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MICHELLE HUTCHINS
Superintendent of Schools

SERVICE

EXCELLENCE

INNOVATION

TEAMWORK

February 14, 2022

Joanie Potter, Superintendent
Members, Board of Trustees
Laytonville Unified School District
P.O. Box 868
Laytonville, California 95454

Subject: County Office Review of the 2021-22 First Interim Report

Dear Superintendent and Members of the Board:

We have reviewed the 2021-22 First Interim Report of the Laytonville Unified School District, in accordance with Education Code Section 42130, to determine if it complies with the criteria and standards adopted by the State Board of Education pursuant to EC Section 33127. AB1200 and AB2756 charge County Offices of Education with certain fiscal oversight of school districts, and in order to comply, MCOE must assure that expenditures will not exceed available reserves and that all budget documents are complete and accurate. Any technical corrections to the budget that come to our attention during our review will be directed to your district's Business Manager.

Based on our review and analysis, we believe that the first interim report approved by the district's governing board on December 13, 2021 reflects the financial status of the district and is consistent with the state's criteria and standards. Thus, we concur with the positive certification.

2022-23 Proposed Budget

In January, Governor Newsom released the first look at his proposed budget for 2022-23. The revenue forecast has drastically improved from the 2021 State Budget Act. The Governor is proposing significant revisions to existing TK-12 education programs and education areas that include the LCFF, ELO Programs, and special education.

The Governor's budget proposes a 5.33% COLA for 2022-23 applied to LCFF base grants, and other categorical programs. The major TK-12 programs can expect to see increased funds to the Special Education base funding formula, Universal access to school meals, Transitional Kindergarten Expansion, and College and Career Pathways are among some of the proposals.

Laytonville Unified School District
March 3, 2022

CORRESPONDENCE

Issues left with no solution include fiscal instability facing many LEA's due to declining enrollment and high absenteeism rates. At this time, the Governor's budget does not offer any relief for school employers' in 2022-23 in relation to increased pension costs.

Overall, the proposed budget provides many positives for schools. However, the January proposal is just the starting point. The proposed plan now goes before Legislators to review, dissect, and debate. Returning to your first interim budget report, your district's fiscal crisis indicators include the following risk factors:

- **Deficit Spending and Reserves:** Unrestricted deficit spending is projected to total \$(92,203) over the Multi-Year Projection (MYP) period, spending down 3% of reserves. The unrestricted ending fund balance decreases from \$2,938,286 at the beginning of 2020-21 to \$2,846,084 at the end of June 2024.

In each year of the MYP the district maintains the state mandated Reserve for Economic Uncertainty (REU), plus an additional 6% Stabilization Agreement (SA). We note, that total unrestricted reserves at the end of June 2024 amount to over 42% of total expenditures, meeting the California Department of Education and the Government Finance Officers Association recommendation of minimum reserves of two months of general fund expenditures, or roughly 16.7%.

As we learned during the great recession and more recently with the COVID pandemic, districts with healthy reserves are better able to weather economic downturns and sustain staff, programs and services to students.

- **Declining Enrollment and ADA:** Schools in declining enrollment will experience a sharp decline in LCFF funding in 2022-23. The district must monitor enrollment and ADA projections, and align staffing and services with student counts and budget projections.

Districts were required to present and approve, by the local governing board of the LEA by October 29, 2021, the Elementary and Secondary School Emergency Relief (ESSER) III Expenditure Plan, which was to address the impact of COVID-19 on elementary and secondary schools. Districts are also required to do a LCAP Supplemental that needs to be presented to the Board by February 28, 2022.

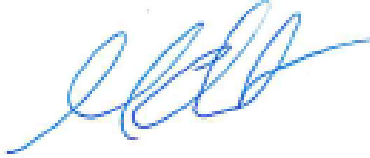
We remind districts that both the LCAP Federal Addendum and ESSER III Plans must be on the districts web page.

The Second Interim Budget Report is due to our office no later than March 17. As we begin planning for the 2022-23 budget, we want to remind districts that the Local Control and Accountability Plan (LCAP) Supplemental from February 28, 2022, needs to be added to the 2022-23 LCAP Plan.

We continue to support you in your efforts to maintain the fiscal health of your school district. As always, we recommend fiscal prudence, preferring to err on the side of conservatism. We encourage all districts to plan carefully, paying close attention to their multi-year projections and the fiscal impact of today's decisions on future budgets.

Please let us know if you have any questions or comments. I can be reached at (707) 467-5043; and Merilyn Tiriboyi is at (707) 467-5034.

Sincerely,



Michelle Ebert
Director, External Fiscal Services

cc: Shannon Ford, Business Manager, LUSD
Michelle Hutchins, Superintendent of Schools, MCOE
Merilyn Teriboyi, Assistant Superintendent, Business Services, MCOE
Jami Vallejo, District Fiscal Advisor, MCOE

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF FEBRUARY 3, 2022**

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 February 3, 2022. Board President Calvin Harwood called the meeting to order at 5:01 p.m.

ROLL CALL:

Trustees Present: Calvin Harwood, Meagen Hedley, Mat Paradis, Elina Agnoli and Erin Gamble.
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 | CONFERENCE WITH LABOR NEGOTIATOR:
Name of Agency Negotiator: Superintendent
Name of Organization Representing Employees: LVTA | <i>CS-1</i> |
| CS-2 | CONFERENCE WITH LABOR NEGOTIATOR:
Name of Agency Negotiator: LUSD Board
Name of Organization Representing Employees: Scott Mahoney, Superintendent Search Advisor
a. The Board will meet with its designated representatives regarding the salary, or compensation paid in the form of fringe benefits for the position of superintendent, an unrepresented employee.
b. The Board will meet in closed session to discuss a potential employment contract with the new superintendent. | <i>CS-2</i> |

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that no action was taken during Closed Session.

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

F. ACCEPTANCE OF AGENDA:

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

G. CORRESPONDENCE: None

H. PUBLIC INPUT: Elina Agnoli said some community members, a couple of students, and one employee have talked to her about masking inconsistencies when masking outside at the High School and at the Elementary School. Elina printed off the guidelines that expire on February 15th from Mendocino County to give to the Board Members. She said the school should have a plan and know what we are going to do next when those guidelines expire. The students need a break from masking and need to be able to have their mask off outside. Outdoor masking is all optional according to the County. Lorre Stange said the students are allowed to take off their mask when they are outside but they need to be socially distanced. If the students aren't socially distanced, then they are asked to have a mask on or separate from each other. Mrs. Potter said one of our strategies could be to reiterate to the classes about when the students are allowed to take mask breaks and what to do when they are outside.

(Erin Gamble lost connection via Zoom here)

I. REPORTS AND COMMENTS:

Superintendent's Report:

- Mrs. Potter began by saying that she has begun negotiations with both unions and we are hoping that we can get things squared away by the end of the March. This will help with creating a budget for next year and having a better idea of our real numbers.
- The LES Parking Lot Project survey has come back and there will be about half the number of parking spaces that what was shown at the last board meeting. Don Alameida used the whole lot for his previous plan which included the area where the house currently is. Don will meet with the County to talk about drainage, the power pole, and the fire hydrant. We hope we can build a parking lot this summer.
- There have been a lot of COVID cases since we came back from Winter Break. There have been over 26 cases at the Elementary School and over 13 cases at the High School. We say there are over the number of cases because there were students that were COVID tested somewhere other than the school. The good news is there were no positive COVID cases at the High School or Elementary School this week. We are now part of the online system that notifies parents and staff of the COVID test results and almost everyone is registered.
- We have had a decline in our enrollment and the High School in particular has really shifted in their enrollment. We are looking at staffing and programs to see how we can continue to provide an excellent program for our students despite our size. The CTE courses and college readiness courses at the high school are being looked at to see if we need to make any adjustments to any of the strategies that we are using.
- We are taking a look at other options to offer for athletics. We don't always have enough students interested in each of the sports to always have a team. That is why we didn't have football this year since there weren't enough students to field it. We want to look into individual sports like tennis. There was a discussion for the past few years to have tennis courts and we have been looking at the spot where the old High School Gym was. We have asked Don Alameida to look into the tennis courts so we can get a sense of what it would cost to put them in.
- We have 5 applicants for the LES Principal position. We are screening the applicants right now and will have interviews on February 18th.
- The audit has been finalized and the results will be brought to the March meeting. We think the Board will be happy with the results and we only had one audit exception.

The following reports were given:

Elementary Principal
LES/LMS Site Council
Student Representative

High School Principal
LHS Site Council
LVTA - None

Healthy Start
DAC
CSEA

J. ACTION: CONSENT AGENDA

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

K. ACTION:

K.1. Students of the Month

- Mr. Henry and Ms. Stange presented the January Students of the Month for Laytonville High School and Laytonville Middle School and had them introduce their families.
- **Motion** to recognize Marie Alvarez and Ansel Sanchez Chavez as the Students of the Month for January by Mat Paradis, Seconded by Elina Agnoli, unanimously approved with a 4-0 vote.

K.2. Approval of Comprehensive School Safety Plan

- The board conducted a hearing during the January 13, 2022 Board meeting. Since that time site councils, DAC and staff have also reviewed the plan. The Plan includes updates related to all input and an updated COVID 19 Prevention Plan (IIPP).
- **Motion** to approve the 2022-2023 Comprehensive School Safety Plan by Mat Paradis, seconded by Elina Agnoli, unanimously approved with a 4-0 vote.

L. DISCUSSION / ACTION:

L.1. LCAP Annual Update: Mid-Year Report, Supplement to the Annual Update, and Budget Overview for Parents

- California's 2021–22 Budget Act, the federal American Rescue Plan Act of 2021, and other state and federal relief acts have provided local educational agencies (LEAs) with a significant increase in funding to support students, teachers, staff, and their communities in recovering from the COVID-19 pandemic and to address the impacts of distance learning on students. The following is a one-time mid-year report to the local governing board or body and educational partners related to engagement on, and implementation of, these Acts. The plan must include the following:
 - A description of how and when the LEA engaged, or plans to engage, its educational partners on the use of funds provided through the Budget Act of 2021 that were not included in the 2021–22 Local Control and Accountability Plan (LCAP).
 - A description of how the LEA used, or plans to use, the additional concentration grant add-on funding it received to increase the number of staff who provide direct services to students on school campuses with an enrollment of students who are low-income, English learners, and/or foster youth that is greater than 55 percent.

A description of how and when the LEA engaged its educational partners on the use of one-time federal funds received that are intended to support recovery from the COVID-19 pandemic and the impacts of distance learning on pupils.

- A description of how the LEA is implementing the federal American Rescue Plan Act and federal Elementary and Secondary School Emergency Relief expenditure plan, and the successes and challenges experienced during implementation.
- A description of how the LEA is using its fiscal resources received for the 2021–22 school year in a manner that is consistent with the applicable plans and is aligned with the LEA’s 2021–22 LCAP and Annual Update.

L.2. A-G Completion Grant Program

- The purpose is to increase the number of California high school pupils to graduate with A-G eligibility and Laytonville will receive a minimum of \$75,000 to be expended by the end of the 2021-26 fiscal year.
- Funds shall be used for activities that directly support pupil access and successful completion of the A-G course requirements for high school students.
- We qualify for both an ACCESS GRANT because our A-G completion rate is under 67%. (2021-26.1%) and for the **A-G LEARNING LOSS MITIGATION GRANT** which targets students who received a grade of “D” or “F” or fail an A-G approved course during Spring of 2020 and during the 2020/21 school year

Eligible Use of Access Grant Funds

- Professional development (PD) for teachers, administrators, and counselors to improve A G completion rate, including Advanced Placement (AP) specific training
- Developing comprehensive advising plans and other student supports, such as tutoring and course-taking and college counseling services
- Expanding access to A G coursework, including course development and review, and incorporating courses into local graduation requirements
- Student test fees, including AP/IB test fees, for unduplicated pupils.

