



2240 Old River Road
Ukiah, CA 95482-6156

Ph. (707) 467-5001
Fax (707) 462-0379

MICHELLE HUTCHINS
Superintendent of Schools

SERVICE

EXCELLENCE

INNOVATION

TEAMWORK

February 21, 2022

Joan Potter, Superintendent
Laytonville Unified School District
PO Box 868
Laytonville, CA 95454

Dear Joanie,

Subject: Williams Settlement Findings for 2021-22 Site Visits

The Mendocino County Office of Education (MCOE) has the responsibility to visit schools in our county and report to you the results of these visits. Please share this report at the public meeting as required by the *Williams Settlement* Legislation. California Education Code (EC) Section 1240 and Assembly Bill 1761 specifically require visits to decile 1, 2, and 3 schools in each county, based on the 2012 base Academic Performance Index (API), in order to:

1. Ensure that students have access to "sufficient" instructional materials in four core subject areas (English/language arts, mathematics, history-social science and science) and, as appropriate, science laboratory equipment, foreign languages, and health education as defined in EC Section 60119. The standard set forth is the law defined "sufficient" instructional materials as every pupil, including English learners, having a textbook in the core areas to use in class and to take home;
2. Monitor compliance with facilities maintenance using the Facilities Inspection Tool (FIT) to determine the condition of a facility that "poses an emergency or urgent threat to the health or safety of pupils or staff" as defined in EC Section 17592.72 and assess "the safety cleanliness, and adequacy of school facilities, including good repair" as required by EC Sections 17014, 17032.5, 17070.75, and 17089
3. Determine if a school has current teacher vacancies. The standard for "vacant teacher position" means a position to which a single designated certificated employee has not been assigned at the beginning of the year (first 20 days) as defined in [EC 33126(b)(5)(A)(B), EC 35186 (h)(3) and CCR Title 5 section 4600(b)]
4. Ensure that the school has the Williams Uniform Complaint Procedures posted in each classroom, and the Williams Complaint forms are available, in English and other languages as required by the California Department of Education; and
5. Determine that the school has provided accurate data for the annual School Accountability Report Card related to instructional materials, facilities maintenance, and teacher credentialing.

This report for 2021-22 provides aggregate findings in these areas for your district's school visit.

In addition to work above, MCOE is responsible for determining teacher misassignments in visited schools.

MCOE also receives quarterly reports on complaints filed from all school districts concerning insufficient instructional issues, facilities issues, teacher vacancies and misassignments.

Please be assured that MCOE will continue to be available to support you in meeting the requirements of this legislation, and providing updates on new/revised requirements.

For more information, please contact Jennifer McAuley- jmcauley@mcoe.us or 707-467-5141

Thank you.

Sincerely,



Michelle Hutchins
Mendocino County Superintendent of Schools

Attachment: Summary of Instructional Material & Facilities 2021, Summary of Teacher Vacancies or Misassignments, Summary of Quarterly Reports 2020-21 for Districts in Mendocino County.

Mendocino County Office of Education 2021 Williams Site Visits

Site/School District	Total Schools Visited 2021 A	Instructional Materials		Facilities		SARC
		# of Schools Insufficient B	# of Schools Requiring Follow-up C	# of Schools with Extreme Repair Deficiencies D	# of Schools Requiring Follow-up	# of SARCs Inaccurate N/A for 2020-21
Laytonville USD- K-8	1	0	0	0	0	
Totals	1	0	0	0	0	

Footnotes & Explanations

A School visits were conducted August 30 - September 10, 2021 to deciles 1, 2, and 3 schools based on the 2012 Academic Performance Index (API)

B "Insufficient" refers to the number of insufficiencies in instructional materials found at sites as defined by the California Department of Education (CDE). Sufficient instructional materials is defined as every pupil, including English Learners, has a textbook in the four core areas to use in class and take home. Insufficiencies were remedied by the eighth week of school.

C Follow up included re-visits to schools, corrections made on the day of the visit, and collection of missing items.

*D "Extreme Repair Deficiencies" refers to the number of sites that had deficiencies in the area of "Extreme Repair" on the Facility Inspection Tool (FIT) which is defined by Office of Public School Construction (OPSC) as a condition of a facility that "poses an emergency or urgent threat to the health or safety of pupils or staff. *All Extreme Deficiencies were cleared and corrected upon re-visits.*

MCBOE Report: November 8, 2021

**Mendocino County Office of Education
2020-2021 Uniform Complaints for Districts in Mendocino County**

Quarter	General Subject	Total Number of Complaints	# Resolved	# Unresolved
1st Quarter (July 1-Sept 30, 2020)	Instructional Materials	0	0	0
	Facilities	0	0	0
	Teacher Vacancy or Misassignment	0	0	0
1st Quarter Totals		0	0	0
2nd Quarter (Oct 1-Dec 31, 2020)	Instructional Materials	0	0	0
	Facilities	0	0	0
	Teacher Vacancy or Misassignment	0	0	0
2nd Quarter Totals		0	0	0
3rd Quarter (Jan 1-March 31, 2021)	Instructional Materials	0	0	0
	Facilities	0	0	0
	Teacher Vacancy or Misassignment	0	0	0
3rd Quarter Totals		0	0	0
4th Quarter (April 1-June 30, 2021)	Instructional Materials	0	0	0
	Facilities	0	0	0
	Teacher Vacancy or Misassignment	0	0	0
4th Quarter Totals		0	0	0

Footnotes & Explanations

This information is based on 2020-2021 records of Uniform Complaint Reporting for all districts in Mendocino County. AB 1761 requires that this information be reported quarterly in all districts and in the county.

MCBOE Report: November 8, 2021

Mendocino County Office of Education
 Credential / Temporary County Certificate Activity and Assignment Monitoring Quarterly Report
 For Quarter Ending September 30, 2021

The following activity took place between July 1, 2021 – September 30, 2021:

Temporary County Certificates issued (not including renewals or substitute permits):

District	Credential/Permit	Quantity
Anderson Valley	Emerg BCLAD; Intern Math; PIP PE	3
Arena Union / Point Arena	Admin (3); GELAP Mult Sub; PIP Art; PPS; STSP PE; STSP Math	8
Fort Bragg	PIP Mult Sub (2); PIP English; STSP SpEd; STSP Mult Sub; STSP Art; STSP Math; Single Sub Social Science; Single Sub English (2); GELAP Social Science	11
Laytonville	STSP SpEd; CTE Manufacturing; Waiver Mult Sub (2)	4
Leggett		0
Manchester	Admin; Mult Sub	2
Mendocino	CTE Building Trades; Waiver CCSD; Em CLAD (2)	4
MCOE	Intern PPS; CTE Health Sci; Intern SpEd; Waiver SpEd; STSP SpEd (2)	6
Potter Valley		0
Round Valley	Amer. Indian Lang/Culture (5); Waiver PPS; Waiver Mult Sub; Mult Sub; PIP Mult Sub; STSP Music	10
Ukiah	CTE Health Sci; Child Dev Permit; Intern Mult Sub; Mult Sub (3); Waiver Mult Sub (4); PIP Mult Sub (4); PIP Math; PIP English; School Nurse; STSP Mult Sub (7); STSP English (2); STSP PE; STSP Bio Sci; Waiver Spanish; Single Sub Social Science; Admin	31
Willits	STSP Mult Sub (2); PIP Mult Sub (3); GELAP Science; Mult Sub; Em CLAD; Waiver SpEd; PIP SpEd (3); Intern Mult Sub (2); STSP SpEd; STSP PE	16
TOTALS		95

Temporary County Certificates revoked:

District	Quantity
Anderson Valley	0
Arena Union Elementary	0
Fort Bragg	0
Laytonville	0
Leggett	0
Manchester	0
Mendocino	0
MCOE	0
Point Arena	0
Potter Valley	0
Round Valley	0
Ukiah	0
Willits	0
TOTALS	0

Submitted by Samantha Travis, Credentials Analyst on November 2, 2021

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF MARCH 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 March 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: None

C. CLOSED SESSION AGENDA:

- | | |
|---|-------------|
| CS-1 PUBLIC EMPLOYEE APPOINTMENT
(4-8 Intervention Specialist and Coaches) | CS-1 |
| CS-2 CONFERENCE WITH LABOR NEGOTIATOR:
Name of Agency Negotiator: Superintendent
Name of Organization Representing Employees: CSEA | CS-2 |
| CS-3 CONFERENCE WITH LABOR NEGOTIATOR:
Name of Agency Negotiator: Superintendent
Name of Organization Representing Employees: LVTA | CS-3 |
| CS-4 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE | CS-4 |
| CS-5 CONFERENCE WITH LABOR NEGOTIATOR:
Name of Agency Negotiator: LUSD Board
Name of Organization Representing Employees: Scott Mahoney,
Superintendent Search Advisor
a. For the purposes of the next Closed Session agenda item, I.b., the Board will identify its Designated Representative who will participate in the Closed Session. The Designated Representative is: Scott Mahoney, Superintendent Search Advisor.
b. Closed Session in accordance with California Government Code Section 54957.6.(a): The Board will meet with its designated representative regarding the salary, or compensation paid in the form of fringe benefits for the position of superintendent, an unrepresented employee.
c. Closed session in accordance with California Government Code Section 54957 (b)(1): The Board will meet in closed session to discuss an employment contract with the new superintendent. | CS-5 |
| CS-6 CONFERENCE WITH LABOR NEGOTIATOR:
Name of Agency Negotiator: LUSD Board
Name of Organization Representing Employees: Mrs. Potter, Superintendent
a. Closed Session in accordance with California Government Code Section 54957.6.(a): The Board will meet with its designated representative regarding the salary, or compensation paid in the form of fringe benefits for the position of LES Principal, an unrepresented employee.
b. Closed session in accordance with California Government Code Section 54957 (b)(1): The Board will meet in closed session to discuss an employment contract with the new LES Principal. | CS-6 |

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that on Closed Session Item CS-1, Public Employee Appointment, the Board voted unanimously to hire Nikki Waluk as 4-8 Intervention Specialist, Sarah Davis as LMS Co-Ed

Soccer Coach, Dawn Kanthack as LMS Softball Coach, Melissa Rosenthal as LHS Softball Coach, and Jason Walczak as LHS Baseball Coach. Board President Calvin Harwood announced that in Closed Session item CS-5, Conference with Labor Negotiator, the Board discussed an employment agreement for the new superintendent, including potential compensation. No action was taken. Board President Calvin Harwood announced that in Closed Session item CS-6, Conference with Labor Negotiator, the Board discussed an employment agreement for the LES principal, including potential compensation. No other action was taken in 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 Meagen Hedley, Seconded by Elina Agnoli, unanimously approved with a 5-0 vote.

G. CORRESPONDENCE: Letter from Michelle Ebert – Director, External Fiscal Services, Re: County Office Review of the 2021/2022 1st Interim Report

H. PUBLIC INPUT: None

I. REPORTS AND COMMENTS:

Superintendent’s Report:

- Mrs. Potter began by saying we have had a lot of interviews this month and she wanted to thank the Board for their commitment to the District and arranging their schedules to be here.
- We have been looking at a lot of our data and updating our LCAP.
- We are trying to open up Spy Rock School next year. We sent a survey out by text message to see what enrollment may look like and we have 5 students that would attend the school. Sara Gamble plans to return to Spy Rock School next year.
- Mrs. Potter has been working with both Unions on negotiations and hopes to have it wrapped up by our April Board Meeting. It would be great to have these figures in place for our budget planning next year.

The following reports were given:

Elementary Principal	High School Principal	Healthy Start
LES/LMS Site Council	LHS Site Council	DAC
Student Representative	LVTA	CSEA

J. ACTION: CONSENT AGENDA

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

K. INFORMATION ITEMS:

K.1. Parking Lot Project Update

- Donald Alameida provided an update on the parking lot project.

K.2. Masking Requirements

- Mrs. Potter provided an update on the most recent State guidelines regarding masking.

K.3. Employee Appreciation Award – Notification & Forms

- 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.
- 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.

L. DISCUSSION / ACTION:

L.1. Students of the Month

- Mr. Henry and Ms. Stange presented the Laytonville High School and Laytonville Middle School Students of the Month for February and asked them to introduce their families.
- **Motion** to recognize Mason Kelly and Aniela Rogers as the February Students of the Month by Erin Gamble, Seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

L.2. Approval of Superintendent Contract

- 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.

- **Motion** to 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 by Elina Agnoli, Seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

L.3. Approval of LES Principal Employment

- 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.
- **Motion** to 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 July 1, 2022 with the same health, dental, and vision benefits as other certificated employees in the district by Meagen Hedley, Seconded by Elina Agnoli, unanimously approved with a 5-0 vote.

L.4. BP & AR 6020 for Title I Parent Involvement Policies, First Reading

- 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 for a first reading.
- BP and AR 6020 was reviewed by the Board and will be brought back to the regular meeting on April 7th for a final reading.

L.5. Audit Certification: 2020/21 Financial Report and Audit

- 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
- | <u>Resource Allocation</u> | |
|----------------------------|-------|
| Curriculum & Inst. | 63.6% |
| Pupil services | 12.1% |
| Administration | 8.5% |
| Maint. & Operations | 8.3% |
| Ancillary& Long-term debt | 7.5% |
- Control Deficiencies: None.
 - The one significant finding in this audit was:
 - 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. The Mendocino County Office of Education did not submit the Form J-13A to the California Department of Education on a timely basis.
 - Corrective Action has been made for the four findings from the 2019/2020 Audit.
 - **Motion** to approve the 2020/21 Financial Report & Audit by Elina Agnoli, seconded by Erin Gamble, unanimously approved with a 5-0 vote.

