/about/offices/list/oes/oie>

Regulation
approved:

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Laytonville, California

BOARD DISCUSSION/ACTION ITEM L3

Board Meeting Date: December 13, 2021
Subject: Administrative Regulation 6173.4 for Title VI Indian Education Programs, Second Reading/Approval

From: Joan Potter, Superintendent

Explanation:

At our meeting on November 4, 2021, the Board reviewed the revised AR 6173.4 for Title VI Indian Education Programs. The revised Administrative Regulation is attached for a second reading.

Recommendation:

Adopt Administrative Regulation 6173.4 for Indian Education Programs

Attachments:

Revised AR 6173.4

TITLE VI INDIAN EDUCATION PROGRAMS

With the assistance of federal Title VI funding for the education of children from federally recognized tribes, the district shall offer programs and activities to meet the unique cultural, language, and educational needs of American Indian students, as defined in 20 USC 7491. Program objectives and outcomes shall be based on state academic standards. (20 USC 7424)

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

(cf. 0415 - Equity)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6011 - Academic Standards)

In developing, implementing, and evaluating Title VI programs and activities, the Superintendent or designee shall consult with and involve parents/guardians and family members of American Indian students and other community representatives. (20 USC 7424)

The district shall establish a committee that is composed of, and selected by, parents/guardians and family members of American Indian students, representatives of tribes on tribal lands located within 50 miles of any district school that serves any children of the tribes, teachers, and, if appropriate, American Indian students enrolled in secondary schools in the district. The majority of the committee shall be parents/guardians and family members of American Indian students. The committee shall participate in program development and provide written approval for the program. (20 USC 7424)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

The district's Title VI program for American Indian education may include any of the following services and activities: (20 USC 7425)

1. Activities that support Native American language programs and Native American language restoration programs, which may be taught by traditional leaders
2. Culturally related activities that support the district's program
3. Early childhood and family programs that emphasize school readiness
4. Enrichment programs that focus on problem solving and cognitive skills development and directly support the attainment of state academic standards
5. Integrated educational services in combination with other programs that meet the needs of American Indian students and their families, including programs that promote parent/guardian involvement in school activities and increase student achievement
6. Career preparation activities that enable American Indian students to participate in career technical education programs, including programs for mentoring and apprenticeship

TITLE VI INDIAN EDUCATION PROGRAMS (continued)

7. Activities to educate individuals so as to prevent violence, suicide, and substance abuse
8. The acquisition of equipment that is essential to achieve program goals
9. Activities that promote the incorporation of culturally responsive teaching and learning strategies into the district's educational program
10. Family literacy services
11. Activities that recognize and support the unique cultural and educational needs of American Indian students, and incorporate appropriately qualified tribal elders and seniors
12. Dropout prevention strategies for American Indian students
13. Strategies to meet the educational needs of American Indian students in correctional facilities, including such strategies that support American Indian students who are transitioning from such facilities to schools served by the district

Any federal funds received to support American Indian education programs shall be used to supplement, not supplant, state or local funds allocated for such purposes. (20 USC 7424)

(cf. 3230 - Federal Grant Funds)

(cf. 3231 - Impact Aid)

Program funds may be used to support a Title I schoolwide program pursuant to 20 USC 6314 if approved by the committee established pursuant to 20 USC 7424, provided that the schoolwide program is consistent with the purpose of American Indian education programs and the district's application identifies how the use of such funds in a schoolwide program will produce benefits to American Indian students that would not be achieved if not used in a schoolwide program. (20 USC 7424)

(cf. 6171 - Title I Programs)

As needed, professional development shall be provided to teachers and other school staff to assist them in working with American Indian students and carrying out Title VI programs. (20 USC 7424)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain a record of the information establishing the status of each student as an American Indian student eligible for assistance through the federal American Indian education program. (20 USC 7427)

TITLE VI INDIAN EDUCATION PROGRAMS (continued)

The Superintendent or designee shall periodically assess the progress of American Indian students, including American Indian students who do not participate in programs funded through Title VI, in meeting program goals and objectives. Assessment results shall be provided to the Board, the committee established pursuant to 20 USC 7424, tribes whose children are served by the district, and the community. (20 USC 7424)

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

Legal Reference: (see next page)

TITLE VI INDIAN EDUCATION PROGRAMS (continued)

Legal Reference:

EDUCATION CODE

33380-33384 *California Indian Education Centers*

UNITED STATES CODE, TITLE 20

6314 *Title I schoolwide programs*

7401-7492 *Indian education*

7701-7714 *Impact Aid*

CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 *Federal uniform grant guidance*