Eligible Use of Learning Loss Mitigation Grant Funds

- Allow pupils who receive a grade of "D," "F," or "Fail" in an A-G approved course in the spring semester of 2020 or 2020-21 school year to retake those A-G courses
- The method of offering pupils the opportunity to retake courses shall be determined by the local educational agency
- If sufficient funds are available after implementing course retake LEA may also use grant funds to offer credit recovery opportunities to all pupils to ensure pupils are able to graduate high school on time

The Plan

- How the funds received under this section will increase or improve services for unduplicated pupils to improve A G eligibility
- The number of pupils identified for opportunities to retake courses
- How the plan and described services supplement, and do not supplant, services in the Local Control and Accountability Plan and AB 86 Learning Recovery Plan
- A description of the extent to which all pupils within the LEA, particularly unduplicated pupils, will have access to A G courses approved by the University of California, how the funds will support pupils in danger of not achieving a grade of C or better in A-G courses and how the funds will support pupils, including tutoring programs to improve the A-G completion rate.

Reporting Requirements

- Grant recipient shall submit their A-G Completion Improvement Plan by April 1, 2022 and report to the State Superintendent of Public Instruction (SSPI) on or before December 31, 2023. On how we are measuring the impact of the funds as identified within our plan, and the outcomes based on those measurements
- Grant recipient shall report on or before August 31, 2026, on final outcomes that measure the impact of the funds.

L.3. PUBLIC HEARING: Notice of Compliance with Govt. Code Section 3547-Collective Bargaining re: the 2020-2023 LVTA successor contract, including LUSD and LVTA Initial Proposals

- Government Code Section 3547 requires that initial proposals for collective bargaining agreements be sunshined at a public hearing. The District's Initial Proposals and the Long Valley Teacher's Associations Initial Proposals for the 2020-2023 LVTA successor contract are listed below.
- The Notice of Public Hearing has been posted for 10 days and the initial proposals have been available for review at the district office. The public is invited to comment on the proposals.

LUSD Initial Proposals:

- Automatic Reopeners:
 - LVTA Salary Schedule
- Additional Two items:
 - Continue increase to dental, vision and 403B contribution as agreed to in 2020-2021 for the 2021/2022 school year.
 - One time stipend for 2021/2022 school year

LVTA Initial Proposals:

- Automatic Reopeners:
 - Article 9: Salaries. We are seeking a salary increase, and the addition of a "Me too" clause to make increases equitable among Admin, Certificated, and Classified, as well as employees not covered in these categories.
 - Health Benefits Appendix E to continue with keeping the current employer/employee contributions to 75/25% with any new Staywell increases. We also would like increases in Vision and Dental.
- Article 12: Transfers and Vacancies.
 - In several places "The needs of the students" is used to justify a transfer. We feel that this language is too vague and ask to have it struck. We look forward to making the transfer policy seamless for members to revitalize their teaching if they wish to move to a different position.
- The Public Hearing was opened
- No input was given
- The Public Hearing was closed

L.4. Board Policy and Administrative Regulation 6174 for Education for English Learners, Second Reading/Adoption

- At our meeting on November 4, 2021 the Board reviewed the Administrative Regulation 6174 for Education for English Learners. The policy was reviewed by Site Council and DAC. The revised BP and AR were attached for a second reading and adoption.
- **Motion** to adopt the revised BP and AR 6174 for Education for English Learners as presented by Mat Paradis, seconded by Elina Agnoli, unanimously approved with a 4-0 vote.

L.5. AB 841 Funding: Clean Air for Schools

- The School Energy Efficiency Stimulus (SEES) Program, established by Assembly Bill (AB) 841 (Ting, Chapter 372, Statutes of 2020) provides grants to local educational agencies (LEAs) to, among other things, assess, maintain, adjust, repair, or upgrade heating, ventilation, and air conditioning (HVAC) systems in schools. The SEES Program also provides grants to LEAs and California state agencies to replace noncompliant plumbing fixtures and appliances. AB 841 requires the California Energy Commission (CEC) as the program administrator to design, administer, and implement the program in collaboration with the utilities funding the program.
- The District has been contacted by various vendors regarding the application for funding and providing the initial work of assessing the district needs. As we are still under the governor's emergency order we are not required to out for a competitive bid for AB 841 grants Contractor's estimate and grant application upload. KFI/Life Wings Peak Performance seems to fit the needs of our district in terms of facilitating this grant for us and providing the HVAC Assessment report.
- Some of the highlights regarding their program include the following:
 - Get the assessment, testing, and immediate repair work done at no cost and *with no direct pressure on your general fund*
 - LW/KFI Contract execution is CONTINGENT on the district receiving the AB841 grant approvals and LEA award letter
 - Work does not start until Grant approvals are received
 - NO CASH exchanged or invoiced until the Grant \$\$ are received
 - The contract stipulates using DIR contractors and paying prevailing wages (when and where needed)
 - No matching dollars are required to participate in the AB841 Ventilation programs
 - Your maintenance people will **BARELY** have to be involved -- give us a tour and some keys on the day we arrive for assessment activities (they are welcome to participate and learn)
 - Your finance people **DO NOT** have to be involved application/approval process – beyond registration and “proof of property ownership.”
 - Your business operations people **DO NOT** have to be involved in application/approval.
 - Our team handles all of the; Applications and estimate uploads; All the AB841 grant office questions; Assessment, testing work, and immediate repairs (your site

- MOT team is not expected to do any repair or installation work);Make sure that you're going to get the money on a timely basis
- **Motion** to approve contracts with KFI/Life Wings contingent upon receipt of state funding to cover all expenses outlined in the contracts as presented by Elina Agnoli, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

M. INFORMATION ITEMS:

M.1. Data Dashboard

- Due to the COVID-19 pandemic, state law has suspended the reporting of state indicators on the 2021 Dashboard. However we have access to most of the data that would have been included in the dashboard report. The following are the results we have access to from the 2020/21 school year.
 - **CAASP Data**
 - LES- English: 32.33% met or exceeded the standards Math:16.03% met or exceeded the standard
 - LHS-Fewer than 10 students participated
 - English Learner Progress:
 - Suspension Rate: 0.8% (2 suspensions district wide while on Distance Learner for 3/4 of the year.
 - Expulsion Rate: 0%
 - Graduation Rate:95.7%
 - College Career Indicator-Not calculated this year
 - AP-0 students participated
 - CTE Pathway Completion: 60.9%
 - College Course Completion: 43.5%
 - A-G Completion: 26.1%
 - State Seal of Biliteracy:26.1%
 - Chronic Absenteeism: LES: 28% LHS: 13.7%
 - Local Indicators- did in June and will do again in June

M.2. P-1 ADA Report

- Below is a chart comparing the differences between our attendance rates for the 2020/21 and 2021/22 school years during the first four school months.

P-1 ADA chart for board 21-22

Year	20/21	20/21	20/21	21/22	21/22	21/22	20/21- 21/22	20/21- 21/22	20/21- 21/22	
	ENR as of P-2	ADA	% ADA	ENR as of P-1	ADA	% ADA	change ENR	change ADA	change % ADA	
LES	TK/K	20	19.11	91.39	44	37.28	86.08	24.00	18.17	-5.31
	1-3	75	89.79	93.71	64	57.14	89.75	-11.00	-12.65	-3.96
	4-6	81	76.58	90.78	79	68.93	86.52	-2.00	-7.63	-4.26
	7-8	51	47.8	92.84	62	55.49	87.63	11.00	7.99	-5.21
Spyrock	TK/K	2	2.00	98.29	0	0.00	0.00	-2.00	-2	-98.29
	1-3	3	3.00	98.58	0	0.00	0.00	-3.00	-3.00	-98.58
	4-6	0	0.00	0.00	0	0	0.00	0.00	0.00	0.00
LHS	9-12	124	115.59	95.75	100	89.82	87.76	-24.00	-25.78	-7.99
	TOTAL	358	333.65		349	308.66		-7.00	-24.995	

BREAKDOWN OF TK-12 SCHOOL SITES

School Site	ADA 20/21	ADA 21/22	ADA CHANGE	% ADA CHANGE
LES	213.08	218.84	5.78	2.71%
Spy Rock	5.00	0	-5.00	-100%
LHS	115.59	89.82	-25.78	-22.30%

INDEPENDENT STUDY ONLY

Year	21/22	21/22	
	ADA	% ADA	
LES	TK/K	2.8	93.03
	1-3	1.93	90.28
	4-6	4.32	80.88
	7-8	4.08	80.88
LHS	9-12	6.44	78.64
	TOTAL	19.35	

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: Mat Paradis said the old building development.

O. COMMENTS FROM THE BOARD: Elina said she hopes this is a bridge year back toward normality and a good job to everyone that works here and makes everything happen. Calvin hopes COVID is on its way out.

P. ADJOURNMENT:

Motion to adjourn the meeting by Mat Paradis, seconded by Elina Agnoli, unanimously approved with a 4-0 vote. The meeting was adjourned at 7:08 p.m. The next regular meeting will be held on March 3, 2022.

Respectfully submitted,

Adopted as Final
March 3, 2022

Joan Viada Potter
Secretary to the Board

Calvin Harwood
President of the Board

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF FEBRUARY 16, 2022**

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 February 16, 2022. Board President Calvin Harwood called the meeting to order at 5: 32 p.m.

ROLL CALL:

Trustees Present: Calvin Harwood, Meagen Hedley, Mat Paradis, Elina Agnoli and Erin Gamble.
Administrators Present: Joan Potter
Student Representative: None

B. PUBLIC INPUT re CLOSED SESSION ITEMS: None

C. CLOSED SESSION AGENDA:

- | | | |
|------|--|------|
| CS-1 | CONSIDERATION OF INTER-DISTRICT TRANSFER REQUEST,
NUMBER IDT-K | CS-1 |
| CS-2 | PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE | CS-2 |
| CS-3 | SECTION 54957(E): PUBLIC EMPLOYMENT
The Board will meet in Closed Session with Search Advisor Scott Mahoney
to review applications for the position of superintendent and select candidates for
interview | CS-3 |

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that on Closed Session Item 1: Consideration of Inter-District Transfer Request, IDT-K the Board voted unanimously to accept the student transfer to Willits Unified School District. Board President Calvin Harwood announced that on Closed Session Item 2 the Board voted unanimously to accept Thom Harvey’s resignation. No other action was taken in Closed Session.

E. ADJOURNMENT:

Motion to adjourn the meeting by Erin Gamble, seconded by Mat Paradis, unanimously approved with a 5-0 vote. The meeting was adjourned at 6:30 p.m. The next regular meeting will be held on March 3, 2022.

Respectfully submitted,

Adopted as Final
March 3, 2022

Joan Viada Potter
Secretary to the Board

Calvin Harwood
President of the Board

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF FEBRUARY 24, 2022**

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 February 24, 2022. Board President Calvin Harwood called the meeting to order at 8:14 a.m.

ROLL CALL:

Trustees Present: Calvin Harwood, Meagen Hedley, Mat Paradis, Elina Agnoli and Erin Gamble.
Administrators Present: Joan Potter
Student Representative: None

B. PUBLIC INPUT re CLOSED SESSION ITEMS: None

C. CLOSED SESSION AGENDA:

CS-1 PUBLIC EMPLOYMENT

CS-1

Title (Superintendent): The Board will meet in Closed Session with Search Advisor Scott Mahoney and Superintendent Potter to interview candidates for the position of superintendent

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that no action was taken in Closed Session. Direction was given to Advisor Scott Mahoney.

E. 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 4:03 p.m. The next regular meeting will be held on March 3, 2022.