M. ACTION:

M.1. Second Interim Budget Report and Adoption

- 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.
- **Motion** to adopt the Second Interim Budget Report by Elina Agnoli, Seconded by Erin Gamble, unanimously approved with a 5-0 vote.

M.2. Ballot for Election to CSBA's Delegate Assembly

- The California School Boards Association requested that all local school board's take action on the attached ballot.
- Motion to "not nominate" and submit the 2022 Delegate Assembly Ballot by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

M.3. Resolution No. 620 for Skipping Rights

- In preparation for Certificated Layoffs it is necessary for our District to adopt a resolution for Skipping Rights.
- **Motion** to approve Resolution No. 620 for Skipping Rights by Elina Agnoli, seconded by Mat Paradis, unanimously approved with a 5-0 vote.

M.4. Resolution No. 621 for Classified Layoffs

- We are anticipating the following layoffs for the 2021/22 school year:
 - Preschool Assistant (1 position)
- **Motion** to approve Resolution No. 621 for Layoffs, Classified Position by Erin Gamble, seconded by Elina Agnoli, unanimously approved with a 5-0 vote.

M.5. Resolution No. 622 for Elimination of Classified Position

- 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.
- **Motion** to approve Resolution No. 622 for Elimination of Classified Position by Meagen Hedley, seconded by Erin Gamble, unanimously approved with a 5-0 vote.

M.6. Resolution No. 623 for Discontinuance of Certain Services

- 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.
- **Motion** to approve Resolution No. 623 for Discontinuance of Certain Services by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: Elina said Josh may be reaching out to see who is interested in wrestling in an association with Willits and would like to discuss it further. Calvin said we need to talk about the property out Ten Mile. Mrs. Potter said the Board should venture out and look at the property this month.

O. COMMENTS FROM THE BOARD: Mat said he is sorry he couldn't be here in person to congratulate Bruce and Suzie. Mahaila said she is sad she will leave school before she sees Suzie and Bruce work for the school but that it is very exciting. Meagen said she is excited to see how everything changes and she thinks it will be great. Meagen also said she will really miss Mrs. Potter. Calvin agreed with Meagen.

P. ADJOURNMENT:

Motion to adjourn the meeting by Meagen Hedley, seconded by Elina Agnoli, unanimously approved with a 5-0 vote. The meeting was adjourned at 7:16 p.m. The next regular meeting will be held on April 7, 2022.

Respectfully submitted,

Adopted as Final
April 7, 2022

Joan Viada Potter
Secretary to the Board

Calvin Harwood
President of the Board

LAYTONVILLE UNIFIED SCHOOL DISTRICT
PERSONNEL ASSIGNMENT ORDER #9 2021/22

April 7, 2022

	<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
<u>Certificated Appointment</u>				
Dunham, Suzie	LES Principal	Prob.	\$91,079/yr	7/1/2022
Peters, Bruce	Superintendent	Prob.	\$150,000/yr	7/1/2022
Waluk, Nikki	4-8 Intervention Specialist	Prob.	\$47,698/yr	3/7/2022

Certificated Resignation

Certificated Layoff

Certificated Leave of Absence

Certificated Transfer

Classified Appointment

Nelson, Cristy	Title VI Director	Prob.	\$17.70/hr	3/23/2022
----------------	-------------------	-------	------------	-----------

Classified/Confidential Appointment

Classified/Confidential Resignation

Classified/Confidential Reduction

Classified Transfer

Classified Resignation/Retirement

Rodriguez, Nathaniel	Custodian	Prob.	\$15.71/hr	3/30/2022
----------------------	-----------	-------	------------	-----------

Classified Termination

Classified Layoff

Coaching Positions

LAYTONVILLE UNIFIED SCHOOL DISTRICT
REVOLVING CASH FUND #9 2021/22

April 7, 2022

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
3/22/22	2202	USPS	Postage	\$74.24
3/30/22	2203	Ira Caughron	Reimbursement	\$35.00
3/23/22	2204	Jesus Lopez	Soccer Referee	\$50.00
3/31/22	2205	Nathaniel Rodriguez	Change for Pmt to LUSD	\$6.72

LAYTONVILLE UNIFIED SCHOOL DISTRICT
WARRANT LIST
 April 7, 2022

Checks Dated 02/25/2022 through 03/30/2022					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
730212	03/03/2022	HANSEN, LINDSAY A	01-4300		41.35
730213	03/03/2022	CAUGHRON III, IRA	01-5800		468.00
730214	03/03/2022	CHRISTY WHITE	01-5801		6,840.00
730215	03/03/2022	CLOVER STORNETTA FARMS INC.	13-4700		547.45
730216	03/03/2022	DISCOUNT MAGAZINE SUBSCRIPTION	01-4300		190.87
730217	03/03/2022	FERRELLGAS	01-5520		2,399.77
730218	03/03/2022	KAJEET INC	01-5901		2,370.60
730219	03/03/2022	LONG VALLEY MARKET	01-4300		15.37
730220	03/03/2022	MCGRAW-HILL	01-4100		160.24
730221	03/03/2022	STAPLES CREDIT PLAN	01-4300		360.85
730222	03/03/2022	SYSCO FD SCVS OF SAN FRANCISCO	13-4700		986.18
730223	03/03/2022	WAXIE SANITARY SUPPLY	01-4300		52.91
730224	03/03/2022	WEX BANK	01-4361		1,125.26
730225	03/03/2022	XEROX CORPORATION	01-5600		41.32
730673	03/10/2022	RORIPAUGH, ELIZABETH A	01-4300		47.60
730674	03/10/2022	ADVANCED SECURITY SYSTEMS	01-5600		285.00
730675	03/10/2022	ARKIN, IZMAEL	01-5800		2,957.50
730676	03/10/2022	Arrow Benefits Group	68-5600		342.50
730677	03/10/2022	BAYNHAM, LAURA	01-5800		3,234.36
730678	03/10/2022	BUSINESS CARD, BANK OF AMERICA	01-4100	251.65-	
			01-4300	117.98	
			01-5200	199.00	
			01-5800	14.99	
			01-5904	12.25	
			13-4300	205.17	297.74
730679	03/10/2022	CAUGHRON III, IRA	01-5800		292.50
730680	03/10/2022	CLOVER STORNETTA FARMS INC.	13-4700		250.00
730681	03/10/2022	FRONTIER	01-5903		334.35
730682	03/10/2022	KELLY MOORE PAINT CO INC	01-4300		860.07
730683	03/10/2022	LAYTONVILLE FIRE DEPARTMENT	01-4300		81.24
730684	03/10/2022	LAYTONVILLE WATER DISTRICT	01-5530		424.63
730685	03/10/2022	LEARNING A-Z	01-5800		1,662.50
730686	03/10/2022	MENDOCINO COUNTY OFFICE OF ED	01-5904		102.29
730687	03/10/2022	MIKE'S AUTOMOTIVE	01-5600		140.00
730688	03/10/2022	MOODY, MIKE	01-5600		807.39
730689	03/10/2022	PACIFIC GAS & ELECTRIC	01-5510		489.30
730690	03/10/2022	REDWOOD FORD	01-4364		303.85
730691	03/10/2022	REDWOOD EMPIRE OFFICIALS	01-5800		1,830.00
730692	03/10/2022	SHN CONSULTING ENGINEERS & GEO	35-6200		5,318.75
730693	03/10/2022	SOLID WASTE OF WILLITS	01-5540		1,002.45
730694	03/10/2022	SYSCO FD SCVS OF SAN FRANCISCO	13-4700		2,601.95

Checks Dated 02/25/2022 through 03/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
731076	03/17/2022	A-Z BUS SALES INC	01-4364		145.84
731077	03/17/2022	BSN SPORTS	01-4300		1,293.38
731078	03/17/2022	CAUGHRON III, IRA	01-5800		292.50
731079	03/17/2022	CLOVER STORNETTA FARMS INC.	13-4700		299.00
731080	03/17/2022	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5814		64.00
731081	03/17/2022	EUREKA OXYGEN	01-4400		260.62
731082	03/17/2022	FERRELLGAS	01-5520		25.00
731083	03/17/2022	FORT BRAGG ELECTRIC INC.	01-6200		13,992.00
731084	03/17/2022	FRONTIER	01-5903	2,809.06	
			13-5903	53.89	2,862.95
731085	03/17/2022	HMP FAMILY RESOURCE CENTER LAYTONVILLE HEALTHY START	01-5800		393.68
731086	03/17/2022	LONG VALLEY MARKET	01-4300	429.66	
			13-4300	102.29	531.95
731087	03/17/2022	PACIFIC GAS & ELECTRIC	01-5510		13,551.73
731088	03/17/2022	PERMA-BOUND BOOKS	01-4100		170.22
731089	03/17/2022	SCHOOL SERVICES OF CA INC.	01-5200		275.00
731090	03/17/2022	SOUND & SIGNAL INC.	01-4300		572.44
731091	03/17/2022	SYSCO FD SCVCS OF SAN FRANCISCO	13-4700		1,903.94
731092	03/17/2022	TAG/AMS INC	01-5800		82.50
731093	03/17/2022	UKIAH PAPER SUPPLY	13-4300		951.33
731094	03/17/2022	WEATHERTOP NURSERY	01-4300		278.79
731095	03/17/2022	LISA J WOLPER	01-5800		600.00
731096	03/17/2022	XEROX CORPORATION	01-5600		706.18
731472	03/25/2022	WILLIAM VANDERMARK OR FRANCHISE TAX BOARD	Cancelled		678.50 *
	Cancelled on 03/22/2022, Cancel Register # 705910				
731727	03/24/2022	WILLIAM VANDERMARK	76-9534		428.11
731728	03/24/2022	FRANCHISE TAX BOARD	76-9534		250.39
731729	03/24/2022	LYONS, TAMMY	01-4300		469.61
731730	03/24/2022	ALL IN ONE AUTO REPAIR & TOWIN	01-5800		1,350.00
731731	03/24/2022	AMAZON	01-4300	1,955.98	
			12-4300	63.41	
			13-4300	171.14	2,190.53
731732	03/24/2022	ARROW BENEFITS GROUP	68-5600	166.00	
			69-5600	83.50	249.50
731733	03/24/2022	CAUGHRON III, IRA	01-5800		292.50
731734	03/24/2022	CLOVER STORNETTA FARMS INC.	13-4700		299.00
731735	03/24/2022	COMFORTAIR HEATING/COOLING	14-5600		757.01
731736	03/24/2022	DIVISION OF STATE ARCHITECT	01-6200		1,500.00
731737	03/24/2022	EUREKA OXYGEN	01-4400		1,084.53
731738	03/24/2022	FERRELLGAS	01-5520		2,411.65
731739	03/24/2022	FRONTIER	01-5903		110.40
731740	03/24/2022	LONG VALLEY AUTO SUPPLY	01-4300		84.97
731741	03/24/2022	LONG VALLEY MARKET	01-4300		145.89

Checks Dated 02/25/2022 through 03/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
731742	03/24/2022	MENDES SUPPLY COMPANY	01-4300		1,557.49
731743	03/24/2022	PETTY CASH	01-5904		496.75
731744	03/24/2022	SINER, PETER	01-5200		450.00
731745	03/24/2022	SONOMA CTY. OFFICE OF ED.	01-5800		1,750.00
731746	03/24/2022	SYSKO FD SCVS OF SAN FRANCISCO	13-4700		684.21
731747	03/24/2022	VERIZON WIRELESS	01-5901		152.08
731748	03/24/2022	XEROX CORPORATION	01-5600		40.73
VCH-00000013	03/03/2022	BOOKOUT, BREONNA M	01-4300		69.92
			Total Number of Checks	81	96,022.94

	Count	Amount
Cancel	1	678.50
Net Issue		95,344.44

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	65	78,879.22
12	CHILD DEVELOPMENT	1	63.41
13	CAFETERIA SPECIAL REVENUE FL	13	9,055.55
14	DEFERRED MAINTENANCE	1	757.01
35	COUNTY SCHOOL FACILITIES	1	5,318.75
68	SELF-INSURANCE (dental)	2	508.50
69	SELF-INSURANCE (vision)	1	83.50
76	WARRANT/PASS-THROUGH	2	678.50
Total Number of Checks		80	95,344.44
Less Unpaid Tax Liability			.00
Net (Check Amount)			95,344.44