CODE OF FEDERAL REGULATIONS, TITLE 34

222.90-222.129 *Impact Aid, special provisions for local educational agencies that claim children residing on Indian lands*

Management Resources:

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office of Impact Aid: <https://www2.ed.gov/about/offices/list/osee/impactaid>

U.S. Department of Education, Office of Indian Education: <https://www2.ed.gov/about/offices/list/osee/oie>

Policy
Adopted:

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Laytonville, California

BOARD DISCUSSION/ACTION ITEM L4

Board Meeting Date: December 13, 2021

Subject: Federal Impact Aid Program, Budget, BP & AR 1261

From: Joan Potter, Superintendent

Explanation:

The Board held a Public Hearing on November 4, 2021 to discuss the Indian Policies and Procedures and allow an opportunity for American Indian parents to discuss the educational programs supported by Impact Aid funds. There were no changes made to the Indian policies and Procedures.

Recommendation:

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, 11/4/21

BOARD DISCUSSION/ACTION ITEM L5

Board Meeting Date: December 13, 2021

Subject: Approval of Educator Effectiveness Block Grant

From: Joan Potter, Superintendent

Explanation:

The Board held a Public Hearing at a Special Meeting on December 6th to discuss the Educator Effectiveness Block Grant. No suggestions were made regarding the grant.

Recommendation:

Approve the Educator Effectiveness Block Grant

Attachments:

Educator Effectiveness Block Grant



Educator Effectiveness Block Grant 2021

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Laytonville Unified School District	Joan Potter Superintendent	jvpotter@mcn.org 7079846414
Total amount of funds received by the LEA:	Date of Public Meeting prior to adoption:	Date of adoption at public meeting:
\$134, 608	12/6/2021	12/13/2021

[EC 41480](#)

(a)(2) A school district, county office of education, charter school, or state special school may expend the funds received pursuant to this subdivision from the 2021–22 fiscal year to the 2025–26 fiscal year, inclusive. School districts, county offices of education, charter schools, and state special schools **shall coordinate the use of any federal funds received under Title II of the federal Every Student Succeeds Act of 2015 (Public Law 114–95) to support teachers and administrators with the expenditure of funds received pursuant to this subdivision.**

(b) A school district, county office of education, charter school, or state special school shall expend funds apportioned pursuant to this section to provide professional learning for **teachers, administrators, paraprofessionals who work with pupils, and classified staff that interact with pupils**, with a focus on any of the following areas:

- (1) **Coaching and mentoring of staff serving in an instructional setting and beginning teacher or administrator induction, including, but not limited to, coaching and mentoring solutions that address a local need for teachers that can serve all pupil populations with a focus on retaining teachers, and offering structured feedback and coaching systems organized around social-emotional learning, including, but not limited to, promoting teacher self-awareness, self-management, social awareness, relationships, and responsible decision-making skills, improving teacher attitudes and beliefs about one's self and others, and supporting learning communities for educators to engage in a meaningful classroom teaching experience.**

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Beginning Teacher Induction Program- Coaches/Mentor Teachers, CTIP support, release and supplemental time for new teachers	0	0	\$16,000.00	\$15,000.00	\$15,000.00	46,000.00
New Administrator Induction Program	0	\$4000.00	\$4000.00	\$4000.00	0	12,000.00
Subtotal	0.00	4,000.00	20,000.00	19,000.00	15,000.00	58,000.00

(2) Programs that lead to effective, standards-aligned instruction and improve instruction in literacy across all subject areas, including English language arts, history-social science, science, technology, engineering, mathematics, and computer science.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Participation in County wide subject matter cohorts for teacher collaboration to focus on literacy across all subjects- Teacher release time and supplemental pay	0	0	\$5,000.00	\$5,000.00	\$5,000.00	15,000.00
Focus on early literacy grades K-2 Certificated and Classified Staff	0	0	\$5,000.00	\$5,000.00	\$5,000.00	15,000.00
Subtotal	0.00	0.00	10,000.00	10,000.00	10,000.00	30,000.00

(3) Practices and strategies that reengage pupils and lead to accelerated learning.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Backwards design-Staff Development and planning time	0	\$3000.00	0	0	0	3,000.00
Project Based Learning- Staff Development and Planning time	0	\$3000.00	0	0	0	3,000.00
Work with MCOE on Accelerated Learning strategies Certificated and Classified		\$3,000.00	0	0	0	3,000.00
Subtotal	0.00	9,000.00	0.00	0.00	0.00	9,000.00