Respectfully submitted,

Adopted as Final
March 3, 2022

Joan Viada Potter
Secretary to the Board

Calvin Harwood
President of the Board

LAYTONVILLE UNIFIED SCHOOL DISTRICT
PERSONNEL ASSIGNMENT ORDER #8 2021/22

March 3, 2022

<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>Confidential Resignation/Retirement</u>				
<u>Classified/Confidential Reduction</u>				
<u>Classified Transfer</u>				
<u>Classified Resignation</u>				
Thomas Harvey	Custodian/Maintenance	Prob.	\$2,744.74/month	2/18/2022
Lauren Aguilar	Custodian	Prob.	\$1,391.00/month	4/27/2022
<u>Classified Termination</u>				
<u>Classified Layoff</u>				
<u>Coaching Positions</u>				
Davis, Sarah	LMS Co-Ed Soccer	Temp.	\$1,400.00 Stipend	2/28/2022
Kanthack, Dawn	LMS Softball	Temp.	\$1,400.00 Stipend	2/28/2022
Rosenthal, Melissa	LHS Softball	Temp.	\$1,800.00 Stipend	2/28/2022
Walczak, Jason	LHS Baseball	Temp.	\$1,800.00 Stipend	2/28/2022

LAYTONVILLE UNIFIED SCHOOL DISTRICT
REVOLVING CASH FUND #8 2021/22

March 3, 2022

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
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LAYTONVILLE UNIFIED SCHOOL DISTRICT
WARRANT LIST
 March 3, 2022

Checks Dated 01/28/2022 through 02/24/2022					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
728485	02/03/2022	CDE	13-4700		304.95
728486	02/03/2022	CLOVER STORNETTA FARMS INC.	13-4700		230.00
728487	02/03/2022	COMFORTAIR HEATING/COOLING	01-4300	694.72	
			01-5600	813.12	1,507.84
728488	02/03/2022	FERRELLGAS	01-5520		2,600.20
728489	02/03/2022	KELLEY AUTOMOTIVE	01-5600		300.00
728490	02/03/2022	LAYTONVILLE FIRE DEPARTMENT	01-5800		400.00
728491	02/03/2022	LAYTONVILLE UNIFIED REVOLVING	01-5904		174.00
728492	02/03/2022	LONG VALLEY MARKET	01-4300		148.44
728493	02/03/2022	MIKE'S AUTOMOTIVE	01-4363	1,307.60	
			01-5600	1,938.50	3,246.10
728494	02/03/2022	CA SCHOOL/COLLEGE LEGAL SERV	01-5200		135.00
728495	02/03/2022	SOLID WASTE OF WILLITS	01-5540		1,042.20
728496	02/03/2022	SOUND & SIGNAL INC.	01-5600		6,166.03
728497	02/03/2022	SPORT & CYCLE	01-4300		2,449.49
728498	02/03/2022	SYSCO FD SCVS OF SAN FRANCISCO	13-4700		620.38
728499	02/03/2022	THE COLLEGE BOARD	01-4300		165.00
728500	02/03/2022	WEX BANK	01-4361		441.10
728900	02/10/2022	HANSEN, JUDY E	01-4300		525.39
728901	02/10/2022	AERIES SOFTWARE INC	01-5800		4,950.00
728902	02/10/2022	ARKIN, IZMAEL	01-5800		3,022.50
728903	02/10/2022	Arrow Benefits Group	68-5600		342.50
728904	02/10/2022	B & B INDUSTRIAL SUPPLY INC	01-4300		199.24
728905	02/10/2022	BUSINESS CARD, BANK OF AMERICA	01-4100	642.29	
			01-5200	447.00	
			01-5800	105.01-	984.28
728906	02/10/2022	CAUGHRON III, IRA	01-5800		585.00
728907	02/10/2022	CLOVER STORNETTA FARMS INC.	13-4700		235.00
728908	02/10/2022	COMFORTAIR HEATING/COOLING	01-4300		200.00
728909	02/10/2022	FRONTIER	01-5903		336.52
728910	02/10/2022	LAWSON MECHANICAL CONTRACTORS	01-5600		335.00
728911	02/10/2022	LAYTONVILLE WATER DISTRICT	01-5530		553.74
728912	02/10/2022	LONG VALLEY MARKET	01-4300		91.73
728913	02/10/2022	MENDES SUPPLY COMPANY	01-4300		768.77
728914	02/10/2022	MENDO MILL	01-4300		230.85
728915	02/10/2022	PACIFIC GAS & ELECTRIC	01-5510		526.86
728916	02/10/2022	PENNY'S TROPHIES AND GIFTS	01-4300		16.28
728917	02/10/2022	PLATT	13-4300		63.26
728918	02/10/2022	SINER, PETER	01-5200		225.00
728919	02/10/2022	SYSCO FD SCVS OF SAN FRANCISCO	13-4700		1,377.30
729380	02/17/2022	FIRKS, JOSH C	01-4300		27.09
729381	02/17/2022	ARROW BENEFITS GROUP	68-5600	169.25	
			69-5600	85.00	254.25

Checks Dated 01/28/2022 through 02/24/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
729382	02/17/2022	CAUGHRON III, IRA	01-5800		295.20
729383	02/17/2022	CLOVER STORNETTA FARMS INC.	13-4700		324.64
729384	02/17/2022	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5814		160.00
729385	02/17/2022	FERRELLGAS	01-5520		1,970.31
729386	02/17/2022	FRONTIER	01-5903	2,811.78	
			13-5903	53.89	2,865.67
729387	02/17/2022	LONG VALLEY MARKET	01-4300		139.93
729388	02/17/2022	MENDES SUPPLY COMPANY	01-4300		171.33
729389	02/17/2022	MENDO MILL	01-4300		17.44
729390	02/17/2022	MENDOCINO CTY YOUTH PROJECT	01-5800		6,078.00
729391	02/17/2022	PACIFIC GAS & ELECTRIC	01-5510		12,142.62
729392	02/17/2022	SOLID WASTE OF WILLITS	01-5540		149.50
729393	02/17/2022	SYSCO FD SCVS OF SAN FRANCISCO	13-4700		1,022.24
729394	02/17/2022	UKIAH PAPER SUPPLY	13-4300		315.05
729395	02/17/2022	VERIZON WIRELESS	01-5901		152.06
729396	02/17/2022	XEROX CORPORATION	01-5600		627.93
729950	02/24/2022	HAWKINS, KONSTANCE K	01-4300		94.84
729951	02/24/2022	AMAZON	01-4100	94.30	
			01-4300	8,476.26	
			01-4365	34.50	
			12-4300	86.06	
			13-4300	56.07	8,747.19
729952	02/24/2022	CDW GOVERNMENT INC.	01-4300	501.47	
			01-5800	1,284.40	1,785.87
729953	02/24/2022	EUREKA OXYGEN	01-4300		230.86
729954	02/24/2022	FERRELLGAS	01-5520		2,438.91
729955	02/24/2022	FRONTIER	01-5903		110.40
729956	02/24/2022	PERMA-BOUND BOOKS	01-4100		572.22
729957	02/24/2022	WEATHERTOP NURSERY	01-4300	232.11	
			40-4300	13.00	245.11
VCH-00000012	02/10/2022	CARBAUGH, JENET M	01-4300		129.42
			Total Number of Checks	62	76,568.03

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	51	71,269.44
12	CHILD DEVELOPMENT	1	86.06
13	CAFETERIA SPECIAL REVENUE FL	11	4,602.78
40	SPECIAL RESERVE-CAPITAL OUTL	1	13.00
68	SELF-INSURANCE (dental)	2	511.75
69	SELF-INSURANCE (vision)	1	85.00
Total Number of Checks		62	76,568.03
Less Unpaid Tax Liability			.00
Net (Check Amount)			76,568.03

LAYTONVILLE UNIFIED SCHOOL DISTRICT
MONTHLY BUDGET REPORT

March 3, 2022

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	6,893,494.45		3,422,712.38	3,470,782.07
	Total for Revenue accounts	6,224,969.25	6,893,494.45		3,422,712.38	3,470,782.07
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
1000	Certificated Salaries	2,245,291.74	2,135,719.71	683,041.90	1,320,185.57	132,492.24
2000	Classified Salaries	1,203,722.58	1,271,443.78	361,661.64	705,477.06	204,305.08
3000	Employee Benefits	1,707,556.33	1,653,738.25	484,246.60	910,640.89	258,850.76
4000	Books and Supplies	404,443.98	582,139.54	22,957.65	349,122.20	210,059.69
5000	Services	705,009.78	761,250.31	98,261.48	404,803.80	258,185.03
6000	Capital Outlay	11,200.00	214,000.00	14,000.00		200,000.00
7000	Other Outgo	61,357.28	61,357.28			61,357.28
	Total for Expense accounts	6,338,581.69	6,679,648.87	1,664,169.27	3,690,229.52	1,325,250.08
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		2,496,885.11	3,385,404.18	709,521.79	2,373,691.06	1,664,169.27
	Total for Ending Balance accounts	2,496,885.11	3,385,404.18	709,521.79	2,373,691.06	1,664,169.27
Total for Fund 01						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	3,171,558.60	6,893,494.45		6,679,648.87	3,385,404.18	
Actual	3,171,558.60	3,422,712.38	1,664,169.27	3,690,229.52	1,239,872.19	
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		106,432.76	56,933.24

Balances through June						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Revenue	Account Balance	
Fund 12 - CHILDDDEV (continued)						
Total for Revenue accounts		163,366.00	163,366.00	106,432.76	56,933.24	
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries	80,469.51	83,145.12	28,272.96	52,918.54	1,953.62
3000	Employee Benefits	41,711.20	42,035.59	14,517.08	25,404.11	2,114.40
4000	Books and Supplies	20,901.29	17,901.29		451.40	17,449.89
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	42,790.04	79,258.05	41,317.91
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		22,994.73	25,766.32	960.00	43,750.04	42,790.04
Total for Ending Balance accounts		22,994.73	25,766.32	960.00	43,750.04	42,790.04
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	106,432.76	42,790.04	79,258.05	10,150.99	
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	61,986.29	133,763.71	
Total for Revenue accounts		195,750.00	195,750.00	61,986.29	133,763.71	
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries	66,991.18	61,384.87	21,097.02	36,669.74	3,618.11
3000	Employee Benefits	38,544.07	38,824.90	13,275.80	23,103.04	2,446.06
4000	Books and Supplies	85,114.75	90,440.23	21,631.20	33,872.75	34,936.28
5000	Services	5,350.00	5,350.00	299.97	3,046.03	2,004.00
Total for Expense accounts		196,000.00	196,000.00	56,303.99	96,691.56	43,004.45
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000				38,652.83	94,956.82	56,303.99

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	38,652.83	94,956.82	56,303.99
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	61,986.29	56,303.99	96,691.56	90,759.26-	
Fund 14 - DEF MANT						
9000				65.34	65.34	.00
Total for Starting Balance accounts		.00	.00	65.34	65.34	.00
Revenue						
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)	59,010.28	59,010.28	27.68		58,982.60
Total for Revenue accounts		59,010.28	59,010.28	27.68		58,982.60
Expenditures						
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		33,412.72	10,190.28
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	4,948.85	54,061.43
Ending Balance						
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		74.24		37,080.00	37,080.00	.00
Total for Ending Balance accounts		74.24	.00	37,080.00	37,080.00	.00
Total for Fund 14						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	.00	59,010.28		59,010.28	.00	
Actual	.00	27.68	.00	4,948.85	4,921.17-	
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 - Revenue Accounts						
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)				.83	.83-
	Total for Revenue accounts	.00	.00		.83	.83-
Total for Fund 21						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	.00	.00				.00
Actual	.00	.83				.83
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 - Revenue Accounts						
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)		7,000.00		3,091.68	3,908.32
	Total for Revenue accounts	.00	7,000.00		3,091.68	3,908.32
Fund 35 - Expense Accounts						
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
6000	Capital Outlay		610,000.00	9,340.00	531,520.51	69,139.49
	Total for Expense accounts	.00	610,000.00	9,340.00	531,520.51	69,139.49
Fund 35 - Ending Balance Accounts						
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			925,681.89	532,435.00	541,775.00	9,340.00
	Total for Ending Balance accounts	.00	925,681.89	532,435.00	541,775.00	9,340.00

Balances through June							Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance	
Total for Fund 35							
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>		
Budgeted	1,528,681.89	7,000.00		610,000.00		925,681.89	
Actual	1,528,681.89	3,091.68	9,340.00	531,520.51		990,913.06	
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	13,500.00		7,630.56	5,869.44	
	Total for Revenue accounts	17,500.00	13,500.00		7,630.56	5,869.44	
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance	
4000	Books and Supplies	234.09	234.09		13.00	221.09	
5000	Services	5,884.24	5,884.24		635.51	5,248.73	
6000	Capital Outlay	11,381.67	1,050.00		1,050.00	.00	
	Total for Expense accounts	17,500.00	7,168.33	.00	1,698.51	5,469.82	
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance	
9000		106,284.47	107,321.75	1,715.00	1,715.00	.00	
	Total for Ending Balance accounts	106,284.47	107,321.75	1,715.00	1,715.00	.00	
Total for Fund 40							
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>		
Budgeted	100,990.08	13,500.00		7,168.33		107,321.75	
Actual	100,990.08	7,630.56	.00	1,698.51		106,922.13	
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)				277.32	277.32-	
	Total for Revenue accounts	.00	.00		277.32	277.32-	
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						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>		<u>= Calculated Ending Balance</u>
Budgeted	44,940.53	.00				44,940.53
Actual	44,940.53	277.32				45,217.85
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		777.72	27,162.28
	Total for Revenue accounts	27,940.00	27,940.00		777.72	27,162.28
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services	32,240.00	32,240.00	1,308.02	28,997.25	1,934.73
	Total for Expense accounts	32,240.00	32,240.00	1,308.02	28,997.25	1,934.73
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		91,011.66	100,670.83	3,191.98	4,500.00	1,308.02
	Total for Ending Balance accounts	91,011.66	100,670.83	3,191.98	4,500.00	1,308.02
Total for Fund 68						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>		<u>= Calculated Ending Balance</u>
Budgeted	104,970.83	27,940.00		32,240.00		100,670.83
Actual	104,970.83	777.72	1,308.02	28,997.25		75,443.28
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		462.37	6,837.63
	Total for Revenue accounts	7,300.00	7,300.00		462.37	6,837.63