LAYTONVILLE UNIFIED SCHOOL DISTRICT
MONTHLY BUDGET REPORT

April 7, 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		3,682,422.29	3,211,072.16
Total for Revenue accounts		6,224,969.25	6,893,494.45		3,682,422.29	3,211,072.16
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
1000	Certificated Salaries	2,245,291.74	2,142,612.99	525,290.00	1,504,090.10	113,232.89
2000	Classified Salaries	1,203,722.58	1,259,125.64	275,347.26	809,571.59	174,206.79
3000	Employee Benefits	1,707,556.33	1,655,814.94	369,425.56	1,035,526.16	250,863.22
4000	Books and Supplies	404,443.98	575,490.37	28,186.07	360,747.48	186,556.82
5000	Services	705,009.78	773,336.93	75,250.04	456,565.74	241,521.15
6000	Capital Outlay	11,200.00	214,000.00	8,900.00	15,492.00	189,608.00
7000	Other Outgo	61,357.28	61,357.28		1,558.00	59,799.28
Total for Expense accounts		6,338,581.69	6,681,738.15	1,282,398.93	4,183,551.07	1,215,788.15
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		2,496,885.11	3,383,314.90	792,202.81	2,074,601.74	1,282,398.93
Total for Ending Balance accounts		2,496,885.11	3,383,314.90	792,202.81	2,074,601.74	1,282,398.93
Total for Fund 01						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	3,171,558.60	6,893,494.45		6,681,738.15	3,383,314.90	
Actual	3,171,558.60	3,682,422.29	1,282,398.93	4,183,551.07	1,388,030.89	
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 - CHILDEV (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	21,204.72	60,305.08	1,635.32
3000	Employee Benefits	41,711.20	42,035.59	10,887.81	28,905.27	2,242.51
4000	Books and Supplies	20,901.29	17,901.29		514.81	17,386.48
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	32,092.53	90,209.16	41,064.31
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		22,994.73	25,766.32	1,035.00	33,127.53	32,092.53
Total for Ending Balance accounts		22,994.73	25,766.32	1,035.00	33,127.53	32,092.53
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	32,092.53	90,209.16	9,897.39	
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	71,983.82	123,766.18	
Total for Revenue accounts		195,750.00	195,750.00	71,983.82	123,766.18	
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries	66,991.18	61,384.87	15,822.76	41,981.50	3,580.61
3000	Employee Benefits	38,544.07	38,824.90	9,956.85	26,434.75	2,433.30
4000	Books and Supplies	85,114.75	90,440.23	13,695.95	42,874.41	33,869.87
5000	Services	5,350.00	5,350.00	246.08	3,099.92	2,004.00
Total for Expense accounts		196,000.00	196,000.00	39,721.64	114,390.58	41,887.78
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000				46,791.97	86,513.61	39,721.64

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	46,791.97	86,513.61	39,721.64
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	71,983.82	39,721.64	114,390.58	81,878.40-	
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
Expenditure						
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		34,169.73	9,433.27
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	5,705.86	53,304.42
Ending Balance						
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		74.24		37,855.00	37,855.00	.00
Total for Ending Balance accounts		74.24	.00	37,855.00	37,855.00	.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	5,705.86	5,678.18-	
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
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
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
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
6000	Capital Outlay		610,000.00	3,840.00	536,839.26	69,320.74
Total for Expense accounts		.00	610,000.00	3,840.00	536,839.26	69,320.74
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			925,681.89	537,935.00	541,775.00	3,840.00
Total for Ending Balance accounts		.00	925,681.89	537,935.00	541,775.00	3,840.00

Balances through June						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
Total for Fund 35						
	<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	3,840.00	536,839.26	991,094.31	
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		8,530.56	4,969.44
Total for Revenue accounts		17,500.00	13,500.00		8,530.56	4,969.44
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	8,530.56	.00	1,698.51	107,822.13	
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						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
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	799.52	33,818.25	2,377.77-
Total for Expense accounts		32,240.00	32,240.00	799.52	33,818.25	2,377.77-
Object Description Adopted Budget Revised Budget Debit Credit Account Balance						
9000		91,011.66	100,670.83	3,700.48	4,500.00	799.52
Total for Ending Balance accounts		91,011.66	100,670.83	3,700.48	4,500.00	799.52
Total for Fund 68						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	104,970.83	27,940.00		32,240.00	100,670.83	
Actual	104,970.83	777.72	799.52	33,818.25	71,130.78	
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	257.50	742.50	9,800.00
Total for Expense accounts		10,800.00	10,800.00	257.50	742.50	9,800.00
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		127,377.44	135,997.75	742.50	1,000.00	257.50
Total for Ending Balance accounts		127,377.44	135,997.75	742.50	1,000.00	257.50
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	257.50	742.50	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		7,760,322.76	4,769,106.42	
Actual	5,202,445.35	3,874,027.71	1,359,110.12	4,966,955.19	2,750,407.75	

LAYTONVILLE UNIFIED SCHOOL DISTRICT
BUDGET TRANSFERS

April 7, 2022

Journal Entry # BT22-00021		Status Posted	Type BudXFer	Fiscal Year 2022	Transaction Date 03/09/2022
Created Requisition #	SFORD, 3/9/2022	Posted	SFORD, 3/9/2022	Department	BUSINESS
		Purchase Order #		Batch #	
Comment	rsc 3213 update				
Account #	Comments	Line Seq	Debits	Credits	
01-3213-0-4400-002-1110-2430-0000	rsc 3213 update	1		7,352.46	
01-3213-0-4400-003-1110-2430-0000	rsc 3213 update	2	12.04		
01-3213-0-4400-003-1110-1000-0000	rsc 3213 update	3	7,340.42		
JE # BT22-00021 Totals			7,352.46	7,352.46	
Journal Entry # BT22-00022		Status Posted	Type BudXFer	Fiscal Year 2022	Transaction Date 03/24/2022
Created Requisition #	SFORD, 3/24/2022	Posted	SFORD, 3/24/2022	Department	BUSINESS
		Purchase Order #		Batch #	
Comment	Rsc 0811 adj budget				
Account #	Comments	Line Seq	Debits	Credits	
01-0811-0-8290-000-0000-0000-0000	Rsc 0811 adj budget	1		12,000.00	
01-0811-0-8699-000-0000-0000-0000	Rsc 0811 adj budget	2	12,000.00		
JE # BT22-00022 Totals			12,000.00	12,000.00	
Laytonville Unified School District Totals			19,352.46	19,352.46	

2021-22 Quarterly Report on Williams Uniform Complaints
 [Education Code § 35186]

District: **LAYTONVILLE UNIFIED SCHOOL DISTRICT**

Person completing this form: **BREONNA BOOKOUT**

Quarterly Report Submission Date: *(check one)*


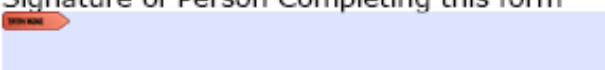
- October 2021 (July, Aug, Sept 2021) **1st Quarter**
- January 2022 (Oct, Nov, Dec 2021) **2nd Quarter**
- April 2022 (Jan, Feb, March 2022) **3rd Quarter**
- July 2022 (April, May, June 2022) **4th Quarter**

Date for information to be reported publicly at governing board meeting: **4/7/2022**

Please check the box that applies:

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

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

	4/1/2022
Signature of Person Completing this form	Date
	
Signature of County Superintendent	Date

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

Revised 08/20

BOARD INFORMATION ITEM K1

Board Meeting Date: April 7, 2022
Subject: Facilities Update
From: Joan Potter, Superintendent

Explanation:

Mrs. Potter will give an update on the status of the parking lot project and discuss the need for a new exhaust hood in the cafeteria.

BOARD INFORMATION ITEM K2

Board Meeting Date: April 7, 2022
Subject: LCAP Updates
From: Joan Potter, Superintendent

Explanation:

School staff, site councils and the District Advisory Committee are working on updating the 2021-2022 LCAP goals and developing new goals and a budget for the 2022-2023 school year.

BOARD INFORMATION ITEM K3

Board Meeting Date: April 7, 2022
Subject: A-G Completion Grant
From: Joan Potter, Superintendent

Explanation:

The state is allocating funding to qualified school districts in order to provide additional supports to increase the number of students, particularly unduplicated students, who graduate with A-G eligibility. Funds are available for expenditure or encumbrance through the 2025-26 fiscal year. The funds are provided within three grants:

These funds must be used for activities that directly support pupil access to, and successful completion of the A-G course requirements, including:

- Professional Development opportunities to teachers, administrators and counselors to improve the LEA's A-G completion rate
- Developing comprehensive advising plans and pupil supports, including tutoring programs
- Expanding access to coursework to satisfy A-G course requirements to all students, not limited to unduplicated students
- Advanced Placement and International Baccalaureate fees for unduplicated students

Laytonville was awarded \$150,000 in funds and the attached plan outlines how funds will be used. The plan was developed with input from staff, site councils and the District Advisory Committee.

Part of the requirements include presenting the plan to the part and an information item and them following up with board approval and a subsequent meeting. We will bring the plan to our May meeting for Board approval.

A-G Completion Improvement Grant Plan

Local Educational Agency (LEA) Name	Total Grant Allocation
Laytonville Unified School District	\$150,000

Plan Descriptions

A description of how the funds will be used to increase or improve services for foster youth, low-income students, and English learners to improve A-G eligibility

Funds will be used to provide Professional Development for Counselors , teachers and admin specific to a-g courses. Additional professional development will focus on Middle School Math Readiness; A facilitator may be hired to help with developing tools for math assessment of essential standards in order to track students progress. Ht. APEX courses, other online a-g courses, and college courses that meet a-g eligibility will be provided to students Funds will be provided to staff for time spent in getting a-g approval for more courses offered at Laytonville High School. Earth Science and CTE courses will be addressed initially. Additional counseling will be provided to ensure that all students including foster youth, low income students and English learners have access to and are knowledgeable about a-g eligibility. Recruiting qualified staff to teach s-g courses during the summer will be explored.

A description of the extent to which all students, including foster youth, low-income students, and English learners, will have access to A-G courses approved by the University of California.

All students will meet with the academic counselor beginning in 7th grade in order to raise students awareness of the advantages of a-g eligibility. Students will be provided with information about what courses need to be taken and the steps they need to succeed in the courses. The school will emphasis preparing students to succeed in math courses as data has shown that math is the main area that prevents our students from meeting eligibility. Priorities of the school will include an emphasis on increasing students math skills throughout the district. counselor tutoring etc...small school. Emphasis on math Major barrier motivation and math skills

The number of students who were identified for opportunities to retake A-G approved courses in which they received a "D", "F", or "Fail" grade in the 2020 spring semester or the 2020-21 school year and a description of the method used to offer the opportunity retake courses.

Number of Students: 32
 During spring semester of e0e0 and the following 2020-21 school year a total of 32 students received ad "D" or "F" in A-G course work. This included 14 sophomores, 14 juniors, and 4 seniors Opportunities for retaking the courses included offering the Courses again in the same school year. (the ability to take a full year course in one semester)..Students were also able to retake courses during the summer and the school year through Independent Sutdy, APEX, college courses and teacher led courses. The academic Counselor and/or the principal met individually with students to develop a plan to retake the course and stay on track for graduating with a-g eligibility met.

A description of how the plan and described services, and associated expenditures, if applicable, supplement services in the Local Control and Accountability Plan and Learning Recovery Plan.

Increasing counseling time; adding math intervention to existing intervention program, supplementing existing professional development

Plan Expenditures

Programs and services to increase or improve A-G completion	Planned Expenditures
Professional development for certificated staff (counselors, administration and teachers) in areas specific to a-g courses. For example: A-G course development; Math assessment; math instructional strategies; counseling strategies; Hire consultant for training if necessary.	\$38,000
Part of full-time Math Intervention teacher to focus on Algebra and Algebra readiness for 7-9th grade students and to address other math support needs K-12	\$75,000
Additional Academic Counseling time	\$40,000
Support field trips to visit UC and CSU campuses	\$7,000

BOARD INFORMATION ITEM K4

Board Meeting Date: April 7, 2022
Subject: Extended Learning Opportunity Program
From: Joan Potter, Superintendent

Explanation:

The Expanded Learning Opportunities Program (ELO-P) provides funding for afterschool and summer school enrichment programs for transitional kindergarten through sixth grade.

“Expanded learning” means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.

In the plan we will be addressing the following components:

- 1—Safe and Supportive Environment
- 2—Active and Engaged Learning
- 3—Skill Building
- 4—Youth Voice and Leadership
- 5—Healthy Choices and Behaviors
- 6—Diversity, Access, and Equity
- 7—Quality Staff
- 8—Clear Vision, Mission, and Purpose
- 9—Collaborative Partnerships
- 10—Continuous Quality Improvement
- 11—Program Management

The plan will be integrated into our existing ASES program but involves some requirements in addition to the ASES program requirements. Examples include offering the program on 30 non-school days and the 10:1 ratio for TK and K students enrolled in the program.

For the 2021-202 school year our district has received \$78,670 to support this program. We are scheduled to receive at least that same apportionment annually and are currently developing our plan. The final plan will be presented to the board prior to June 30, 2022.

BOARD INFORMATION ITEM K5

Board Meeting Date: April 7, 2022
Subject: Summer School
From: Joan Potter, Superintendent

Explanation:

We are currently developing our summer program for the summer of 2022. At the elementary school we are planning to offer a 9 hour day program to all K-8 students that will run for 6 weeks. The high school plans to offer its Independent Study program for students needing credit recovery, hopefully an Algebra 1 class, and a freshman Academy. Specific plans for these programs will be brought to the board in May.

BOARD ACTION ITEM L1

Board Meeting Date: April 7, 2022
Subject: Students of the Month
From: Joan Potter, Superintendent

Explanation:

Mr. Henry and Ms. Stange will present the March Students of the Month for Laytonville High School and Middle School

Recommendation:

Recognize the Students of the Month and their families

BOARD ACTION ITEM L2

Board Meeting Date: April 7, 2022
Subject: Revision of Board Meeting Dates
From: Joan Potter, Superintendent

Explanation:

Our May meeting is currently scheduled for May 5th, 2022. A conflict with a county wide Superintendents' Conference has come up so I am proposing that we change the meeting day to May 19, 2022. This will also give us an opportunity to gain more input for the myriad of plans we are in the midst of developing.