- (4) Strategies to implement social-emotional learning, trauma-informed practices, suicide prevention, access to mental health services, and other approaches that improve pupil well-being.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Permission to Feel training and implementation	0	\$10,000				10,000.00
Subtotal	0.00	10,000.00	0.00	0.00	0.00	10,000.00

- (5) Practices to create a positive school climate, including, but not limited to, restorative justice, training around implicit bias, providing positive behavioral supports, multitiered systems of support, transforming a schoolsite's culture to one that values diverse cultural and ethnic backgrounds, and preventing discrimination, harassment, bullying, and intimidation based on actual or perceived characteristics, including disability, gender, gender identity, gender expression, language, nationality, race or ethnicity, religion, or sexual orientation.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Continue working with MCOE on full implementation of PBIS district wide-			\$1000	\$1000	\$1000	3,000.00
Subtotal	0.00	0.00	1,000.00	1,000.00	1,000.00	3,000.00

- (6) Strategies to improve inclusive practices, including, but not limited to, universal design for learning, best practices for early identification, and development of individualized education programs for individuals with exceptional needs.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00

- (7) Instruction and education to support implementing effective language acquisition programs for English learners, which may include integrated language development within and across content areas, and building and strengthening capacity to increase bilingual and biliterate proficiency.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Professional Development funding to further train teachers in ELD standards competency and effective language acquisition strategies and scaffolding		\$2500	\$2500	\$2500	\$2500	10,000.00
Subtotal	0.00	2,500.00	2,500.00	2,500.00	2,500.00	10,000.00

(8) New professional learning networks for educators not already engaged in an education-related professional learning network to support the requirements of subdivision (c).

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00

(9) Instruction, education, and strategies to incorporate ethnic studies curricula adopted pursuant to Section 51226.7 into pupil instruction for grades 7 to 12, inclusive.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Professional Development for research on embedded curricula into future adopted Ethnic Studies curricula		\$2,000.00				2,000.00
Subtotal	0.00	2,000.00	0.00	0.00	0.00	2,000.00

(10) Instruction, education, and strategies for certificated and classified educators in early childhood education, or childhood development.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Training for both certificated and classified staff in ECE- Funds for coursework, supplemental pay, release time		\$4608.00	\$4,000.00	\$4,000.00		12,608.00

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal	0.00	4,608.00	4,000.00	4,000.00	0.00	12,608.00

Summary of Expenditures

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal Section (1)	0.00	4,000.00	20,000.00	19,000.00	15,000.00	58,000.00
Subtotal Section (2)	0.00	0.00	10,000.00	10,000.00	10,000.00	30,000.00
Subtotal Section (3)	0.00	9,000.00	0.00	0.00	0.00	9,000.00
Subtotal Section (4)	0.00	10,000.00	0.00	0.00	0.00	10,000.00
Subtotal Section (5)	0.00	0.00	1,000.00	1,000.00	1,000.00	3,000.00
Subtotal Section (6)	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Section (7)	0.00	2,500.00	2,500.00	2,500.00	2,500.00	10,000.00
Subtotal Section (8)	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Section (9)	0.00	2,000.00	0.00	0.00	0.00	2,000.00
Subtotal Section (10)	0.00	4,608.00	4,000.00	4,000.00	0.00	12,608.00
Totals by year	0.00	32,108.00	37,500.00	36,500.00	28,500.00	134,608.00

Total planned expenditures by the LEA:

134,608.00

Note:

Per EC 41480 (d)(2): On or before September 30, 2026, the LEA must report detailed expenditure information to the California Department of Education, including, but not limited to:

- specific purchases made;
- the number of the following educators who received professional development:
 - o Teachers;
 - o Administrators;
 - o Paraprofessional educators;

Educator Effectiveness Block Grant 2021 for Laytonville Unified School District

Page 5 of 6

- o Classified staff.

BOARD DISCUSSION/ACTION ITEM L6

Board Meeting Date: December 13, 2021

Subject: Elementary Parking Lot Paving and Sidewalk Project

From: Joan Potter, Superintendent

Explanation:

While researching the parking lot project I found that the district needs to hire an architect to design the parking lot to meet both county and DSA requirements. The architect will take care of the design and procedural aspects of the project. As this project ties in with our original elementary project I have asked Don Alameida to prepare a proposal. The project will likely cost between \$200,000-\$300,000.

Recommendation:

Review and approve the contract with Donald Alameida for the parking lot project

Attachments:

Contract from Don Alameida