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	341.00	659.00	9,800.00	
Total for Expense accounts		10,800.00	10,800.00	341.00	659.00	9,800.00	
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance	
9000		127,377.44	135,997.75	659.00	1,000.00	341.00	
Total for Ending Balance accounts		127,377.44	135,997.75	659.00	1,000.00	341.00	
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	462.37	341.00	659.00	138,960.12		
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)				20.68	20.68-	
Total for Revenue accounts		.00	.00		20.68	20.68-	
Total for Fund 76							
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance		
Budgeted	.00	.00			.00		
Actual	.00	20.68			20.68		
Total for Org 048 - Laytonville Unified School District							
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance		
Budgeted	5,162,068.45	7,367,360.73		7,758,233.48	4,771,195.70		
Actual	5,202,445.35	3,603,420.27	1,774,252.32	4,434,003.25	2,597,610.05		

LAYTONVILLE UNIFIED SCHOOL DISTRICT
BUDGET TRANSFERS

March 3, 2022

Journal Entry # BT22-00019 through BT22-00020

Journal Entry # BT22-00019	Status Posted	Type BudXFer	Fiscal Year 2022	Transaction Date 02/03/2022
Created SFORD, 2/3/2022 Requisition #	Posted SFORD, 2/3/2022 Purchase Order #			Department BUSINESS Batch #
Comment fund 14 update				
Account #	Comments	Line Seq	Debits	Credits
14-0620-0-5600-002-0000-8110-0000	fund 14 update	1		4,000.00
14-0620-0-5600-001-0000-8110-0000	fund 14 update	2	4,000.00	
JE # BT22-00019 Totals			4,000.00	4,000.00

Journal Entry # BT22-00020	Status Posted	Type BudXFer	Fiscal Year 2022	Transaction Date 02/17/2022
Created SFORD, 2/17/2022 Requisition #	Posted SFORD, 2/17/2022 Purchase Order #			Department BUSINESS Batch #
Comment rsc 7422				
Account #	Comments	Line Seq	Debits	Credits
01-7422-0-4300-002-0000-8110-0000	rsc 7422	1	239.02	
01-7422-0-4300-003-0000-8110-0000	rsc 7422	2		239.02
JE # BT22-00020 Totals			239.02	239.02

Laytonville Unified School District Totals	4,239.02	4,239.02
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CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Laytonville Unified (23 73916 0000000)

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2018-19 Title II, Part A Fiscal Year Expenditure Report, Closeout 39 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2018 through September 30, 2021.

Required fields are denoted with an asterisk (*).

2018-19 Title II, Part A allocation:	\$21,120	
2018-19 Title II, Part A total apportionment issued:	\$21,120	
Transferred-in amount:	\$0	
Transferred-out amount:	\$0	
2018-19 Total allocation:	\$21,120	<input type="button" value="Recalculate"/>

Professional Development Expenditures

Professional development for teachers:	<input type="text" value="\$4,778"/>
Professional development for administrators:	<input type="text" value="\$1,389"/>
All other professional development expenditures:	<input type="text"/>

Recruitment, Training, and Retention Expenditures

Recruitment activities:	<input type="text"/>
Training activities:	<input type="text" value="\$1,067"/>
Retention activities:	<input type="text"/>
All other recruitment, training, and retention expenditures:	<input type="text" value="\$100"/>

Miscellaneous Expenditures

Class size reduction:	<input type="text" value="\$12,867"/>
Administrative and indirect costs:	<input type="text" value="\$919"/>
Equitable services for nonprofit private schools:	<input type="text"/>
All other allowable expenditures and encumbrances:	<input type="text"/>
Total expenditures and encumbrances:	\$21,120

2018-19 Unspent funds: \$0

Note: CDE will invoice the LEA for the unspent 2018-19 total allocation.

CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

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2019-20 Title I, Part A LEA Closeout Report

Report fiscal year (FY) expenditures to determine 2019-20 Title I, Part A unspent funds.

Note: Due to the COVID-19 Federal Funding Flexibility Waiver, approved on September 10, 2021, the period of availability of funds in Section 421(b) of the General Education Provisions Act extends the period of availability of FY 2019-20 funds until September 30, 2022.

Required fields are denoted with an asterisk (*).

2019-20 Reported Carryover

2019-20 Title I, Part A LEA available allocation:	\$ 182,008
Expenditures through September 30, 2020:	\$ 162,372
Carryover as of September 30, 2020:	\$ 19,636
Amount of funds CDE invoiced the LEA, if applicable:	\$ 0
Adjusted carryover amount:	\$ 19,636

2019-20 Final Expenditures

* 2019-20 Expenditures as of September 30, 2021: (Including liquidation of obligations not later than 90 days after September 30, 2021)	<input type="text" value="\$ 19,636"/>
Amount of unspent funds:	\$ 0 <input type="button" value="Recalculate"/>

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2020-21 Title I, Part A LEA Carryover

Report only expenditures and obligations for fiscal year (FY) 2020-21 allocation to determine funds to be carried over.

Required fields are denoted with an asterisk (*).

Carryover Calculation

2020-21 Title I, Part A LEA allocation:	\$ 189,011
Transferred-in amount:	\$ 0
2020-21 Title I, Part A LEA available allocation:	\$ 189,011
* Expenditures and obligations through September 30, 2021:	<input type="text" value="\$ 189,011"/>
Carryover as of September 30, 2021:	\$ 0 <input type="button" value="Recalculate"/>
Carryover percent as of September 30, 2021:	0.00%

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2020-21 Title IV, Part A LEA Use of Funds and Carryover

The purpose of this data collection is to calculate the carryover amount and to collect the year-to-date expenditures by activity level for Title IV, Part A.

Required fields are denoted with an asterisk ().*

2020-21 Title IV, Part A LEA allocation:	\$13,933
Funds transferred-in amount:	\$0
Funds transferred-out amount:	\$0
2020-21 Title IV, Part A LEA available allocation:	\$13,933

Expenditures

* Administrative and indirect costs:	<input type="text" value="\$0"/>
* Well-Rounded Educational Opportunities activities:	<input type="text" value="\$13,933"/>
* Safe and Healthy Students activities:	<input type="text" value="\$0"/>
* Effective Use of Technology activities:	<input type="text" value="\$0"/>
* Technology Infrastructure:	<input type="text" value="\$0"/>
Carryover as of September 30, 2021:	\$0

2021-22 Federal Transferability

Federal transferability of funds is governed by Title V in ESSA Section 5102. An LEA may transfer Title II, Part A and/or Title IV, Part A program funds to other allowable programs. This transferability is not the same as Title V, Part B Alternative Uses of Funds Authority governed by ESEA Section 5211.

Note: Funds utilized under Title V, Part B Alternative Uses of Funds Authority are not to be included on this form.

Required fields are denoted with an asterisk (*).

Title II, Part A Transfers

2021-22 Title II, Part A allocation:	\$11,376	
Transferred to Title I, Part A:	<input type="text"/>	
Transferred to Title I, Part C:	<input type="text"/>	
Transferred to Title I, Part D:	<input type="text"/>	
Transferred to Title III English Learner:	<input type="text"/>	
Transferred to Title III Immigrant:	<input type="text"/>	
Transferred to Title IV, Part A:	<input type="text"/>	
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant:	<input type="text"/>	
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant:	<input type="text"/>	
Total amount of Title II, Part A funds transferred out:	\$0	<input type="button" value="Recalculate"/>
2021-22 Title II, Part A allocation after transfers out:	\$11,376	<input type="button" value="Recalculate"/>

Title IV, Part A Transfers

2021-22 Title IV, Part A allocation:	\$13,201	
Transferred to Title I, Part A:	<input type="text"/>	
Transferred to Title I, Part C:	<input type="text"/>	
Transferred to Title I, Part D:	<input type="text"/>	
Transferred to Title II, Part A:	<input type="text"/>	
Transferred to Title III English Learner:	<input type="text"/>	
Transferred to Title III Immigrant:	<input type="text"/>	
Transferred to Title V, Part B Subpart 1 Small, Rural School Achievement Grant:	<input type="text"/>	
Transferred to Title V, Part B Subpart 2 Rural and Low-Income Grant:	<input type="text"/>	
Total amount of Title IV, Part A funds transferred out:	\$0	<input type="button" value="Recalculate"/>
2021-22 Title IV, Part A allocation after transfers out:	\$13,201	<input type="button" value="Recalculate"/>

2021-22 Title I, Part A Nonprofit Private School Low Income Count

The local educational agency (LEA) shall provide, on an equitable basis, special educational services or other benefits to nonprofit private school eligible children.

No nonprofit private schools are showing as eligible for participation. Either the Nonprofit Private School Consultation form was not completed, or was completed, but conditions necessary for nonprofit private schools to display in this form were not met.

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Laytonville Unified (23 73916 0000000)

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2021-22 Title I, Part A LEA Allocation and Reservations

To report LEA required and authorized reservations before distributing funds to schools.

Required fields are denoted with an asterisk (*).

2021-22 Title I, Part A LEA allocation (+):	\$ 154,364	
Transferred-In amount (+):	\$0	
Nonprofit private school equitable services proportional share amount (-):	\$0	
2021-22 Title I, Part A LEA available allocation:	\$ 154,364	<input type="button" value="Recalculate"/>

Required Reservations

Parent and family engagement (If the allocation is greater than \$500,000, then parent and family engagement equals 1% of the allocation minus the nonprofit private school equitable services proportional share amount.)

* School parent and family engagement:

LEA parent and family engagement:

Local neglected institutions: No Yes
Does the LEA have local institutions for neglected children?

Local neglected institutions reservation:

Local delinquent institutions: No Yes
Does the LEA have local institutions for delinquent children?

Local delinquent institutions reservation:

* Direct or indirect services to homeless children, regardless of their school of attendance:

Authorized Reservations

Public school Choice transportation:

Other authorized activities:

2021-22 Approved indirect cost rate: 5.46%

Indirect cost reservation:

Administrative reservation:

Reservation Summary

Total LEA required and authorized reservations: 824,155

School parent and family engagement reservation: \$0

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2021-22 Title I, Part A School Student Counts

This data collection contains school-level student data. The information in this data collection will be used by the local educational agency (LEA) to calculate eligibility and ranking for Title I, Part A school allocations.

Required fields are denoted with an asterisk (*).

* School ranking options:
 Select the highest to lowest school ranking method

Within the LEA
 Within each grade span group

* Select a low income measure:

Explanation of Pre-populated Student Counts

The data fields in this form, containing total student enrollment counts and eligible low income students ages 5-17 counts, were pre-populated with PRIOR year (Fiscal Year 2020-21) certified data from CALPADS Fall 1 data submission.

Note: The LEA may use prior year data or current year data to calculate eligibility and ranking for Title I, Part A school allocations. The LEA may choose to manually enter current year data in place of prior year data.

School Name	School Code	Low Grade Offered	High Grade Offered	Grade Span Group	* Student Enrollment	* Eligible Low Income Students Ages 5-17
Laytonville Continuation High	2330223	9	12	3	0	0
Laytonville Elementary	6025300	K	8	1	258	191
Laytonville High	2332260	9	12	3	103	73

2021-22 Title I, Part A School Allocations

This data collection is used to report the amount of funds to be allocated to eligible schools.

Required fields are denoted with an asterisk (*).

LEA meets small LEA criteria.