Recommendation:

Change the May 5th meeting to May 19th

Attachments:

Calendar of Meeting Dates

REGULAR BOARD MEETING DATES: 2022

January 13, 2022	Second Thursday	Holidays
February 3, 2022	First Thursday	
February 16, 2022	“Special Meeting”	Superintendent candidate review
February 24, 2022	Interview Day	New superintendent
February 25, 2022	Interview Day	New superintendent
March 3, 2022	First Thursday	
April 7, 2022	First Thursday	
May 5, 2022	First Thursday	
Proposed: May 19, 2022	Third Thursday	
June 16, 2022	Third Thursday	
June 23, 2022	Fourth Thursday	Budget Adoption
July 2022	No meeting	
August 4, 2022	First Thursday	
September 8, 2022	Second Thursday	Unaudited Actuals
October 6, 2022	First Thursday	Pending Homecoming
November 3, 2022	First Thursday	
December 12, 2022	Second Monday	First Interim Budget (between 11 th and 14 th)

Adopted: 12/13/2021

BOARD DISCUSSION/ACTION ITEM M1

Board Meeting Date: April 7, 2022
Subject: Measure Q Bond Audit
From: Joan Potter, Superintendent

Explanation:

The District is required to annually conduct an external audit of the Measure Q Bond funds. This concludes our final audit and there are no exceptions noted. We will be having a final Bond Oversight Committee meeting in April to finalize the expenditure of all Bond Funds and will create a final report at that time.

Recommendation

Approve the Measure Q Bond Audit

Attachment

Measure Q Bond Audit

BOARD DISCUSSION/ACTION ITEM M2

Board Meeting Date: April 7, 2022

Subject: PUBLIC HEARING: Public Disclosure for
Classified/Certificated/Administrative/School Psychologist &
Confidential Employees Salary Schedules for 2022-2023

From: Joan Potter, Superintendent

Explanation:

Assembly Bill (AB) 1200 requires local education agencies to publicly disclose the provisions of all collective bargaining agreements before entering into a written agreement. Government Code (G.C.) Section 3547.5 states:

“Before a public employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer . . .”

The intention is to ensure that the public is aware of the known costs associated with a proposed collective bargaining agreement before it becomes binding on the district.

Recommendation:

Conduct a Public Hearing

Attachments

Public Disclosure for Classified/Certificated/Administrative/School Psychologist & Confidential Employees Salary Schedules for 2022-2023

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

For submission to the governing board and the county superintendent of schools and in accordance with the public disclosure requirements of AB 1200 (Statutes of 1991, Chapter 1213), as revised by AB 2756 (Statutes of 2004), and G.C. 3547.5 (Statutes of 2004, Chapter 25)

Name of Bargaining Unit: LVTA, CSEA, Confidential, Psychologist and Administration
 Certificated, Classified, Other: LVTA, CSEA, Confidential, Psychologist and Administration

The proposed agreement covers the period beginning: July 1, 2022 and ending: June 30, 2023
 (date) (date)

The Governing Board will act upon this agreement on: April 7, 2022
 (date)

Copies of the board-approved budget revisions and board minutes must be submitted within 45 days. If the board-approved revisions are different from the proposed budget adjustments in Column 3 of the "Financial Impact of Proposed Agreement on Current Year General Fund" form, please provide a detailed report upon approval by the district's governing board.

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Compensation	Annual Cost Prior to Proposed Agreement 2021-22	Fiscal Impact of Proposed Agreement		
		Year 1 Increase/(Decrease) 2021-22	Year 2 Increase/(Decrease) 2022-23	Year 3 Increase/(Decrease) 2023-24
1 Salary Schedule (This is to include Step and Column, which is also reported separately in Item 6.)	\$ 3,207,221		\$ 70,436	\$ -
		0.00%	2.20%	0.00%
2 Other Compensation - Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ 8,000		\$ -	\$ -
		0.00%	0.00%	0.00%
Description of other compensation				
3 Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 957,954		\$ 21,643	\$ -
		0.00%	2.26%	0.00%
4 Health/Welfare Plans	\$ 710,790		\$ (2,185)	\$ -
		0.00%	-0.31%	0.00%
5 Total Compensation - Add Items 1 through 4 to equal 5	\$ 4,883,965	\$ -	\$ 89,894	\$ -
		0.00%	1.84%	0.00%
6 Step and Column - Due to movement plus any changes due to settlement. This is a subset of Item No. 1.		\$ -	\$ 78,314	\$ -
7 Total Number of Represented Employees (Use FTEs if appropriate)	69.60			
8 Total Compensation Average Cost per Employee	\$ 70,172	\$ -	\$ 1,292	\$ -
		0.00%	1.84%	0.00%
9 Cost of 1% after above compensation (salary and statutory benefits)	\$ -	\$ -	\$ -	\$ -
		#DIV/0!	#DIV/0!	#DIV/0!

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

For submission to the governing board and the county superintendent of schools and in accordance with the public disclosure requirements of AB 1200 (Statutes of 1991, Chapter 1213), as revised by AB 2756 (Statutes of 2004), and G.C. 3547.5 (Statutes of 2004, Chapter 25)

Name of Bargaining Unit: Psychologist
 Certificated, Classified, Other: Psychologist

The proposed agreement covers the period beginning: July 1, 2022 and ending: June 30, 2023
(date) (date)

The Governing Board will act upon this agreement on: April 7, 2022
(date)

Copies of the board-approved budget revisions and board minutes must be submitted within 45 days. If the board-approved revisions are different from the proposed budget adjustments in Column 3 of the "Financial Impact of Proposed Agreement on Current Year General Fund" form, please provide a detailed report upon approval by the district's governing board.

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Compensation	Annual Cost Prior to Proposed Agreement 2021-22	Fiscal Impact of Proposed Agreement		
		Year 1 Increase/(Decrease) 2021-22	Year 2 Increase/(Decrease) 2022-23	Year 3 Increase/(Decrease) 2023-24
1 Salary Schedule <small>(This is to include Step and Column, which is also reported separately in Item 6.)</small>	\$ 95,381		\$ 2,861	\$ -
		0.00%	3.00%	0.00%
2 Other Compensation - Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.		\$ -	\$ -	\$ -
		#DIV/0!	#DIV/0!	#DIV/0!
Description of other compensation				
3 Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 23,842		\$ 717	\$ -
		0.00%	3.01%	0.00%
4 Health/Welfare Plans	\$ 12,538	\$ -	\$ -	\$ -
		0.00%	0.00%	0.00%
5 Total Compensation - Add Items 1 through 4 to equal 5	\$ 131,761	\$ -	\$ 3,579	\$ -
		0.00%	2.72%	0.00%
6 Step and Column - Due to movement plus any changes due to settlement. This is a subset of Item No. 1.		\$ -	\$ 944	\$ -
7 Total Number of Represented Employees <small>(Use FTEs if appropriate)</small>	1.00			
8 Total Compensation Average Cost per Employee	\$ 131,761	\$ -	\$ 3,579	\$ -
		0.00%	2.72%	0.00%
9 Cost of 1% after above compensation (salary and statutory benefits)	\$ -	\$ -	\$ -	\$ -
		#DIV/0!	#DIV/0!	#DIV/0!

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

For submission to the governing board and the county superintendent of schools and in accordance with the public disclosure requirements of AB 1200 (Statutes of 1991, Chapter 1213), as revised by AB 2756 (Statutes of 2004), and G.C. 3547.5 (Statutes of 2004, Chapter 25)

Name of Bargaining Unit: Administration (Principals)
 Certificated, Classified, Other: Administration

The proposed agreement covers the period beginning: July 1, 2022 and ending: June 30, 2023
 (date) (date)

The Governing Board will act upon this agreement on: April 7, 2022
 (date)

Copies of the board-approved budget revisions and board minutes must be submitted within 45 days. If the board-approved revisions are different from the proposed budget adjustments in Column 3 of the "Financial Impact of Proposed Agreement on Current Year General Fund" form, please provide a detailed report upon approval by the district's governing board.

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Compensation	Annual Cost Prior to Proposed Agreement 2021-22	Fiscal Impact of Proposed Agreement		
		Year 1 Increase/(Decrease) 2021-22	Year 2 Increase/(Decrease) 2022-23	Year 3 Increase/(Decrease) 2023-24
1 Salary Schedule (This is to include Step and Column, which is also reported separately in Item 6.)	\$ 195,641		\$ 4,262	\$ -
		0.00%	2.18%	0.00%
2 Other Compensation - Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ 2,000	\$ -	\$ -	\$ -
		0.00%	0.00%	0.00%
Description of other compensation				
3 Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 48,908		\$ 1,068	\$ -
		0.00%	2.18%	0.00%
4 Health/Welfare Plans	\$ 25,077	\$ -	\$ -	\$ -
		0.00%	0.00%	0.00%
5 Total Compensation - Add items 1 through 4 to equal 5	\$ 271,625	\$ -	\$ 5,330	\$ -
		0.00%	1.96%	0.00%
6 Step and Column - Due to movement plus any changes due to settlement. This is a subset of Item No. 1.		\$ -	\$ 1,983	\$ -
7 Total Number of Represented Employees (Use FTEs if appropriate)	2.00			
8 Total Compensation Average Cost per Employee	\$ 135,813	\$ -	\$ 2,665	\$ -
		0.00%	1.96%	0.00%
9 Cost of 1% after above compensation (salary and statutory benefits)	\$ -	\$ -	\$ -	\$ -
		#DIV/0!	#DIV/0!	#DIV/0!

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

For submission to the governing board and the county superintendent of schools and in accordance with the public disclosure requirements of AB 1200 (Statutes of 1991, Chapter 1213), as revised by AB 2756 (Statutes of 2004), and G.C. 3547.5 (Statutes of 2004, Chapter 25)

Name of Bargaining Unit: Confidential (fund 01, 13)
 Certificated, Classified, Other: Confidential

The proposed agreement covers the period beginning: July 1, 2022 and ending: June 30, 2023
(date) (date)

The Governing Board will act upon this agreement on: April 7, 2022
(date)

Copies of the board-approved budget revisions and board minutes must be submitted within 45 days. If the board-approved revisions are different from the proposed budget adjustments in Column 3 of the "Financial Impact of Proposed Agreement on Current Year General Fund" form, please provide a detailed report upon approval by the district's governing board.

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Compensation	Annual Cost Prior to Proposed Agreement 2021-22	Fiscal Impact of Proposed Agreement		
		Year 1 Increase/(Decrease) 2021-22	Year 2 Increase/(Decrease) 2022-23	Year 3 Increase/(Decrease) 2023-24
1 Salary Schedule <small>(This is to include Step and Column, which is also reported separately in Item 6.)</small>	\$ 242,543		\$ 11,219	\$ -
		0.00%	4.63%	0.00%
2 Other Compensation - Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ 1,000	\$ -		\$ -
		0.00%	0.00%	0.00%
Description of other compensation				
3 Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 89,061		\$ 4,196	\$ -
		0.00%	4.71%	0.00%
4 Health/Welfare Plans	\$ 61,886		\$ 301	\$ -
		0.00%	0.49%	0.00%
5 Total Compensation - Add Items 1 through 4 to equal 5	\$ 394,490	\$ -	\$ 15,715	\$ -
		0.00%	3.98%	0.00%
6 Step and Column - Due to movement plus any changes due to settlement. This is a subset of Item No. 1.			\$ 2,387	\$ -
7 Total Number of Represented Employees <small>(Use FTEs if appropriate)</small>	4.50			
8 Total Compensation <u>Average</u> Cost per Employee	\$ 87,664	\$ -	\$ 3,492	\$ -
		0.00%	3.98%	0.00%
9 Cost of 1% after above compensation (salary and statutory benefits)	\$ -	\$ -	\$ -	\$ -
		#DIV/0!	#DIV/0!	#DIV/0!

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

For submission to the governing board and the county superintendent of schools and in accordance with the public disclosure requirements of AB 1200 (Statutes of 1991, Chapter 1213), as revised by AB 2756 (Statutes of 2004), and G.C. 3547.5 (Statutes of 2004, Chapter 25)

Name of Bargaining Unit: LVTA
 Certificated, Classified, Other: Certificated

The proposed agreement covers the period beginning: July 1, 2022 and ending: June 30, 2023
(date) (date)

The Governing Board will act upon this agreement on: April 7, 2022
(date)

Copies of the board-approved budget revisions and board minutes must be submitted within 45 days. If the board-approved revisions are different from the proposed budget adjustments in Column 3 of the "Financial Impact of Proposed Agreement on Current Year General Fund" form, please provide a detailed report upon approval by the district's governing board.