A local educational agency (LEA) is defined as a small LEA if based on the school list and the data entered in Title I, Part A School Student Counts, the LEA meets one or both of the following:

- Is a single school LEA
- Has enrollment total for all schools less than 1,000

If applicable, enter a Discretion Code. Use lower case only.

- Allowable Discretion Codes
- a - Below LEA average and at or above 35% student low income
 - d - Waiver for a desegregation plan on file
 - e - Grandfather provision
 - f - Feeder pattern

Low income measure: FRPM

Ranking Schools Highest to Lowest: Within the LEA

LEA-wide low income %: 73.13%

Available Title I, Part A school allocations: \$130,209

Available parent and family engagement: \$0

CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Laytonville Unified (23 73916 0000000)

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2021-22 Title I, Part A Notification of Authorization of Schoolwide Program

This form provides notification to the California Department of Education of a school's eligibility and local board approval to operate under and report as Schoolwide Program.

Required fields are denoted with an asterisk (*).

School Name	School Code	Authorized SWP	Low Income %	Local Board Approval Date SWP Plan (MM/DD/YYYY)	Local Board Approval Date SWP Waiver (MM/DD/YYYY)	SIG Approval Date (MM/DD/YYYY)
Laytonville Continuation High	2330223	<input type="checkbox"/>				
Laytonville Elementary	6025308	<input checked="" type="checkbox"/>	80%	07/28/1998		
Laytonville High	2332260	<input checked="" type="checkbox"/>	74%	08/19/2004		

2021-22 Title II, Part A LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the local educational agency (LEA) for Title II, Part A Supporting Effective Instruction.

Required fields are denoted with an asterisk (*).

2021-22 Title II, Part A allocation:	\$11,376
Transferred-in amount:	\$0
Total funds transferred out of Title II, Part A:	\$0
Allocation after transfers:	\$11,376
Repayment of funds:	<input type="text" value="\$0"/>
2021-22 Total allocation:	\$11,376
Administrative and indirect costs:	<input type="text" value="3621"/>
Equitable services for nonprofit private schools:	<input type="text" value="\$0"/>
2021-22 Title II, Part A adjusted allocation:	\$10,755 <input type="button" value="Recalculate"/>

2021-22 Title IV, Part A LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the local educational agency (LEA) for Title IV, Part A and to report reservations.

Required fields are denoted with an asterisk (*).

2021-22 Title IV, Part A LEA allocation:	\$13,201	
Funds transferred-in amount:	\$0	
Funds transferred-out amount:	\$0	
2021-22 Title IV, Part A LEA available allocation:	\$13,201	
Indirect cost reservation:	<input type="text" value="\$720"/>	
Administrative reservation:	<input type="text" value="\$0"/>	
Equitable services for nonprofit private schools:	<input type="text" value="\$0"/>	
2021-22 Title IV, Part A LEA adjusted allocation:	\$12,481	<input type="button" value="Recalculate"/>

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2021-22 Consolidation of Administrative Funds

This is a request by the local educational agency (LEA) to consolidate administrative funds for specific programs.

Required fields are denoted with an asterisk (*).

- Title I, Part A Basic: SACIS Code 3010
- Title I, Part C Migrant Education: SACIS Code 3000
- Title I, Part D Delinquent: SACIS Code 3025
- Title II, Part A Supporting Effective Instruction: SACIS Code 4035
- Title III English Learner Students - 2% maximum: SACIS Code 4203
- Title III Immigrant Students: SACIS Code 4201
- Title IV, Part A Student Support - 2% maximum: SACIS Code 4127
- Title IV, Part B 21st Century Community Learning Centers: SACIS Code 4124

BOARD INFORMATION ITEM K1

Board Meeting Date: March 3, 2022
Subject: Parking Lot Project Update
From: Joan Potter, Superintendent

Explanation:

Don Alameida will provide an update on the parking lot project.

BOARD INFORMATION ITEM K2

Board Meeting Date: March 3, 2022
Subject: Masking Requirements
From: Joan Potter, Superintendent

Explanation:

Mrs. Potter will provide an update on the most recent State guidelines regarding masking.

BOARD INFORMATION ITEM K3

Board Meeting Date: March 3, 2022
Subject: Employee Appreciation Award – Notification & Forms
From: Joan Potter, Superintendent

Explanation:

The Governing Board recognizes two employees each year for their contributions to the improvement and effectiveness of the District's educational program. One award is presented in May. The Governing Board recognizes employees who:

- by exemplary service over an extended period of time have contributed to the improvement or effectiveness of the district educational program.
- perform special acts or services in the public interest.
- by superior accomplishments, make exceptional contributions to the effectiveness, efficiency, economy or improvements of district operations.
- propose ideas or procedures which eliminate or reduce district expenditures or improve the efficiency of district operations.

Our previous awards have been presented to the following current employees:

Anna Salmeron
Joan Potter
Katy Cabezut
Konnie Hawkins
Pedro Salmeron
Tammy Lyons
Suzie Dunham
Kathy Workman
Marcia Sanderson
Evonne Elliott
Lorre Stange

Nominations are due at the end of March and the Board will select the award recipient in April for recognition in May. Recipients are presented a certificate and a special gift.

Please Return to the District Office by March 31, 2022

LAYTONVILLE UNIFIED SCHOOL DISTRICT

**Employee Recognition
Nomination Form**

The Governing Board of Laytonville Unified School District encourages recognition of meritorious service performed by employees of the district who:

- 1. Propose ideas or procedures which eliminate or reduce district expenditures or improve the efficiency of district operations, OR**
- 2. Perform special acts or services in the public interest, OR**
- 3. By superior accomplishments, make exceptional contributions to the effectiveness, efficiency, economy, or improvement of district operations, OR**
- 4. By exemplary service over an extended period of time have contributed to the improvement of effectiveness of the district educational program.**

_____ has demonstrated during the 2021/2022
Nominee school year
school year that he/she has met criteria established by the Board of Trustees and as such is eligible for nomination to the Board for recognition.

Please describe in detail the performance of this employee that leads to their nomination. (Use the back of this page if more space is needed.)

Signature of person making nomination Date

Please Note: There is a list of current employees who have already received this award on the back of this form. No one person will receive the award twice in their career.

Previous Awards Recipients Include:

Anna Salmeron
Joan Potter
Katy Cabezut
Konnies Hawkins
Pedro Salmeron
Tammy Lyons
Suzie Dunham
Kathy Workman
Marcia Sanderson
Evonne Elliott
Lorre Stange

BOARD DISCUSSION/ACTION ITEM L1

Board Meeting Date: March 3, 2022
Subject: Students of the Month
From: Joan Potter, Superintendent

Explanation:

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

Recommendation:

Recognize the Students of the Month and their families

Attachments:

BOARD DISCUSSION/ACTION ITEM L2

Board Meeting Date: March 3, 2022
Subject: Approval of Superintendent Contract
From: Joan Potter, Superintendent

Explanation:

The interview committee (the LUSD School Board) convened on February 24, 2022 to interview candidates for the position of Superintendent. After extensive input and review of applicants and their qualifications, the board has selected Bruce Peters as the final candidate.

Mr. Peters will join us with over seventeen years of school leadership experience in both elementary and middle schools. He began his career in Sacramento as a first grade teacher. He then moved to El Dorado Hills and started his long tenure at Lake Forest Elementary School. Bruce taught third grade for five years before moving to the office as Vice Principal. After a one-year Vice Principal position at Marina Village Middle School he returned to Lake Forest School and was hired as principal in 2007. Mr. Peters has been an administrator at the highly successful school ever since, which has received recognition as both a California Distinguished School and a National Blue Ribbon School during his time there.

Mr. Peters values strong relationships with students, families, and staff for the good of all student growth. He sees the importance of collaboration and communication, and is excited to work in an environment where he can know every student by name and have a close connection to all stakeholders he serves.

Mr. Peters was drawn to Laytonville for its rural environment and natural beauty. He is also looking forward to contributing to our tight knit community, which is something he has valued since childhood. He is honored by the opportunity to serve in LUSD, and eager to fully integrate into this community.

Recommendation:

Approve a three-year contract with Bruce Peters to be our full-time 225 day per year superintendent for \$150,000 a year with the same health, dental, and vision benefits as other certificated employees in the district beginning July 1, 2022

Attachments:

BOARD DISCUSSION/ACTION ITEM L3

Board Meeting Date: March 3, 2022
Subject: Approval of LES Principal Employment
From: Joan Potter, Superintendent

Explanation:

The interview committee convened on February 18, 2022 to interview candidates for the position of LES Principal. The committee is delighted to recommend Suzie Dunham who has taught in the district for the past 21 years. Ms. Dunham has been working on her Administrative credential and Master's degree in recent years and comes to us with a wide range of knowledge and experience. She is an exemplary employee and we are grateful that she is continuing her career here in Laytonville. The staff, students and families will be well taken care of under her leadership and continued commitment to our communities' well-being.

Recommendation:

Approve a three-year contract with Suzie Dunham to be our full-time 210 day per year LES Principal to begin on step one of the principal's salary schedule beginning July1, 2022 with the same health, dental, and vision benefits as other certificated employees in the district

Attachments:

BOARD DISCUSSION/ACTION ITEM L4

Board Meeting Date: March 3, 2022

Subject: BP & AR 6020 for Title I Parent Involvement Policies, First Reading

From: Joan Potter, Superintendent

Explanation:

Our Board Policy and Administrative Regulations 6020 require that Title I schools have parent involvement policies and procedures that participating parents and school staff agree to abide by. Attached is the District's current BP and AR 6020 with no new revisions.

Recommendation:

Attachments:

BP and AR 6020 for Title I Parent Involvement Policies

PARENT INVOLVEMENT

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with parents/guardians and family members to jointly develop and agree upon policy and strategies to meaningfully involve parents/guardians and family members in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1230 - School-Connected Organizations)
(cf. 1240 - Volunteer Assistance)
(cf. 1250 - Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf. 5020 - Parent Rights and Responsibilities)

The district's local control and accountability plan (LCAP) shall include goals and strategies for parent/guardian involvement and family engagement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of involvement opportunities and on barriers that may inhibit participation.

(cf. 0500 - Accountability)

Title I Schools

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

(cf. 6171 - Title I Programs)

PARENT INVOLVEMENT (continued)

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities and shall distribute at least 90 percent of those reserved funds to eligible schools, with priority given to high-need schools as defined in 20 USC 6631. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities. (20 USC 6318)

(cf. 3100 - Budget)

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members
2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
4. Collaboration, or the provision of subgrants to schools to enable collaboration, with community-based or other organizations or employers with a record of success in improving and increasing parent/guardian and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

If the district also receives funds under federal Title IV, Part E, to coordinate and enhance family engagement programs, the Superintendent or designee shall inform parents/guardians and organizations of the existence of Title IV. (20 USC 6318)

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's LCAP in accordance with 20 USC 6312. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

PARENT INVOLVEMENT (continued)

District and school-level parent/guardian and family engagement policies and administrative regulations shall be distributed to parents/guardians of students participating in Title I programs and shall be available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

(cf. 5145.6 - Parental Notifications)

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

Legal Reference: (see next page)

PARENT INVOLVEMENT (continued)

Legal Reference:

EDUCATION CODE

- 11500-11505 Programs to encourage parent involvement
- 48985 Notices in languages other than English
- 51101 Parent rights and responsibilities
- 52060-52077 Local control and accountability plan
- 54444.1-54444.2 Parent advisory councils, services to migrant children
- 56190-56194 Community advisory committee, special education
- 64001 School plan for student achievement, consolidated application programs

LABOR CODE

230.8 Time off to visit child's school

CODE OF REGULATIONS, TITLE 5

18275 Child care and development programs, parent involvement and education

UNITED STATES CODE, TITLE 20

6311 State plan

6312 Local educational agency plan

6314 Schoolwide programs

6318 Parent and family engagement

6631 Teacher and school leader incentive program, purposes and definitions

7241-7246 Family engagement in education programs

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Title I School-Level Parental Involvement Policy

Family Engagement Framework: A Tool for California School Districts, 2014

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Family, School, Community Partnerships:

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

California Parent Center: <http://parent.sdsu.edu>

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

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

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

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

U.S. Department of Education: <http://www.ed.gov>

Policy
adopted: March 4, 2021

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Laytonville, California

PARENT INVOLVEMENT

District Strategies for Title I Schools

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the district shall:

1. Involve parents/guardians and family members in the joint development of a district plan that meets the requirements of 20 USC 6312 and in the development of school support and improvement plans pursuant to 20 USC 6311 (20 USC 6318)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6171 - Title I Programs)

The Superintendent or designee may:

- a. In accordance with Education Code 52063, establish a district-level parent advisory committee and, as applicable, an English learner parent advisory committee to review and comment on the district's local control and accountability plan (LCAP) in accordance with the review schedule established by the Governing Board

- b. Invite input on the plan from other district committees and school site councils

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

- c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the plan and the opportunity to provide input
- d. Provide copies of working drafts of the plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
- e. Ensure that there is an opportunity at a public Board meeting for public comment on the plan prior to the Board's approval of the plan or revisions to the plan
- f. Ensure that school-level policies on parent/guardian and family engagement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans

2. Provide coordination, technical assistance, and other support necessary to assist and build the capacity of Title I schools in planning and implementing effective parent/guardian and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education (20 USC 6318)

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

PARENT INVOLVEMENT (continued)

The Superintendent or designee may:

- a. Assign district personnel to serve as a liaison to the schools regarding Title I parent/guardian and family engagement issues
 - b. Identify funding and other resources, including community resources and services that may be used to strengthen district and school parent/guardian and family engagement programs
 - c. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist in facilitating the planning and implementation of related activities
 - d. With the assistance of parents/guardians, provide information and training to teachers and other staff regarding effective parent/guardian involvement practices and legal requirements
 - e. Provide information to schools about the indicators and assessment tools that will be used to monitor progress
3. To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian and family engagement strategies with parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws (20 USC 6318)

The Superintendent or designee may:

- a. Identify overlapping or similar program requirements
(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 3280 - Sale or Lease of District-Owned Real Property)
(cf. 5030 - Student Wellness)
(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6174 - Education for English Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
- b. Involve district and school site representatives from other programs to assist in identifying specific population needs
- c. Schedule joint meetings with representatives from related programs and share data and information across programs
- d. Develop a cohesive, coordinated plan focused on student needs and shared goals

PARENT INVOLVEMENT (continued)

4. Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the schools served by Title I, including identification of: (20 USC 6318)
 - a. Barriers to greater participation in parent/guardian and family engagement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
 - b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers
 - c. Strategies to support successful school and family interactions
(*cf. 0500 - Accountability*)

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
- b. Gather and monitor data regarding the number of parents/guardians and family members participating in district activities and the types of activities in which they are engaged
- c. Recommend to the Board measures to evaluate the impact of the district's parent/guardian and family engagement efforts on student achievement

The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms and shall provide a copy of the assessment to parents/guardians upon their request. (Education Code 11503)

5. Use the findings of the evaluation conducted pursuant to item #4 above to design evidence-based strategies for more effective parent/guardian and family involvement and, if necessary, to revise the parent/guardian and family engagement policy (20 USC 6318)

The Superintendent or designee may:

- a. Analyze data from the evaluation to identify parent/guardian and family engagement activities that have been successful and those activities that have had lower participation or less meaningful involvement by parents/guardians
- b. Analyze parent/guardian and family participation to determine the level of participation by traditionally underrepresented groups

PARENT INVOLVEMENT (continued)

- c. With the involvement of parents/guardians, recommend and draft proposed policy revisions to submit to the Board for consideration
6. Involve parents/guardians in the activities of schools served by Title I, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the district to adequately represent the needs of the population served by the district for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy (20 USC 6318)

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians and family members
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians and family members
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

In addition, the district shall promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement by implementing the actions specified in item #7 of the section "School-Level Policies for Title I Schools" below. (20 USC 6318)

School-Level Policies for Title I Schools

At each school receiving Title I funds, a written policy on parent/guardian and family engagement shall be developed jointly with the parents/guardians and family members of participating students. The school policy shall describe the means by which the school will: (20 USC 6318)

- 1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
- 2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent/guardian involvement

PARENT INVOLVEMENT (continued)

3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent/guardian and family engagement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:
 - a. Timely information about Title I programs
 - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the achievement levels of the state academic standards
(*cf. 5121 - Grades/Evaluation of Student Achievement*)
(*cf. 5123 - Promotion/Acceleration/Retention*)
 - c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education. The district shall respond to any such suggestions as soon as practicably possible.
5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district
6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's challenging academic achievement standards

PARENT INVOLVEMENT (continued)

- b. Ways in which parents/guardians will be responsible for supporting their children's learning, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5113 - Absences and Excuses)

(cf. 6145 - Extracurricular/Cocurricular Activities)

(cf. 6154 - Homework/Makeup Work)

- c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:

- (1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
- (2) Frequent reports to parents/guardians on their children's progress
- (3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
- (4) Regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand

7. Promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement through the following actions:

- a. Assist parents/guardians in understanding such topics as the state academic standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

- b. Provide parents/guardians with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to help them work with their children to improve their children's achievement

PARENT INVOLVEMENT (continued)

- c. With the assistance of parents/guardians, educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

- d. To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in fully participating in their children's education
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
- f. Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request

In addition, the school plan may include strategies to:

- a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training
- c. Pay reasonable and necessary expenses associated with parent/guardian involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- d. Train parents/guardians to enhance the involvement of other parents/guardians
- e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, in order to maximize parent/guardian involvement and participation
- f. Adopt and implement model approaches to improving parent/guardian involvement

PARENT INVOLVEMENT (continued)

- g. Establish a parent advisory council to provide advice on all matters related to parent/guardian involvement in Title I programs
 - h. Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities
 - i. Make referrals to community agencies and organizations that offer literacy training, parent/guardian education programs, and/or other services that help to improve the conditions of parents/guardians and families
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
 - j. Provide a master calendar of district/school activities and meetings
 - k. Provide information about opportunities for parent/guardian and family engagement through the district newsletter, web site, or other written or electronic means
 - l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions
(cf. 1230 - School-Connected Organizations)
 - m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians and family members as needed
 - n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions
 - o. Provide ongoing workshops to assist school site staff, parents/guardians, and family members in planning and implementing improvement strategies, and seek their input in developing the workshops
 - p. Regularly evaluate the effectiveness of staff development activities related to parent/guardian and family engagement
 - q. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations
(cf. 4115 - Evaluation/Supervision)
(cf. 4215 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)
8. To the extent practicable, provide opportunities for the informed participation of parents/guardians and family members (including parents/guardians and family members with limited English proficiency, parents/guardians and family members with disabilities, and parents/guardians and family members of migrant children), including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

PARENT INVOLVEMENT (continued)

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/guardian and family engagement policy. Such evaluation may be conducted during the process of reviewing the school plan for student achievement in accordance with Education Code 64001.

The school's policy shall be periodically updated to meet the changing needs of parents/guardians and the school. (20 USC 6318)

District Strategies for Non-Title I Schools

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians and family members positively in their children's education by providing assistance and training on topics such as state academic standards and assessments to increase their knowledge and skills to use at home to support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education
 - b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
 - c. Provide parents/guardians with information about students' class assignments and homework assignments
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment for their children at home and to encourage good study habits
- b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing

PARENT INVOLVEMENT (continued)

- c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
3. Build consistent and effective two-way communication between the home and school so that parents/guardians and family members may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
 - b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
 - c. Provide information about parent/guardian and family engagement opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications
 - d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
 - e. Develop mechanisms to encourage parent/guardian input on district and school issues
 - f. Identify barriers to parent/guardian and family participation in school activities, including parents/guardians and family members who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
 - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
4. Train teachers, administrators, specialized instructional support personnel, and other staff to communicate effectively with parents/guardians as equal partners (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy

PARENT INVOLVEMENT (continued)

- b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
5. Integrate and coordinate parent/guardian and family engagement activities within the LCAP with other activities

The Superintendent or designee may:

- a. Include parent/guardian and family engagement strategies in school reform or school improvement initiatives
- b. Involve parents/guardians and family members in school planning processes

Policy
adopted: March 4, 2021

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Laytonville, California

BOARD DISCUSSION/ACTION ITEM L5

Board Meeting Date: March 3, 2022

Subject: Audit Certification: 2020/21 Financial Report and Audit

From: Joan Potter, Superintendent

Explanation:

The audit presents an examination of the district's books and operating procedures. The auditor's letter to the Board regarding internal control and compliance over financial reporting notes no reportable conditions considered to be material weaknesses and no instances of noncompliance to be reported under the Government Auditing Standards. The auditors did note four findings and/or questioned costs in their report. The attachment outlines all four items and the following paragraphs describes the only significant finding.

“ Basis for Qualified Opinion on State Compliance

As described in Finding #2021-001 in the accompanying Schedule of Audit Findings and Questioned Costs, the District did not comply with requirements regarding Instructional Time. Compliance with such requirements is necessary, in our opinion, for the District to comply with the requirements applicable to the state laws and regulations applicable to the state laws and regulations referred to above.

Qualified Opinion on State Compliance

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion paragraph, Laytonville Unified School District complied, in all material respects, with the types of compliance requirements referred to above that are applicable to the state programs noted in the table below for the year ended June 30, 2021.”

Report highlights include:

Revenue & Expenses

District's Total Net Position:	\$ 7,879,042
Overall Revenues:	\$8,936,938
Expenses:	\$6,476,962

Resource Allocation

Curriculum & Inst.	63.6%
Pupil services	12.1%
Administration	8.5%
Maint. & Operations	8.3%
Ancillary & Long-term debt	7.5%

Control Deficiencies: None.

Recommendation:

Approve the 2020/21 Financial Report & Audit

Attachments

Corrective Actions for the 2020-2021 Audit

Audit Report for 2020/21 & Audit Certification for 2020/21 Financial Report.

FINDING #2021-001: INSTRUCTIONAL TIME (40000)

Criteria: Pursuant to Education Code Section 43502(c), For the 2020-21 fiscal year, a local educational agency shall satisfy the annual instructional day requirements described in Sections 41420, 46200.5, and 46208, and in Section 11960 of Title 5 of the California Code of Regulations through in-person instruction or a combination of in-person instruction and distance learning pursuant to this part. This includes offering a minimum of 180 days of instruction to meet the annual instructional day requirement.

Condition: The District closed for 3 days during the 2020-21 school year and was thus short of the 180 days of instruction. The Mendocino County Office of Education has submitted a Form J-13A for the District to the California Department of Education for the days closed, but the District has not yet received approval for those days.

Cause: The Mendocino County Office of Education did not submit the Form J-13A to the California Department of Education on a timely basis.

Effect: The District is not currently in compliance with the related sections of California Education Code and could lose funding if the Form J-13A is not approved.

Questioned Cost: \$58,336

Repeat Finding: This is not a repeat finding.

Recommendation: If the Form J-13A is approved, then no further action is necessary. If the Form J-13A is not approved, then the District will either need to repay the penalty or apply for SBE, summary review, or formal appeal.

Corrective Action Plan: The J13-A waiver has been submitted for approval. If it's not approved, the District will consider the options of repaying the penalty or applying for SBE, summary review, or formal appeal.

FINDING #2020-001: INSTRUCTIONAL MATERIALS (70000)

Criteria: Per Education Code Section 60119, the District must provide a 10-day notice of the required public hearing.

Condition: The District's public hearing for instructional materials occurred on September 12, 2019, but the posted date was September 4, 2019, which is less than 10 days before the hearing.

Cause: Oversight.

Effect: The District is not in compliance with California Education Code Section 60119.

Questioned Costs: Funding for this program has ended, thus there are no questioned costs related to instructional materials.

Repeat Finding: This is not a repeat finding.

Recommendation: We recommend that the District comply with Education Code Section 60119 in the future and ensure that a 10-day notice of the required public hearing is provided.

Corrective Action Plan: This was an oversight. The meeting date was rescheduled and the posting dates got confused. Reminders will be set on the computer to ensure proper 10 day posting notice.

Current Status: Implemented

FINDING #2020-002: CLASSROOM TEACHER SALARIES (61000)

Criteria: As set forth in California Education Code section 41372, a unified school district should expend a minimum of 55% of the District's current expenses of education towards salaries of classroom teachers.

Condition: In the 2019-20 fiscal year, the District did not meet the minimum percentage requirement of 55%. The District only spent 50.36% on classroom teacher salaries in the 2019-20 fiscal year.

Effect: The District's current expense of education for the year ended June 30, 2020 was \$4,907,096 and the total salaries and benefits for classroom teachers was \$2,470,996. The District was below the minimum required percentage of 55% by 4.64% which calculates out to a deficiency of \$227,689.

Cause: Due to staffing changes, the District had a difficult time meeting the required percentage in 2019-20.

Questioned Costs: The questioned costs are the deficiency of \$227,689.

Repeat Finding: This is not a repeat finding.

Recommendation: We recommend that in the future, the District monitor their expenses towards salaries of classroom teachers against their total expenses to be sure that they meet the 55% minimum requirement.

Corrective Action Plan: The District applied for and obtained an approved waiver for 2019-20 from the Mendocino County Office of Education. The District was able to fill a vacant teaching position which resulted in smaller class sizes, so for the 20/21 school year will be exempt. The plan is to continue with small class sizes and continue to be exempt. The District continues to monitor teacher salaries and have brought the percentage up and hope to continue this trend regardless of the exemption or waiver.

Current Status: Implemented.

FINDING #2020-003: TRANSPORTATION MAINTENANCE OF EFFORT (40000)

Criteria: Per Education Code 2575(k) and 42238.03(a)(6)(b), funds a school district receives for home-to school transportation programs shall expend no less for those programs than the amount of funds the school district expended for home-to-school transportation in the 2012-13 fiscal year.

Condition: During review of 2012-13 transportation funding and current year transportation expenditures, the auditor noted that the District did not expend at least the 2012-13 transportation revenues received for that purpose in 2012-13.

Effect: Based on criteria outlined above, District does not meet requirements outlined in Education Code regarding Transportation Maintenance of Effort.

Cause: The District is aware of the transportation maintenance of effort requirement but was facing declining transportation costs due to the COVID-19 shutdown.

Questioned Costs: Deficit of \$5,312 to be in compliance.

Repeat Finding: This is not a repeat finding.

Recommendation: We recommend that the District implement procedures to verify that the District meet Maintenance of Effort requirements as set forth by Education Code.

Corrective Action Plan: Due to Covid-19 causing home to school transportation to stop, after 3/13/20 expenses were down considerably. Every attempt was made to meet the Maintenance of Effort for fiscal year 19/20. Money was encumbered for an expense that did not happen and was not corrected. The District will be monitoring this much closer in the future and when in-class learning resumes should have no problem meeting the MOE.

Current Status: Implemented

FINDING #2020-004: AFTER SCHOOL EDUCATION & SAFETY (ASES) PROGRAM (40000)

Criteria: Education Code Section 8482.3 states that after school programs participating in the ASES program are required to submit student outcome data to the California Department of Education which includes measurable student outcomes including attendance. As a result, ASES 2019-20 1st Half After School Base Attendance Report (covering the period of August to December 2019) was reviewed along with supporting in order to determine whether the reported number of students served is supported by written records maintained.

Condition: Attendance reported for Laytonville Elementary School did not reconcile to supporting attendance counts. The attendance reported for Laytonville Elementary School on the 1st Half Base Grant Attendance Report submitted to CDE was 4,818 while the supporting attendance count summary showed 4,635 attendance days. In addition, based on further testing, the number of students served for the month of December was reported as 768 per the summary while the sign-in sheets of students served showed 773.

Cause: Reporting errors.

Effect: Errors were made calculating number of students served. For the attendance report submitted to the CDE for the 1st Half: After School Base, the District reported a total number of 4,818 students. As a result of our audit procedures, the adjusted amount for the 1st Half: After School Base should be decreased to a total of 4,640 students served.

Context: An overstatement of 178 students served for the ASES 2019-20 1st Half Base period was noted.

Questioned Costs: None. The ASES program funding is not affected as long as the pupil participation level is maintained at 85% of the projected attendance or greater. Since the finding noted a net over reporting of 178 student days of attendance, program attendance did not fall below 85% of the projected attendance; therefore, there is no questioned cost.

Repeat Finding: This is not a repeat finding.

Recommendation: We recommend the District implement a process to accurately calculate the attendance of the After-School Education & Safety (ASES) Program for reporting purposed to the California Department of Education.

Corrective Action Plan: The ASES Director will complete the monthly attendance pages in the county provided Excel format. The Assistant Director will then compare the Excel spreadsheet to the hand-written daily sign in logs in order to verify each student's attendance.

Current Status: Implemented

January 28, 2022

Board of Education
Laytonville Unified School District
Laytonville, CA

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Laytonville Unified School District (the "District") for the year ended June 30, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 14, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters**Qualitative Aspects of Accounting Practices**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. As described in Note 15 to the financial statements, the District changed accounting policies related to Fiduciary Activities by adopting Governmental Accounting Standards (GASB) Statement No. 84, Fiduciary Activities, in 2021. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in the Statement of Activities and Statement of Revenues, Expenditures and Changes in Fund Balance. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of depreciation of capital assets is based on historical estimates of each capitalized item's useful life. We evaluated the key factors and assumptions used to develop the depreciation of capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the net pension liability and related deferred outflows of resources and deferred inflows of resources are based on actuarial valuations and pension contributions made during the year. We evaluated the key factors, assumptions, and proportionate share calculations used to develop the net pension liability and related deferred outflows of resources and deferred inflows of resources in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of net other postemployment benefits (OPEB) liability is based on an actuarial valuation. We evaluated the key factors and assumptions used to develop the net OPEB liability in determining that it is reasonable in relation to the financial statements taken as a whole.

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Significant Audit Matters (continued)

Qualitative Aspects of Accounting Practices (continued)

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of capital assets in the notes to the financial statements is based on historical information which could differ from actual useful lives of each capitalized item.

The disclosure of the pension plans, net pension liability and related deferred outflows of resources and deferred inflows of resources in the notes to the financial statements represents management's estimates based on actuarial valuations and pension contributions made during the year. Actual results could differ depending on the key factors, and assumptions and proportionate share calculations used to develop the net pension liability and related deferred outflows of resources and deferred inflows of resources.

The disclosure of other postemployment benefits and the net OPEB liability in the notes to the financial statements represents management's estimate based on an actuarial valuation. Actual results could differ depending on the key factors and assumptions used for the actuarial valuation.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 28, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis, and the required supplementary information section, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information section, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of Board of Education and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



Christy White, Inc.
San Diego, California

AUDIT CERTIFICATION

June 30, 2021
FINANCIAL REPORT / AUDIT

LAYTONVILLE UNIFIED SCHOOL DISTRICT
MENDOCINO COUNTY, CALIFORNIA

In accordance with Education Code section 41020.3, by January 31 of each year, the governing body of each local education agency shall review, at a public meeting, the annual audit of the local education agency for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or management letter issue. This review shall be placed on the agenda of the meeting pursuant to Section 35145.

AB-130 signed into law July 9, 2021 amended wording as follows for 2020-2021.

Section 41020.3 of the Education Code is amended to read:

41020.3.

(a) By January 31 of each year, the governing body of each local educational agency shall review, at a public meeting, the annual audit of the local educational agency for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or management letter issue. This review shall be placed on the agenda of the meeting pursuant to Section 35145.

(b) During the 2021–22 fiscal year, the annual audit for the 2020–21 fiscal year and its relevant components, as identified pursuant to subdivision (a), shall instead be reviewed by February 28, 2022.

As written verification of said review, the Governing Board reviewed and accepted on _____, _____ the Annual Financial Report as of June 30, 2021.

District Superintendent or Board President
Signature

Date

Submit a scanned color copy of the Audit Certification by March 31, 2022 to:

Jami Vallejo
jvallejo@mcoe.us
Mendocino County Office of Education

BOARD ACTION ITEM M1

Board Meeting Date: March 3, 2022
Subject: Second Interim Budget Report and Adoption
From: Joan Potter, Superintendent

Explanation:

The second interim budget report provides the Board with an overview of changes to the financial status of the district through January 31, 2021. The annual budget adoption process includes the following:

- June: Proposed budget for the succeeding school year adopted
- September update: Within 45 days of the State's budget adoption
- December: The 1st Interim represents the budget through Oct. 31 & compares the adopted budget with subsequent revenues and expenditures
- March: The 2nd Interim includes new revenues and expenditures through Jan. 31

Budget details at the Second Interim include:

- Revenues are down -\$953,260; **LCFF** -120,460 (NSS Spyrock funding), **Federal Revenue -\$1,138,294 (Covid allocations updated to reflect earned revenue only)**, **State Revenue +300,738** (Mandate Block grant +277, **ELO Program** +78,672, Educator Effectiveness +134,608, CTEIG 21/22 allocation +87,259 .), Local Revenues +4,756.15 (payment for vandalism- wage garnishment +2,748, SPED +2,977, misc. Dist. Def. -969).
- Expenditures increased \$78,216; **Salary/benefits** +2,602 (inc.to classified staff), **Books/supplies** +40,610 (budget CTE allocation), **Services/Op exp.** +22,205 (budget CTE allocation), **Capital Outlay** +12,800 (woodshop ventilation).
- we are currently maintaining an economic uncertainty/stabilization reserve of 10% (4%/6%)
- we project a 10% (4%/6%) economic uncertainty/stabilization reserve in 22/23 and 23/24.
- COLA decrease, STRS/PERS costs continue to rise and special education continues to encroach on the general fund.
- Projected to drop a band at the High School in 22/23, Plan to reopen Spyrock 22/23.

Recommendation:

Adopt the Second Interim Budget Report.

Attachments:

Second Interim Budget Report

20/21 Ending fund Analysis

	21-22 1st Interim	21-22 2nd Interim
GFAO 7% addtl reserve	462,100.30	467,575.42
Salary benefit reserve	140,000.00	140,000.00
Special Ed Encroachment	220,000.00	220,000.00
MAA	83,920.22	82,920.22
STRS/PERS	80,000.00	80,000.00
Unanticipated	120,000.00	120,000.00
NCRCN	1,449.94	1,449.94
Supplemental Concentration	272,921.87	239,126.73
Roof Repairs	40,000.00	40,000.00
Facility Repairs and Improvements	360,307.92	239,228.49
HVACS	60,000.00	60,000.00
ROP/MCOE	-	-
Transp. Billing	13,402.00	13,402.00
Lottery 1100)	43,002.02	43,002.02
TOTAL Other Assignments	<u>1,897,104.27</u>	<u>1,746,704.82</u>
Reserve for Economic uncertainty	264,057.31	267,185.95
Stabilization agreement	396,085.97	400,778.93
Revolving cash	<u>5,000.00</u>	<u>5,000.00</u>
Total required assignments	665,143.28	672,964.88
Total reserves	2,562,247.55	2,419,669.70
Check	2,562,247.55	2,419,669.70
	TRUE	TRUE

2021-22 2nd 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		\$ 6,679,649
Minimum Reserve requirement	4%	\$ 267,186
General Fund Combined Ending Fund Balance		\$ 3,385,404
Special Reserve Fund Ending Fund Balance		\$ -
Components of ending balance:		
Nonspendable (revolving, prepaid, etc.)		\$ 5,000
Restricted		\$ 292,770
Committed		\$ 400,779
Assigned		\$ 2,419,670
Reserve for economic uncertainties		\$ 267,186
Unassigned and Unappropriated		
Subtotal Assigned, Unassigned & Unappropriated		\$ 3,385,404
Total Components of ending balance		\$ 3,385,404
Assigned & Unassigned balances above the minimum reserve requirement		\$ 3,118,218

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 GFDA to enable the district to maintain 2 months of operating expenditures. \$467,575.</i>	
<i>Reserves are held for roof repairs of \$40,000, HVACs of \$60,000 and Facility repairs and improvements of \$239,228.</i>	
<i>There is a reserve of \$120,000 for unanticipated expenditures.</i>	

NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim report was based upon and reviewed using the state-adopted Criteria and Standards. (Pursuant to Education Code (EC) sections 33129 and 42130)

Signed: _____ Date: _____
District Superintendent or Designee

NOTICE OF INTERIM REVIEW. All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:
This interim report and certification of financial condition are hereby filed by the governing board of the school district. (Pursuant to EC Section 42131)

Meeting Date: March 03, 2022 Signed: _____
President of the Governing Board

CERTIFICATION OF FINANCIAL CONDITION

POSITIVE CERTIFICATION
As President of the Governing Board of this school district, I certify that based upon current projections this district will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