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Compensation	Annual Cost Prior to Proposed Agreement 2021-22	Fiscal Impact of Proposed Agreement		
		Year 1 Increase/(Decrease) 2021-22	Year 2 Increase/(Decrease) 2022-23	Year 3 Increase/(Decrease) 2023-24
1 Salary Schedule <small>(This is to include Step and Column, which is also reported separately in Item 6.)</small>	\$ 1,656,613		\$ 31,076	\$ -
		0.00%	1.88%	0.00%
2 Other Compensation - Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ 5,000	\$ -	\$ -	\$ -
		0.00%	0.00%	0.00%
Description of other compensation				
3 Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 419,613		\$ 7,873	\$ -
		0.00%	1.88%	0.00%
4 Health/Welfare Plans	\$ 353,659		\$ (1,679)	\$ -
		0.00%	-0.47%	0.00%
5 Total Compensation - Add Items 1 through 4 to equal 5	\$ 2,434,885	\$ -	\$ 37,270	\$ -
		0.00%	1.53%	0.00%
6 Step and Column - Due to movement plus any changes due to settlement. This is a subset of Item No. 1.		\$ -	\$ 18,032	\$ -
7 Total Number of Represented Employees <small>(Use FTEs if appropriate)</small>	28.60			
8 Total Compensation <u>Average</u> Cost per Employee	\$ 85,136	\$ -	\$ 1,303	\$ -
		0.00%	1.53%	0.00%
9 Cost of 1% after above compensation (salary and statutory benefits)	\$ -	\$ -	\$ -	\$ -
		#DIV/0!	#DIV/0!	#DIV/0!

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

For submission to the governing board and the county superintendent of schools and in accordance with the public disclosure requirements of AB 1200 (Statutes of 1991, Chapter 1213), as revised by AB 2756 (Statutes of 2004), and G.C. 3547.5 (Statutes of 2004, Chapter 25)

Name of Bargaining Unit: CSEA (fund 01, 12, 13)
 Certificated, Classified, Other: Classified (all Funds 01, 12, 13)

The proposed agreement covers the period beginning: July 1, 2022 and ending: June 30, 2023
 (date) (date)

The Governing Board will act upon this agreement on: April 7, 2022
 (date)

Copies of the board-approved budget revisions and board minutes must be submitted within 45 days. If the board-approved revisions are different from the proposed budget adjustments in Column 2 of the "Financial Impact of Proposed Agreement on Current Year General Fund" form, please provide a detailed report upon approval by the district's governing board.

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Compensation	Annual Cost Prior to Proposed Agreement 2021-22	Fiscal Impact of Proposed Agreement		
		Year 1 Increase/(Decrease) 2021-22	Year 2 Increase/(Decrease) 2022-23	Year 3 Increase/(Decrease) 2023-24
1 Salary Schedule (This is to include Step and Column, which is also reported separately in Item 6.)	\$ 1,017,043		\$ 21,018	\$ -
		0.00%	2.07%	0.00%
2 Other Compensation - Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ -	\$ -	\$ -	\$ -
		#DIV/0!	#DIV/0!	#DIV/0!
Description of other compensation				
3 Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 376,530		\$ 7,789	\$ -
		0.00%	2.07%	0.00%
4 Health/Welfare Plans	\$ 257,630		\$ (807)	\$ -
		0.00%	-0.31%	0.00%
5 Total Compensation - Add Items 1 through 4 to equal 5	\$ 1,651,203	\$ -	\$ 28,000	\$ -
		0.00%	1.70%	0.00%
6 Step and Column - Due to movement plus any changes due to settlement. This is a subset of Item No. 1.		\$ -	\$ 54,968	\$ -
7 Total Number of Represented Employees (Use FTEs if appropriate)	33.50			
8 Total Compensation Average Cost per Employee	\$ 49,290	\$ -	\$ 836	\$ -
		0.00%	1.70%	0.00%
9 Cost of 1% after above compensation (salary and statutory benefits)	\$ -	\$ -	\$ -	\$ -
		#DIV/0!	#DIV/0!	#DIV/0!

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

Please provide the following explanations with regard to the Proposed Agreement described on tab 1. If you need additional space, please use the "Other Comments" section on Tab 2b. Explanations II

A.
continued

Please include comments and explanations as necessary to explain Tab 1 Proposed Agreement, including any off-schedule stipends, bonuses or other payments. If there will be composite rates, or any other specifics on any compensation changes, include specifics such as amount saved, staff affected and total cost.

CSEA-Proposed agreement for step/column increases on July 1, 2022. Adjust salary schedule to reflect a 1 X 1% increase to St/Col. in cells range 1-8, columns A-J, as well as changes to some cells in steps 9-15 in order to equalize the schedule. LVTA- Proposed agreement for Stepped 3,2 & 1% raises. Admin, Psychologist and Confidential- Proposed 3% raise. LVTA, Admin and Confidential raises to keep up with industry standard. 1 year extension on the increased match of the 403B and 457 plans for all employees of up to \$1,00 per year.

Does this bargaining unit have a negotiated cap for Health and Welfare benefits?

Yes

No

If yes, please describe the cap amount.

CSEA Employees who had health benefits prior to 2002 pay 30% of increased premiums per year; newer employees if they are not full time pay a prorated portion of their premiums; full time employees pay a max of 9.61% of salary towards their premiums. LVTA, Confidential and Admin. employees pay 25% of increased premiums per year.

B.

Proposed Negotiated Changes in Noncompensation Items (i.e., class size adjustments, staff development days, teacher prep time, furlough days, etc.) Include specifics such as amount saved, staff affected and total cost.

No other changes

C.

What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of non-negotiated change such as staff reductions and program reductions/eliminations.

D.

Is contingency or restoration language included in the proposed agreement? If so, include specific areas identified.

E.

Source of funding for proposed agreement (both Unrestricted and restricted amounts) in the Current Year.

General Fund Revenues ● Special Reserve ● Expenditure Reductions ● Other (please explain)

1. Current Year:

General Fund Revenues including Covid resources

2. How will the ongoing cost of the proposed agreement be funded in future years?

General Fund Revenues ● Special Reserve ● Expenditure Reductions ● Other (please explain)

General Fund Revenues will drive expenditures, and reductions will be based on funding.

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

Please provide the following explanations with regard to the Proposed Agreement described on tab 1. If you need additional space, please use the "Other Comments" section on Tab 2b. Explanations II

- E. Continued 3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? Also indicate which
General Fund Revenues ● Special Reserve ● Expenditure Reductions ● Other (please explain)

General Fund Revenues, ESSER Fund Revenues

4. What is the impact of this agreement on deficit spending in the current and/or future years:

Deficit spending is a concern. As covid funds are spent and enrollment decreases reductions in staffing will be directed by funding.

5. Is this agreement part of a multiyear contract? If so, what specific years are covered?

6. Does this agreement have renewers? If so, in what areas?

7. Other Comments:

F. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit: **LVTA, CSEA, Conf., Admin. (funds 01, 12, 13)**

	Column 1 Latest Board Approved Budget before settlement as of March 2, 2022	Column 2 Adjustments as of Result of Settlement	Column 3 Other Revisions	Column 4 Total Impact on Budget (Columns 1+2+3)
REVENUES				
LCEF Revenue Limit Source (8010-8099)	\$ 4,394,462	\$ -		\$ 4,394,462
Remaining Revenues (8100-8399)	\$ 2,499,032	\$ -		\$ 2,499,032
TOTAL REVENUES	\$ 6,893,494	\$ -	\$ -	\$ 6,893,494
EXPENDITURES				
Certified Salaries (1000-1999)	\$ 2,133,720			\$ 2,133,720
Classified Salaries (2000-2999)	\$ 1,271,233			\$ 1,271,233
Employee Benefits (3000-3599)	\$ 1,633,738			\$ 1,633,738
Books and Supplies (4000-4999)	\$ 582,140	\$ -		\$ 582,140
Services, Other Operating Expenses (5000-5999)	\$ 761,250	\$ -		\$ 761,250
Capital Outlay (6000-6599)	\$ 214,000	\$ -		\$ 214,000
Other Outgo (7100-7399) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7599)	\$ (7,800)			\$ (7,800)
Other Adjustments				
TOTAL EXPENDITURES	\$ 6,610,303	\$ -	\$ -	\$ 6,610,303
Operating Surplus (Deficit)	\$ 283,192	\$ -	\$ -	\$ 283,192
Transfers In & Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out & Other Uses (7610-7699)	\$ 69,157	\$ -		\$ 69,157
Contributions (8980-8999) <i>Ass'd - 0</i>	\$ -	\$ -	\$ -	\$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ 214,034	<i>see below</i> \$ -	\$ -	\$ 214,034
BEGINNING BALANCE	\$ 3,171,559	\$ 3,385,593	\$ 3,385,593	\$ 3,171,559
Prior-Year Adjustments/Restatements (9790-9795)	\$ -	\$ -	\$ -	\$ -
CURRENT-YEAR ENDING BALANCE	\$ 3,385,593	\$ 3,385,593	\$ 3,385,593	\$ 3,385,593
COMPONENTS OF ENDING BALANCE:				
Revolving Cash (9130)	\$ 5,000	\$ -	\$ -	\$ 5,000
Restricted	\$ 292,770	\$ -	\$ -	\$ 292,770
Assigned	\$ 2,820,634	\$ -	\$ -	\$ 2,820,634
Reserve for Economic Uncertainties (9789)	\$ 267,186	\$ -		\$ 267,186
Unappropriated Amount (9790)	\$ (0)	\$ 3,385,593	\$ 3,385,593	\$ (0)
Fund 17	\$ -	\$ -	\$ -	\$ -

If the total amount of the adjustment column above does not agree with the amount of the Total Compensation Increase in Section A, Line 5, Page 1 (i.e. increase was partially budgeted), explain the variance below:

The proposed salary increases were budgeted at a second interim in the MYP, pending board approval.

G. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

**Multi-Year Projection
General Fund 01**

Enter Bargaining Unit: **LVTA, CSEA, Conf., Admin. (funds 01, 12, 13)**

	Year 1	Year 2	Year 3
	2021-2022	2022-2023	2023-2024
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue Limit Sources (8010-8099)	\$ 4,394,462	\$ 4,532,759	\$ 4,618,768
Remaining Revenues (8100-8799)	\$ 2,499,032	\$ 1,967,227	\$ 1,576,173
TOTAL REVENUES	\$ 6,893,494	\$ 6,499,986	\$ 6,194,941
EXPENDITURES			
Certificated Salaries (1000-1999)	\$ 2,135,720	\$ 2,309,650	\$ 2,353,533
Classified Salaries (2000-2999)	\$ 1,271,255	\$ 1,357,113	\$ 1,397,832
Employee Benefits (3000-3999)	\$ 1,653,738	\$ 1,825,956	\$ 1,884,747
Books and Supplies (4000-4999)	\$ 582,140	\$ 313,820	\$ 289,511
Services, Other Operating Expenses (5000-5999)	\$ 761,250	\$ 729,746	\$ 738,734
Capital Outlay (6000-6999)	\$ 214,000	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ (7,800)	\$ -	\$ -
Other Adjustments	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 6,610,303	\$ 6,536,285	\$ 6,664,356
Operating Surplus (Deficit)	\$ 283,192	\$ (36,299)	\$ (469,415)
Transfers In & Other Sources (8910-8979)	\$ -	\$ -	\$ -
Transfers Out & Other Uses (7610-7699)	\$ 69,157	\$ 76,130	\$ 82,451
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ -	\$ (112,429)	\$ (551,866)
BEGINNING BALANCE	\$ 3,171,559	\$ 3,385,593	\$ 3,273,164
Prior-Year Adjustments/Restatements (9793/9795)	\$ -	\$ -	\$ -
CURRENT-YEAR ENDING BALANCE	\$ 3,385,593	\$ 3,273,164	\$ 2,721,298
COMPONENTS OF ENDING BALANCE:			
Non Spendable/Revolving Cash/Restricted (9711-9740)	\$ 297,770	\$ 343,403	\$ 15,974
Reserved for Economic Uncertainties (9770)	\$ 267,186	\$ 264,504.15	\$ 269,872
Board Designated Amounts - Assigned (9775-9780)	\$ 2,820,638	\$ 2,665,256	\$ 2,435,452
Unappropriated Amounts (9790)	\$ (0)		

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

H. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Minimum Reserve Calculation (including the cost of the proposed collective bargaining agreement).

	Year 1	Year 2	Year 3
a. Total Expenditures, Transfers Out, and other uses	\$ 6,679,648.87	\$ 6,612,603.70	\$ 5,672,683.00
b. State standard minimum reserve percentage for this district (use drop down list)	4%	4%	4%
c. State standard minimum reserve amount for this district (line 1 times line 2) or greater of 5% or \$65,000 ADA < 300; 4% or \$50,000 ADA = 301-1,000; 3% ADA = 1,001-30,000; 2% ADA 30,001-400,000; 1% ADA > 400,001	\$ 267,185.95	\$ 264,504.15	\$ 226,907.32

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Combined Ending Balance	\$ 2,635,706.00	\$ 2,679,135.00	\$ 2,747,927.00
b. Special Reserve Fund (17) Ending Balance	\$ -	\$ -	\$ -
COMPONENTS OF ENDING FUND BALANCE			
c. Nonspendable (Revolving cash, prepaid, etc.)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
d. Restricted	\$ 292,769.59	\$ 338,402.99	\$ 10,973.74
e. Committed			\$ -
f. Assigned	\$ 2,820,448.63	\$ 2,664,879.13	\$ 2,434,877.19
g. Reserve for Economic Uncertainty	\$ 267,185.95	\$ 264,504.15	\$ 269,879.86
h. Unassigned and Unappropriated			\$ -
Subtotal Assigned, Unassigned & Unappropriated	\$ -	\$ -	\$ -
Total Components of Ending Fund Balance	\$ 3,385,404.17	\$ 3,272,786.27	\$ 2,720,730.79
Assigned & Unassigned balances above the minimum reserve requirement	\$ 2,640,706.00	\$ 2,684,135.00	\$ 2,752,927.00

3. Do unrestricted reserves meet the state standard minimum reserve amount?
Line 21 > Line 8 (will calculate)

Yes	No	Yes	No	Yes	No
X		X		X	

If "No", how do you plan to restore?