QUALIFIED CERTIFICATION
As President of the Governing Board of this school district, I certify that based upon current projections this district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

NEGATIVE CERTIFICATION
As President of the Governing Board of this school district, I certify that based upon current projections this district will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: Shannon Ford Telephone: 707-984-6414
Title: Business Manager E-mail: sford@mcn.org

Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Funded ADA for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.		X

CRITERIA AND STANDARDS (continued)			Met	Not Met
2	Enrollment	Projected enrollment for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.	X	
3	ADA to Enrollment	Projected second period (P-2) ADA to enrollment ratio for the current and two subsequent fiscal years is consistent with historical ratios.	X	
4	Local Control Funding Formula (LCFF) Revenue	Projected LCFF revenue for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.		X
5	Salaries and Benefits	Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.	X	
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.		X
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.	X	
7	Ongoing and Major Maintenance Account	If applicable, changes occurring since first interim meet the required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account).	n/a	
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.	X	
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.	X	
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	X	
10	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.	X	

SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since first interim that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since first interim by more than five percent?	X	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?	X	
S4	Contingent Revenues	Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed since first interim by more than \$20,000 and more than 5% for any of the current or two subsequent fiscal years?		X

SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?		X
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2020-21) annual payment?		X
		• If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	X	
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, have there been changes since first interim in OPEB liabilities?	X	
S7b	Other Self-insurance Benefits	Does the district operate any self-insurance programs (e.g., workers' compensation)?	X	
		• If yes, have there been changes since first interim in self insurance liabilities?	n/a	
S8	Status of Labor Agreements	As of second interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)	X	
		• Classified? (Section S8B, Line 1b)	X	
S8	Labor Agreement Budget Revisions	For negotiations settled since first interim, per Government Code Section 3547.5(c), are budget revisions still needed to meet the costs of the collective bargaining agreement(s) for:		
		• Certificated? (Section S8A, Line 3)	n/a	
		• Classified? (Section S8B, Line 3)	n/a	
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	X	

ADDITIONAL FISCAL INDICATORS			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?	X	
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?		X
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior or current fiscal year?	X	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the district's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.8(a).	X	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?	X	

BOARD ACTION ITEM M2

Board Meeting Date: March 3, 2022
Subject: Ballot for Election to CSBA's Delegate Assembly
From: Joan Potter, Superintendent

Explanation:

The California School Boards Association has requested that all local school board's take action on the attached ballot.

Recommendation:

Complete the 2022 Delegate Assembly Ballot

Attachments:

Official 2022 Delegate Assembly Ballot Subregion 1-B

REQUIRES BOARD ACTION

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office no later than **TUESDAY, MARCH 15, 2022**. Only **ONE** Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2022 DELEGATE ASSEMBLY BALLOT
SUBREGION 1-B
(Lake, Mendocino Counties)

Number of seats: 1 (Vote for no more than 1 candidate)

Delegates will serve two-year terms beginning April 1, 2022 - March 31, 2024

**denotes incumbent*

No nominations were received; however, your board may vote to write in the name of a board member to fill this seat.

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District Name

Date of Board Action

See reverse side for list of all current Delegates in your Region.

REGION 1 – 4 Delegates (4 elected)

Director: Frank Magarino (Del Norte County USD)

Below is a list of all elected or appointed Delegates from this Region.

Subregion 1-A (Del Norte, Humboldt)

Donald McArthur (Del Norte County & USD), term expires 2023

Lisa Ollivier (Eureka City SD), term expires 2022

Subregion 1-B (Lake, Mendocino)

Tyler Nelson (Ukiah USD), term expires 2022

County Delegate:

Melissa Kinsel (Lake COE), term expires 2023

Counties

Del Norte, Humboldt (Subregion A)

Lake, Mendocino (Subregion B)

BOARD ACTION ITEM M3

Board Meeting Date: March 3, 2022
Subject: Resolution No. 620 for Skipping Rights
From: Joan Potter, Superintendent

Explanation:

In preparation for Certificated Layoffs it is necessary for our District to adopt a resolution for Skipping Rights.

Recommendation:

Approve Resolution No. 620 for Skipping Rights

Attachments:

Resolution No. 620 for Skipping Rights

RESOLUTION NO. 620

**Resolution of the Board of Trustees of the Laytonville Unified School District Regarding
Criteria to Determine Certificated Personnel Who Shall Be Exempt from the Order of
Layoff by Virtue of their Credentials, Competence, Assignment, Experience or
Certification
("Skipping Criteria")**

WHEREAS, Laytonville Unified School District ("District") foresees the need to identify credentials and certificates that authorize particular kinds of services/instruction to meet the needs of students and District;

WHEREAS, District requires certificated personnel who are authorized to provide services in multiple subjects classrooms;

WHEREAS, for the 2022-2023 school year, District intends to assign credentialed personnel, who are presently assigned within the scope of the foregoing credentials/areas of authorization, to positions requiring such credentials/authorizations to meet the needs of students and District;

WHEREAS, the Board of Trustees desires to establish objective criteria to make effective, fair, and equitable employment decisions;

THEREFORE, pursuant to Education Code section 44955, be it resolved that certificated employees who:

(1) By March 1, 2022, possess credentials or certifications which authorize instruction of Multiple Subjects students and are valid through the 2022-2023 school year; and

(2) Possess credentials, certifications, or permits authorizing instruction in one or more of the areas specified in paragraphs (a)), below,

(a) Possess a District Intern Permit, University Intern Permit, Provisional Internship Permit, Special Temporary Certificate, Short-Term Staff Permit, or Emergency; and

(3) In 2022-2023 are assigned within the scope of any one or more of the credentials, certifications, or permit authorizing instruction or services in the areas identified in (a), above, shall be exempt from the order of layoff.

Passed and adopted by the Board of Trustees of the Laytonville Unified School District, Mendocino County, California, at a regular meeting of the Board, on _____, 2022, by the following vote:

Trustee: _____

Trustee: _____

Trustee: _____

Trustee: _____

Trustee: _____

AYES: _____ NOES: _____ ABSENT OR NOT VOTING: _____

President, Board of Trustees
Laytonville Unified School District

ATTEST

Secretary, Board of Trustees
Laytonville Unified School District

BOARD ACTION ITEM M4

Board Meeting Date: March 3, 2022
Subject: Resolution No. 621 for Classified Layoffs
From: Joan Potter, Superintendent

Explanation:

We are anticipating the following layoffs for the 2021/22 school year:

1. Preschool Assistant (1 position)

Recommendation:

Approve Resolution No. 621 for Layoffs, Classified Position

Attachments:

Resolution No. 621 for Layoffs, Classified Position

**BEFORE THE BOARD OF TRUSTEES OF THE
LAYTONVILLE UNIFIED SCHOOL DISTRICT
MENDOCINO COUNTY, CALIFORNIA**

RESOLUTION NO. 621

In the Matter of the Elimination of Certain)
Positions in the Permanent Classified)
Service and Directing Notification of)
Classified Employees)

WHEREAS, Laytonville Unified School District (“District”) maintains the following position within the classified service:

1. Preschool Assistant

WHEREAS, due to cause, including lack of work and/or lack of funds and/or for compliance with the seniority requirements of the Education Code, the Board of Trustees hereby finds that it will be necessary to eliminate certain services to the following extent:

1. Preschool Assistant – 3.0 hour/day position

NOW, THEREFORE, IT IS RESOLVED by the Board of Trustees that as of the end of the 2021-2022 school year the above-referenced classified positions shall be eliminated or reduced by the District be to the extent set forth herein.

BE IT FURTHER RESOLVED that, pursuant to Education Code sections 45117, 45298, and 45308, the Superintendent or Superintendent’s designee is authorized and directed to initiate and pursue procedures necessary terminate the employment of classified employees due to the elimination of the above-referenced classified positions.

The foregoing Resolution was passed and adopted by the Board of Trustees of the Laytonville Unified School District on _____, 2022, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

President, Board of Trustees

I, _____, Secretary/Clerk of the Board of Trustees, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees of the District at its meeting on _____, 2022.

Clerk/Secretary, Board of Trustees

BOARD ACTION ITEM M5

Board Meeting Date: March 3, 2022

Subject: Resolution No. 622 for Elimination of Classified Position

From: Joan Potter, Superintendent

Explanation:

The District had hired a 0.5 FTE Maintenance worker due to an increase of maintenance needs as a result of COVID. The employee has resigned from this position. I recommend that the position be eliminated as the needs of the District can be addressed with current staffing.

Recommendation:

Approve Resolution No. 622 for Elimination of Classified Position

Attachments:

Resolution No. 622 for Elimination of Classified Position

**BEFORE THE BOARD OF TRUSTEES OF THE
LAYTONVILLE UNIFIED SCHOOL DISTRICT
MENDOCINO COUNTY, CALIFORNIA**

RESOLUTION NO. 622

In the Matter of the Elimination of Certain)
Vacant Positions in the Classified)
Service)

WHEREAS, Laytonville Unified School District (“DISTRICT”) maintains the following positions within the classified/management service:

WHEREAS, due to cause, including lack of work and/or lack of funds and/or for compliance with the seniority requirements of the Education Code, the Board of Trustees hereby finds that it will be necessary to eliminate certain services to the following extent:

1. One 0.5 FTE Maintenance position, 4.0 hours/day for 12 months.

WHEREAS, this position is vacant or will be vacant due to natural attrition, such as retirements or resignations, so no employees are affected by eliminating this position and no notice to employee(s) is required.

NOW, THEREFORE, IT IS RESOLVED by the Board of Trustees that as of the end of the 2021-2022 school year the above-referenced classified positions shall be eliminated by the District to the extent set forth herein.

BE IT FURTHER RESOLVED that, the Superintendent or Superintendent’s designee is authorized and directed to initiate and pursue any procedures necessary eliminate the above-referenced classified positions.

The foregoing Resolution was passed and adopted by the Board of Trustees of the Laytonville Unified School District on _____, 2022, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

President, Board of Trustees

I, _____, Secretary/Clerk of the Board of Trustees, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees of the District at its meeting on _____, 2022.

Clerk/Secretary, Board of Trustees

BOARD ACTION ITEM M6

Board Meeting Date: March 3, 2022

Subject: Resolution No. 623 for Discontinuance of Certain Services

From: Joan Potter, Superintendent

Explanation:

For the 2021/2022 school year we hired a full time K-8 independent study teacher to address new requirements for schools as a result of COVID. We anticipate that students enrolled in the program will be returning to in-person instruction for the 2022/2023 school year.

Recommendation:

Approve Resolution No. 623 for Discontinuance of Certain Services

Attachments:

Resolution No. 623 for Discontinuance of Certain Services

**BEFORE THE GOVERNING BOARD OF THE
LAYTONVILLE UNIFIED SCHOOL DISTRICT
MENDOCINO COUNTY, CALIFORNIA**

RESOLUTION NO. 623

In the Matter of the Reduction or)
Discontinuance of Certain)
Particular Kinds of Services for)
the 2022-2023 School Year)

WHEREAS the Board hereby finds that it is in the best interest of the Laytonville Unified School District (“District”) that, as of the end of the 2021-2022 school year, certain particular kinds of services now being provided by the District be reduced or discontinued as follows:

1. Eliminate the equivalent of one 1.0 (F.T.E.) K-8 Independent Study teacher

WHEREAS, in the opinion of the Governing Board of this District it is necessary by reason of the aforementioned reduction and discontinuance of services to decrease the number of certificated employees by the equivalent of one (1) full-time equivalent employees for the 2022-2023 school year;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Laytonville Unified School District that, as of the end of the 2021-2022 school year the foregoing particular kinds of services now being provided by said District be and hereby are reduced to the extent hereinabove set forth.

BE IT FURTHER RESOLVED that the District Superintendent or Superintendent’s designee, be and hereby is authorized and directed to initiate and pursue procedures necessary not to reemploy the equivalent of on (1) full time equivalent certificated employees of this District pursuant to Education Code sections 44949 and 44955 because of said reduction and discontinuance of services.

The foregoing Resolution was adopted by the Governing Board of the Laytonville

Unified School District on _____, 2022, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

President, Board of Trustees

I, _____, Clerk of the Governing Board of the Laytonville Unified School District do hereby certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting on _____, 2022.

Clerk, Governing Board