If "Yes" and reserves are higher than State required REU (line 8), please substantiate need to have higher reserves.

Exempt, but due to declining enrollment and the impact of Covid, higher reserves are required and are recommended by GFOA (17%+).

I. Certification

To be signed by the district Superintendent and Chief Business Official upon submission to the governing board and by the Board President upon formal board action on the proposed agreement.

Signatures of the district Superintendent and the Chief Business Official must accompany the copy of the disclosure sent to the County Superintendent for review at least ten (10) days prior to the board meeting at which the agreement will be ratified.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the governing board for public disclosure of the major provisions of the agreement (as provided in the Public Disclosure of Proposed Collective Bargaining Agreement) in accordance with the requirements of AB 1200, AB 2756, and Government Code section 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of this agreement:

District Superintendent
(Signature)

Date

District Chief Business Official
(Signature)

Date

<i>After public disclosure of the major provisions contained in this document, the governing board, at the following meeting, took action to</i>	
<i>approve the proposed Agreement with the</i>	<i>Bargaining Unit.</i>
<i>Date of Board meeting:</i>	<u>7-Apr-22</u>
_____ <i>President, Governing Board</i> <i>(Signature)</i>	<u>7-Apr-22</u> <i>Date</i>

BOARD DISCUSSION/ACTION ITEM M3

Board Meeting Date: April 7, 2022

Subject: PUBLIC HEARING: Public Disclosure for
Classified/Certificated/Administrative/School Psychologist &
Confidential Employees Stipend for 2021-2022

From: Joan Potter, Superintendent

Explanation:

Assembly Bill (AB) 1200 requires local education agencies to publicly disclose the provisions of all collective bargaining agreements before entering into a written agreement. Government Code (G.C.) Section 3547.5 states:

“Before a public employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer . . .”

The intention is to ensure that the public is aware of the known costs associated with a proposed collective bargaining agreement before it becomes binding on the district.

Recommendation:

Conduct a Public Hearing

Attachments

Public Disclosure for Classified/Certificated/Administrative/School Psychologist & Confidential Employees Stipend for 2021-2022

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

For submission to the governing board and the county superintendent of schools and in accordance with the public disclosure requirements of AB 1200 (Statutes of 1991, Chapter 1213), as revised by AB 2756 (Statutes of 2004), and G.C. 3547.5 (Statutes of 2004, Chapter 25)

Name of Bargaining Unit: CSEA, LVTA, Confidential, Psychologist and Admin.
 Certificated, Classified, Other: Certificated, Classified, Confidential, Admin., Psychologist

The proposed agreement covers the period beginning: July 1, 2021 and ending: June 30, 2022
(date) (date)

The Governing Board will act upon this agreement on: April 7, 2022
(date)

Copies of the board-approved budget revisions and board minutes must be submitted within 45 days. If the board-approved revisions are different from the proposed budget adjustments in Column 3 of the "Financial Impact of Proposed Agreement on Current Year General Fund" form, please provide a detailed report upon approval by the district's governing board.

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

	Compensation	Annual Cost Prior to Proposed Agreement 2021-2022	Fiscal Impact of Proposed Agreement			
			Year 1 Increase/(Decrease) FY 2021-2022	Year 2 Increase/(Decrease) FY 2022-2023	Year 3 Increase/(Decrease) FY 2023-2024	
1	Salary Schedule <small>(This is to include Step and Column, which is also reported separately in Item 6.)</small>		\$	-	\$	-
			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
2	Other Compensation - Stepends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ -	\$ 67,649	\$ -	\$ -	\$ -
			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Description of other compensation					
3	Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ -	\$ 6,118	\$ -	\$ -	\$ -
			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
4	Health/Welfare Plans	\$ -		\$ -	\$ -	\$ -
			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
5	Total Compensation - Add Items 1 through 4 to equal 5	\$ -	\$ 73,767	\$ -	\$ -	\$ -
			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
6	Step and Column - Due to movement plus any changes due to settlement. This is a subset of item No. 1.	\$ -	\$ -	\$ -	\$ -	\$ -
7	Total Number of Represented Employees <small>(Use FTEs if appropriate)</small>	62.40				
8	Total Compensation Average Cost per Employee	\$ -	\$ 1,182	\$ -	\$ -	\$ -
			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
9	Cost of 1% after above compensation (salary and statutory benefits)	\$ -	\$ -	\$ -	\$ -	\$ -
			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

Please provide the following explanations with regard to the Proposed Agreement described on tab 1. If you need additional space, please use the "Other Comments" section on Tab 2b. Explanations II

A.
continued

Please include comments and explanations as necessary to explain Tab 1 Proposed Agreement, including any off-schedule stipends, bonuses or other payments. If there will be composite rates, or any other specifics on any compensation changes, include specifics such as amount saved, staff affected and total cost.

Proposed agreement for one time stipend of up to \$1,000 Per FTE for ten month classified employees, \$1,200 per FTE 12 month employees and Certificated employees. Prorated based on percentage of year worked and total FTE. Must have been working by April 1st 2022.

Does this bargaining unit have a negotiated cap for Health and Welfare benefits?

Yes

No

If yes, please describe the cap amount.

CSEA employees pay 30% of any yearly premium increases. Confidential and Admin. employees pay 25% of any yearly premium increases

B. **Proposed Negotiated Changes in Noncompensation Items** (i.e., class size adjustments, staff development days, teacher prep time, furlough days, etc.) Include specifics such as amount saved, staff affected and total cost.
No other changes

C. **What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement?** Include the impact of non-negotiated change such as staff reductions and program reductions/eliminations.

D. **Is contingency or restoration language included in the proposed agreement?** If so, include specific areas identified.

E. **Source of funding for proposed agreement (both Unrestricted and restricted amounts) in the Current Year.**

General Fund Revenues • Special Reserve • Expenditure Reductions • Other (please explain)

1. Current Year:

In Person Instruction Grant/ESSER Funds.

2. How will the ongoing cost of the proposed agreement be funded in future years?

General Fund Revenues • Special Reserve • Expenditure Reductions • Other (please explain)

One time negotiated stipend. Will have no cost in future years.

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

Please provide the following explanations with regard to the Proposed Agreement described on tab 1. If you need additional space, please use the "Other Comments" section on Tab 2b. Explanations II

- E. 3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? Also indicate which
Continued General Fund Revenues • Special Reserve • Expenditure Reductions • Other (please explain)

N/A

4. What is the impact of this agreement on deficit spending in the current and/or future years:

N/A

5. Is this agreement part of a multiyear contract? If so, what specific years are covered?

No

6. Does this agreement have reopeners? If so, in what areas?

No

7. Other Comments:

F. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit: **CSEA, LVTA, Confidential, Administration, Psychologist**

	Column 1 Latest Board Approved Budget before settlement as of March 3, 2022	Column 2 Adjustments as of Result of Settlement	Column 3 Other Revisions	Column 4 Total Impact on Budget (Columns 1+2+3)
REVENUES				
LCFF Revenue Limit Source (8010-8099)	\$ 4,394,462	\$ -	\$ -	\$ 4,394,462
Remaining Revenues (8100-8799)	\$ 2,459,032	\$ -	\$ -	\$ 2,459,032
TOTAL REVENUES	\$ 6,853,494	\$ -	\$ -	\$ 6,853,494
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 2,135,320		\$ -	\$ 2,135,320
Classified Salaries (2000-3999)	\$ 1,271,235		\$ -	\$ 1,271,235
Employee Benefits (3000-3999)	\$ 1,653,738		\$ -	\$ 1,653,738
Books and Supplies (4000-4999)	\$ 582,140		\$ -	\$ 582,140
Services, Other Operating Expenses (5000-5999)	\$ 761,250		\$ -	\$ 761,250
Capital Outlay (6000-6599)	\$ 214,000	\$ -	\$ -	\$ 214,000
Other Charge (7100-7399) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7500-7599)	\$ (7,800)	\$ -	\$ -	\$ (7,800)
Other Adjustments				
TOTAL EXPENDITURES	\$ 6,610,303	\$ -	\$ -	\$ 6,610,303
Operating Surplus (Deficit)	\$ 243,192	\$ -	\$ -	\$ 243,192
Transfers In & Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out & Other Uses (7610-7699)	\$ 69,157	\$ -	\$ -	\$ 69,157
Contributions (8980-8999) <i>check - 0</i>	\$ -	\$ -	\$ -	\$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ 214,034	\$ -	\$ -	\$ 214,034
BEGINNING BALANCE				
Prior-Year Adjustments/Restatements (9793/9795)	\$ -	\$ -	\$ -	\$ -
CURRENT-YEAR ENDING BALANCE	\$ 3,385,593	\$ 3,385,593	\$ 3,385,593	\$ 3,385,593
COMPONENTS OF ENDING BALANCE:				
Revolving Cash (9130)	\$ 5,000	\$ -	\$ -	\$ 5,000
Restricted	\$ 292,370	\$ -	\$ -	\$ 292,370
Assigned	\$ 2,826,638	\$ -	\$ -	\$ 2,826,638
Reserve for Economic Uncertainties (9789)	\$ 267,186	\$ -	\$ -	\$ 267,186
Unappropriated Amount (9790)	\$ (0)	\$ 3,385,593	\$ 3,385,593	\$ (0)
Fund 17	\$ -	\$ -	\$ -	\$ -

If the total amount of the adjustment column above does not agree with the amount of the Total Compensation Increase in Section A, Line 5, Page 1 (i.e. increase was partially budgeted), explain the variance below:

The proposed stipend has no further impact on the current year budget, as it was budgeted as second interim and so is already accounted for in column 2 (pending board approval).

G. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

**Multi-Year Projection
General Fund 01**

Enter Bargaining Unit: **CSEA, LVTA, Confidential, Administration, Psychologist**

	Year 1	Year 2	Year 3
	2021-2022	2022-2023	2023-2024
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue Limit Sources (8010-8099)	\$ 4,394,462	\$ 4,532,759	\$ 4,618,768
Remaining Revenues (8100-8799)	\$ 2,499,032	\$ 1,967,227	\$ 1,576,173
TOTAL REVENUES	\$ 6,893,494	\$ 6,499,986	\$ 6,194,941
EXPENDITURES			
Certificated Salaries (1000-1999)	\$ 2,135,720	\$ 2,309,650	\$ 2,353,533
Classified Salaries (2000-2999)	\$ 1,271,255	\$ 1,357,113	\$ 1,397,832
Employee Benefits (3000-3999)	\$ 1,653,738	\$ 1,825,956	\$ 1,884,747
Books and Supplies (4000-4999)	\$ 582,140	\$ 313,820	\$ 289,511
Services, Other Operating Expenses (5000-5999)	\$ 761,250	\$ 729,746	\$ 738,734
Capital Outlay (6000-6999)	\$ 214,000	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ (7,800)	\$ -	\$ -
Other Adjustments	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 6,610,303	\$ 6,536,285	\$ 6,664,356
Operating Surplus (Deficit)	\$ 283,192	\$ (36,299)	\$ (469,415)
Transfers In & Other Sources (8910-8979)	\$ -	\$ -	\$ -
Transfers Out & Other Uses (7610-7699)	\$ 69,157	\$ 76,130	\$ 82,451
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ -	\$ (112,429)	\$ (551,866)
BEGINNING BALANCE	\$ 3,171,559	\$ 3,385,593	\$ 3,273,164
Prior-Year Adjustments/Restatements (9793/9795)	\$ -	\$ -	\$ -
CURRENT-YEAR ENDING BALANCE	\$ 3,385,593	\$ 3,273,164	\$ 2,721,297
COMPONENTS OF ENDING BALANCE:			
Non Spendable/Revolving Cash/Restricted (9711-9740)	\$ 297,770	\$ 343,403	\$ 15,974
Reserved for Economic Uncertainties (9770)	\$ 267,186	\$ 264,504.15	\$ 269,880
Board Designated Amounts - Assigned (9775-9780)	\$ 2,820,638	\$ 2,665,256	\$ 2,435,444
Unappropriated Amounts (9790)	\$ (0)	\$ 0	\$ (0)

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

H. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Minimum Reserve Calculation (including the cost of the proposed collective bargaining agreement).

	Year 1	Year 2	Year 3
a. Total Expenditures, Transfers Out, and other uses	\$ 6,679,648.87	\$ 6,612,603.70	\$ 5,672,683.00
b. State standard minimum reserve percentage for this district (<i>size drop down list</i>)	4%	4%	4%
c. State standard minimum reserve amount for this district (line 1 times line 2) or greater of 3% or \$65,000 ADA < 300; 4% or \$50,000 ADA = 301-1,000; 3% ADA = 1,001-30,000; 2% ADA 30,001-400,000; 1% ADA > 400,001	\$ 267,185.95	\$ 264,504.15	\$ 226,907.32

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Combined Ending Balance	\$ 2,635,706.00	\$ 2,679,135.00	\$ 2,747,927.00
b. Special Reserve Fund (17) Ending Balance	\$ -	\$ -	\$ -
COMPONENTS OF ENDING FUND BALANCE			
c. Nonspendable (Revolving cash, prepaid, etc.)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
d. Restricted	\$ 292,769.59	\$ 338,402.99	\$ 10,973.74
e. Committed			\$ -
f. Assigned	\$ 2,820,448.63	\$ 2,664,879.13	\$ 2,434,877.19
g. Reserve for Economic Uncertainty	\$ 267,185.95	\$ 264,504.15	\$ 269,879.86
h. Unassigned and Unappropriated	\$ -		
Subtotal Assigned, Unassigned & Unappropriated		\$ -	\$ -
Total Components of Ending Fund Balance	\$ 3,385,404.17	\$ 3,272,786.27	\$ 2,720,730.79
Assigned & Unassigned balances above the minimum reserve requirement	\$ 2,640,706.00	\$ 2,684,135.00	\$ 2,752,927.00

3. Do unrestricted reserves meet the state standard minimum reserve amount?
Line 21 > Line 8 (will calculate)

Yes	No	Yes	No	Yes	No
X		X		X	

If "No", how do you plan to restore?

If "Yes" and reserves are higher than State required REU (line 8), please substantiate need to have higher reserves.

Exempt, but due to declining enrollment and the impact of Covid, higher reserves are required and recommended by GFOA (17%+).

I. Certification

To be signed by the district Superintendent and Chief Business Official upon submission to the governing board and by the Board President upon formal board action on the proposed agreement.

Signatures of the district Superintendent and the Chief Business Official must accompany the copy of the disclosure sent to the County Superintendent for review at least ten (10) days prior to the board meeting at which the agreement will be ratified.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the governing board for public disclosure of the major provisions of the agreement (as provided in the Public Disclosure of Proposed Collective Bargaining Agreement) in accordance with the requirements of AB 1200, AB 2756, and Government Code section 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of this agreement:

District Superintendent
(Signature)

Date

District Chief Business Official
(Signature)

Date

After public disclosure of the major provisions contained in this document, the governing board, at the following meeting, took action to approve the proposed Agreement with the _____ Bargaining Unit.

Date of Board meeting: _____ 7-Apr-22

President, Governing Board
(Signature)

7-Apr-22
Date

BOARD DISCUSSION/ACTION ITEM M4

Board Meeting Date: April 7, 2022

Subject: PUBLIC HEARING: Public Disclosure for Classified Retirement Compensation for 2021-2022

From: Joan Potter, Superintendent

Explanation:

Assembly Bill (AB) 1200 requires local education agencies to publicly disclose the provisions of all collective bargaining agreements before entering into a written agreement. Government Code (G.C.) Section 3547.5 states:

“Before a public employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer . . .”

The intention is to ensure that the public is aware of the known costs associated with a proposed collective bargaining agreement before it becomes binding on the district.

Recommendation:

Conduct a Public Hearing

Attachments

Public Disclosure for Classified Retirement Compensation for 2021-2022

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

For submission to the governing board and the county superintendent of schools and in accordance with the public disclosure requirements of AB 1200 (Statutes of 1991, Chapter 1213), as revised by AB 2756 (Statutes of 2004), and G.C. 3547.5 (Statutes of 2004, Chapter 25)

Name of Bargaining Unit: CSEA Retirement compensation
 Certificated, Classified, Other: CSEA Retirement compensation

The proposed agreement covers the period beginning: July 1, 2021 and ending: June 30, 2022
(date) (date)

The Governing Board will act upon this agreement on: April 7, 2022
(date)

Copies of the board-approved budget revisions and board minutes must be submitted within 45 days. If the board-approved revisions are different from the proposed budget adjustments in Column 3 of the "Financial Impact of Proposed Agreement on Current Year General Fund" form, please provide a detailed report upon approval by the district's governing board.

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Compensation	Annual Cost Prior to Proposed Agreement 2021-22	Fiscal Impact of Proposed Agreement		
		Year 1 Increase/(Decrease) 2021-22	Year 2 Increase/(Decrease) 2022-23	Year 3 Increase/(Decrease) 2023-24
1 Salary Schedule (This is to include Step and Column, which is also reported separately in item 6.)	\$ 211,820	\$ 75,000	\$ (49,175)	\$ -
		35.41%	-23.22%	0.00%
2 Other Compensation - Stepends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.		\$ -	\$ -	\$ -
		#DIV/0!	#DIV/0!	#DIV/0!
Description of other compensation				
3 Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 71,631	\$ 8,325	\$ (24,479)	\$ -
		11.62%	-34.17%	0.00%
4 Health/Welfare Plans	\$ 108,211	\$ -	\$ (79,858)	\$ -
		0.00%	-73.80%	0.00%
5 Total Compensation - Add items 1 through 4 to equal 5	\$ 391,662	\$ 83,325	\$ (153,512)	\$ -
		21.27%	-39.19%	0.00%
6 Step and Column - Due to movement plus any changes due to settlement. This is a subset of item No. 1.		\$ -		\$ -
7 Total Number of Represented Employees (Use FTEs if appropriate)	7.00			
8 Total Compensation <u>Average</u> Cost per Employee	\$ 55,952	\$ 11,904	\$ (21,930)	\$ -
		21.27%	-39.19%	0.00%
9 Cost of 1% after above compensation (salary and statutory benefits)	\$ -	\$ -	\$ -	\$ -
		#DIV/0!	#DIV/0!	#DIV/0!

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

Please provide the following explanations with regard to the Proposed Agreement described on tab 1. If you need additional space, please use the "Other Comments" section on Tab 2b. Explanations II

A.
continued

Please include comments and explanations as necessary to explain Tab 1 Proposed Agreement, including any off-schedule stipends, bonuses or other payments. If there will be composite rates, or any other specifics on any compensation changes, include specifics such as amount saved, staff affected and total cost.

The District and CSEA agree to a one year retirement compensation package for 2021-22. The employee(s) must currently be receiving medical benefits and must notify the district by April 29 at 5:00pm to be eligible for the package. Compensation will be up to a \$12,000 one time pay out (see contract language). There are 7 employees eligible to receive this compensation package. This is reflected in this public disclosure.

Does this bargaining unit have a negotiated cap for Health and Welfare benefits?

Yes No

If yes, please describe the cap amount.

Employees who had health benefits prior to 2002 pay 30% of increased premiums per year; newer employees if they are not full time pay a prorated portion of their premium; full time employees pay a max of 9.61% of salary towards their premiums.

B. **Proposed Negotiated Changes in Noncompensation Items** (i.e., class size adjustments, staff development days, teacher prep time, furlough days, etc.) Include specifics such as amount saved, staff affected and total cost.
No other changes

C. **What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement?** Include the impact of non-negotiated change such as staff reductions and program reductions/eliminations.
There is one position that will not be brought back due to declining enrollment, the rest would be filled.

D. **Is contingency or restoration language included in the proposed agreement?** If so, include specific areas identified.

E. **Source of funding for proposed agreement (both Unrestricted and restricted amounts) in the Current Year.**
General Fund Revenues ● Special Reserve ● Expenditure Reductions ● Other (please explain)

1. Current Year:

General Fund Revenues

2. How will the ongoing cost of the proposed agreement be funded in future years?

General Fund Revenues ● Special Reserve ● Expenditure Reductions ● Other (please explain)

General Fund Revenues

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

Please provide the following explanations with regard to the Proposed Agreement described on tab 1. If you need additional space, please use the "Other Comments" section on Tab 2b. Explanations II

- E. Confidential 3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? Also indicate which
General Fund Revenues • Special Reserve • Expenditure Reductions • Other (please explain)

4. What is the impact of this agreement on deficit spending in the current and/or future years:

With the retirement of a higher paid employee there will be a decrease in deficit spending the first year as well as future years.

5. Is this agreement part of a multiyear contract? If so, what specific years are covered?

6. Does this agreement have reopeners? If so, in what areas?

7. Other Comments:

F. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit:

CSEA

	Column 1 Latest Board Approved Budget before settlement as of: March 3, 2012	Column 2 Adjustments as of Result of Settlement	Column 3 Other Revisions	Column 4 Total Impact on Budget (Columns 1+2+3)
REVENUES				
LCFF Revenue Link Source (8010-8099)	\$ 4,394,462	\$ -	\$ -	\$ 4,394,462
Remaining Revenue (8100-8799)	\$ 2,499,032	\$ -	\$ -	\$ 2,499,032
TOTAL REVENUES	\$ 6,893,494	\$ -	\$ -	\$ 6,893,494
EXPENDITURES				
Certified Salaries (1000-1999)	\$ 2,135,720	\$ -	\$ -	\$ 2,135,720
Classified Salaries (2000-2999)	\$ 1,271,255		\$ -	\$ 1,271,255
Employee Benefits (3000-3999)	\$ 1,653,738		\$ -	\$ 1,653,738
Books and Supplies (4000-4999)	\$ 582,140	\$ -	\$ -	\$ 582,140
Services, Other Operating Expenses (5000-5999)	\$ 761,290	\$ -	\$ -	\$ 761,290
Capital Outlay (6000-6999)	\$ 214,000	\$ -	\$ -	\$ 214,000
Other Outgo (7100-7199) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7100-7199)	\$ (7,800)	\$ -	\$ -	\$ (7,800)
Other Adjustments				
TOTAL EXPENDITURES	\$ 6,610,303	\$ -	\$ -	\$ 6,610,303
Operating Surplus (Deficit)	\$ 283,192	\$ -	\$ -	\$ 283,192
Transfers In & Other Sources (8010-8999)	\$ -	\$ -	\$ -	\$ -
Transfers Out & Other Uses (7610-7699)	\$ 69,137	\$ -	\$ -	\$ 69,137
Contributions (8980-8999) should = 0	\$ -	\$ -	\$ -	\$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ 214,034	\$ -	\$ -	\$ 214,034
BEGINNING BALANCE	\$ 3,171,559	\$ 3,385,593	\$ 3,385,593	\$ 3,171,559
Prior-Year Adjustments/Reclassifications (9790/9795)	\$ -	\$ -	\$ -	\$ -
CURRENT-YEAR ENDING BALANCE	\$ 3,385,593	\$ 3,385,593	\$ 3,385,593	\$ 3,385,593
COMPONENTS OF ENDING BALANCE:				
Revolving Cash (9130)	\$ 5,000	\$ -	\$ -	\$ 5,000
Restricted	\$ 292,770	\$ -	\$ -	\$ 292,770
Assigned	\$ 2,820,638	\$ -	\$ -	\$ 2,820,638
Reserve for Economic Uncertainty (9788)	\$ 267,186	\$ -	\$ -	\$ 267,186
Unappropriated Amount (9790)	\$ (0)	\$ 3,385,593	\$ 3,385,593	\$ (0)
Fund 17	\$ -	\$ -	\$ -	\$ -

If the total amount of the adjustment column above does not agree with the amount of the Total Compensation Increase in Section A, Line 5, Page 1 (i.e. increase was partially budgeted), explain the variance below:

The proposed retirement settlement was budgeted at second intent in the MYP, pending board approval.

G. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

**Multi-Year Projection
General Fund 01**

Enter Bargaining Unit:

CSEA

	Year 1	Year 2	Year 3
	2021-2022	2022-2023	2023-2024
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue Limit Sources (8010-8099)	\$ 4,394,462	\$ 4,532,759	\$ 4,618,768
Remaining Revenues (8100-8799)	\$ 2,499,032	\$ 1,967,227	\$ 1,576,173
TOTAL REVENUES	\$ 6,893,494	\$ 6,499,986	\$ 6,194,941
EXPENDITURES			
Certificated Salaries (1000-1999)	\$ 2,135,720	\$ 2,309,650	\$ 2,353,533
Classified Salaries (2000-2999)	\$ 1,271,255	\$ 1,357,113	\$ 1,397,832
Employee Benefits (3000-3999)	\$ 1,653,738	\$ 1,825,956	\$ 1,884,747
Books and Supplies (4000-4999)	\$ 582,140	\$ 313,820	\$ 289,511
Services, Other Operating Expenses (5000-5999)	\$ 761,250	\$ 729,746	\$ 738,734
Capital Outlay (6000-6999)	\$ 214,000	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ (7,800)	\$ -	\$ -
Other Adjustments	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 6,610,303	\$ 6,536,285	\$ 6,664,356
Operating Surplus (Deficit)	\$ 283,192	\$ (36,299)	\$ (469,415)
Transfers In & Other Sources (8910-8979)	\$ -	\$ -	\$ -
Transfers Out & Other Uses (7610-7699)	\$ 69,157	\$ 76,130	\$ 82,451
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ -	\$ (112,429)	\$ (551,866)
BEGINNING BALANCE	\$ 3,171,559	\$ 3,385,593	\$ 3,273,164
Prior-Year Adjustments/Restatements (9793/9795)	\$ -	\$ -	\$ -
CURRENT-YEAR ENDING BALANCE	\$ 3,385,593	\$ 3,273,164	\$ 2,721,298
COMPONENTS OF ENDING BALANCE:			
Non Spendable/Revolving Cash/Restricted (9711-9740)	\$ 297,770	\$ 343,403	\$ 15,974
Reserved for Economic Uncertainties (9770)	\$ 267,186	\$ 264,504.15	\$ 269,872
Board Designated Amounts - Assigned (9775-9780)	\$ 2,820,638	\$ 2,665,256	\$ 2,435,452
Unappropriated Amounts (9790)	\$ (0)	\$ 0	\$ -

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

H. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Minimum Reserve Calculation (including the cost of the proposed collective bargaining agreement).

	Year 1	Year 2	Year 3
a. Total Expenditures, Transfers Out, and other uses	\$ 6,679,648.87	\$ 6,612,603.70	\$ 5,672,683.00
b. State standard minimum reserve percentage for this district (<i>use drop down list</i>)	4%	4%	4%
c. State standard minimum reserve amount for this district (line 1 times line 2) or greater of 5% or \$65,000 ADA < 300; 4% or \$50,000 ADA = 301-1,000; 3% ADA = 1,001-30,000; 2% ADA 30,001-400,000; 1% ADA > 400,001	\$ 267,185.95	\$ 264,504.15	\$ 226,907.32

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Combined Ending Balance	\$ 2,635,706.00	\$ 2,679,135.00	\$ 2,747,927.00
b. Special Reserve Fund (17) Ending Balance	\$ -	\$ -	\$ -
COMPONENTS OF ENDING FUND BALANCE			
c. Nonspendable (Revolving cash, prepaid, etc.)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
d. Restricted	\$ 292,769.59	\$ 338,402.99	\$ 10,973.74
e. Committed			\$ -
f. Assigned	\$ 2,820,448.63	\$ 2,664,879.13	\$ 2,434,877.19
g. Reserve for Economic Uncertainty	\$ 267,185.95	\$ 264,504.15	\$ 269,879.86
h. Unassigned and Unappropriated			\$ -
Subtotal Assigned, Unassigned & Unappropriated	\$ -	\$ -	\$ -
Total Components of Ending Fund Balance	\$ 3,385,404.17	\$ 3,272,786.27	\$ 2,720,730.79
Assigned & Unassigned balances above the minimum reserve requirement	\$ 2,640,706.00	\$ 2,684,135.00	\$ 2,752,927.00

3. Do unrestricted reserves meet the state standard minimum reserve amount?
Line 21 > Line 8 (will calculate)

Yes	No	Yes	No	Yes	No
X		X		X	

If "No", how do you plan to restore?

If "Yes" and reserves are higher than State required REU (line 8), please substantiate need to have higher reserves.

Exempt, but due to declining enrollment and the impact of Covid, higher reserves are required and are recommended by GFOA (17%+).

I. Certification

To be signed by the district Superintendent and Chief Business Official upon submission to the governing board and by the Board President upon formal board action on the proposed agreement.

Signatures of the district Superintendent and the Chief Business Official must accompany the copy of the disclosure sent to the County Superintendent for review at least ten (10) days prior to the board meeting at which the agreement will be ratified.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the governing board for public disclosure of the major provisions of the agreement (as provided in the Public Disclosure of Proposed Collective Bargaining Agreement) in accordance with the requirements of AB 1200, AB 2756, and Government Code section 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of this agreement:

District Superintendent
(Signature)

Date

District Chief Business Official
(Signature)

Date

After public disclosure of the major provisions contained in this document, the governing board, at the following meeting, took action to approve the proposed Agreement with the _____ Bargaining Unit.

Date of Board meeting: _____ 7-Apr-22

President, Governing Board
(Signature)

Date

BOARD DISCUSSION/ACTION ITEM M5

Board Meeting Date: April 7, 2022

Subject: PUBLIC HEARING: Memorandum of Understanding(s) and Tentative Agreements regarding LVTA 2020-2023 Contract

From: Joan Potter, Superintendent

Explanation:

Long Valley Teachers Association and Laytonville Unified School District agreed to the following pending analysis by the Mendocino County Office of Education:

Recommendation:

Conduct Public Hearing

Attachments:

Memorandum of Understanding(s) and Tentative Agreements regarding LVTA 2020-2023 Contract

LVTA-LUSD Negotiations: Tentative Agreement

March 17, 2022

Return to In-Person instruction Stipend

Long Valley Teachers Association and Laytonville Unified School District agreed to the following pending analysis by the Mendocino County Office of Education:

Unit members will receive a stipend to support the District's efforts to reopen school in person. The stipend is intended to compensate unit members for time outside of regular contract hours to prepare for the transition to in-person instruction, including but not limited to preparing curriculum, preparing their classrooms, meeting with administrators, and/or attending trainings.

The stipend amount will be one thousand, two hundred dollars (\$1,200), subject to the following:

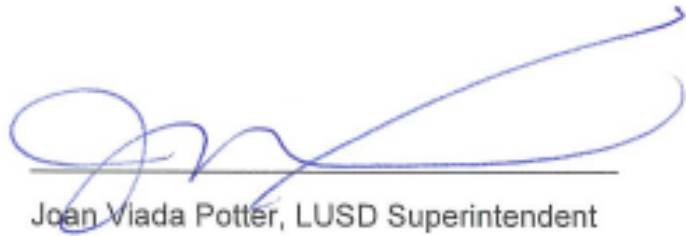
The amount will be prorated based on hire date as described below:

- Unit members hired on or after April 1, 2022 are not eligible for the stipend
- Unit members who are on paid or unpaid leave for the duration of the 2021-2022 fiscal year are not eligible for the stipend.
- Unit members working less than full time and or a portion of the school year will have the stipend prorated proportionate to time worked.

Upon satisfaction of the conditions above, the stipend will be payable no later than June 30, 2022



Stacey Patton, LVTA President



Joan Viada Potter, LUSD Superintendent



Casey Watkins, LVTA Negotiator



Josh Firks, LVTA Negotiator

LVTA-LUSD Negotiations: Tentative Agreement

March 17, 2022

Long Valley Teachers Association and Laytonville Unified School District agreed to the following pending analysis by the Mendocino County Office of Education:

Appendix B- Certificated Salary Schedule

Based on the 2021-22 Certificated Salary schedule, the new schedule will reflect a 3% salary schedule increase for steps 1-10 and columns A-6; 2% salary increase for steps 11-20 and columns 4-6; 1% increase for steps 21-30 and columns 5 and 6 for the 2022/2023 school year. See attached.

Appendix E Health and Welfare Benefits

1. Increase vision prescription contribution from \$150-\$300
2. Continue vision doctor contribution of \$150
3. Continue increase to dental contribution from \$1,200 to \$1,500 for the 2022-2023 school year. The \$1,500 contribution reverts back to \$1,200 for future years unless otherwise negotiated.

Appendix J-403 (b) matching contributions

Continue increase to 403B annual contribution from "up to a \$500 match" to "up to a \$1,000 match" into a 403b investment plan. The increase will apply to the 2022-2023 school year only and will revert back to the \$500 match for the 2023-2024 school year.



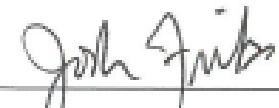
Stacey Patton, LVTA President



Joan Viada Potter, LUSD Superintendent



Casey Watkins, LVTA Negotiator



Josh Finks, LVTA Negotiator

2022-23 CERTIFICATED SALARY SCHEDULE

	Column A	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
	BA + CBEST Non- Credentialed	BA up to 29 Credentialed	BA up to 44 Credentialed	BA up to 59 Credentialed	BA up to 74 Credentialed	BA up to 89 Credentialed	BA +90 Credentialed
Step 1	47007	49129	49129	50030	50949	51887	52842
Step 2	48068	50030	50030	50949	51887	52842	53819
Step 3			50949	51887	52842	53819	54817
Step 4			51887	52842	53819	54817	55831
Step 5			52842	53819	54817	55831	56865
Step 6			53819	54817	55831	56865	57922
Step 7			54817	55831	56865	57922	58998
Step 8				56865	57922	58998	60096
Step 9				57922	58998	60096	61217
Step 10					60096	61217	62361
Step 11					60623	61756	62911
Step 12						62911	64088
Step 13						64088	65288
Step 14						65288	66516
Step 15						66516	67767
Step 16						67767	69039
Step 17						69039	70341
Step 18						68963	71667
Step 19						71667	73020
Step 20						73020	74401
Step 21						74401	75806
Step 22						75806	77244
Step 23						76486	77934
Step 24						77934	79414
Step 25						79414	80925
Step 26							82463
Step 27							84033
Step 28							85635
Step 29							87268
Step 30							88934

Masters or Doctorate \$2500
 NBCT Stipend \$1000 annually for five years
 Staff Sub \$30 per class period
 Summer School: Proportional daily rate
 Categorical Financed Extra- \$30 pr/hr
 Salary schedule based on 185 day work year

Pending Board Approval on 4/7/22

BOARD DISCUSSION/ACTION ITEM M6

Board Meeting Date: April 7, 2022

Subject: Approval of Memorandum of Understanding(s) and Tentative Agreements regarding LVTA 2020-2023 Contract

From: Joan Potter, Superintendent

Explanation:

We have conducted Public Hearings regarding the Public Disclosure and the contents of the agreements. The district has reviewed the budget and budget projections and feel that the agreements are well deserved and feasible.

Recommendation:

The public disclosure and our internal review of the budget document that we can maintain a sound budget. I recommend approval of both agreements.

Attachments

BOARD DISCUSSION/ACTION ITEM M7

Board Meeting Date: April 7, 2022

Subject: PUBLIC HEARING: Memorandum of Understanding(s) and Tentative Agreements regarding Contract with CSEA Chapter 80 for 2021-2024

From: Joan Potter, Superintendent

Explanation:

The district has been meeting with CSEA Chapter 80 in bargaining both changes and agreements for the 2021-2024 contract. CSEA Chapter 80 and Laytonville Unified School District agreed to the following pending analysis by the Mendocino County Office of Education:

Recommendation:

Conduct Public Hearing

Attachments:

Memorandum of Understanding(s) and Tentative Agreements regarding Contract with CSEA Chapter 80 for 2021-2024Contract

TENTATIVE AGREEMENT
 BETWEEN THE
 LAYTONVILLE UNIFIED SCHOOL DISTRICT
 AND THE
 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER #80

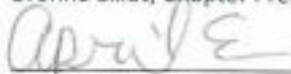
Article VI Pay and Allowance:

1. The District and CSEA agree to square the salary schedule starting with \$15.00 in Range A/Step 1. The schedule will be 1% across and 1% down from Range A through Longevity down to step 8. The rest of the schedule Steps 9-15 are affected in various cells (see attached)
2. The District and CSEA agree to a one year retirement compensation package for 2021-22. The employee(s) must currently be receiving medical benefits and must notify the district by April 29 at 5:00pm to be eligible for the package. Compensation will be as follows:
 - a. Classified employees who have been with the District for 20-25 years will receive a onetime payout of \$10,000 at the completion of the school year.
 - b. Classified employees who have been with the District for 26-30 years will receive a onetime payout of \$11,000 at the completion of the school year.
 - c. Classified employees who have been with the District for 31 plus years will receive a onetime payout of \$12,000 at the completion of the school year.
3. The District and CSEA agree to a one time stipend pro-rated for FTE and month of hire to be paid on May 31, 2022. Compensation will be as follows:
 - a. Twelve (12) month employees will receive \$1200.00 pro-rated.
 - b. Eleven (11) month employees will receive \$1100.00 pro-rated.
 - c. Ten (10) month employees will receive \$1000.00 pro-rated.
4. The District and CSEA agree to add a Savings Clause to the CBA. (see attached)
5. The District and CSEA agree to add new language for how step advancements will be applied. (see attached)

Date Signed 3/31/2022


 Evonne Elliott, Chapter President CSEA


 Joan Potter, Superintendent, LUSD


 April Edwards, CSEA

LUSD


 Anna Salmareon, Chapter President CSEA

LUSD


 Mary Cabazut, Chapter President CSEA

LUSD


 Kanlesha Soto, CSEA

LUSD


 Nicole Frazer, CSEA LRR

LUSD

LAYTONVILLE UNIFIED SCHOOL DISTRICT

22/23 Classified Salary Schedule with compounding longevity

Compounded

Step> Range	A	B	C	D	E	F	G	H	I	J	L1 1%	L2 2%	L3 3%	L4 4%	L5 5%	
Café Helper	1	15.00	15.15	15.30	15.45	15.61	15.77	15.92	16.08	16.24	16.41	16.57	16.90	17.41	18.10	19.01
Paraeducator	2	15.15	15.30	15.45	15.61	15.77	15.92	16.08	16.24	16.41	16.57	16.74	17.07	17.58	18.29	19.20
SPED, Yd, Prs As	3	15.30	15.45	15.61	15.77	15.92	16.08	16.24	16.41	16.57	16.74	16.90	17.24	17.76	18.47	19.39
Pre Assoc	4	15.45	15.61	15.77	15.92	16.08	16.24	16.41	16.57	16.74	16.90	17.07	17.41	17.94	18.65	19.59
Cook	5	15.61	15.77	15.92	16.08	16.24	16.41	16.57	16.74	16.90	17.07	17.24	17.59	18.11	18.84	19.78
Voc Tech	6	15.77	15.92	16.08	16.24	16.41	16.57	16.74	16.90	17.07	17.24	17.41	17.76	18.30	19.03	19.98
	7	15.92	16.08	16.24	16.41	16.57	16.74	16.90	17.07	17.24	17.41	17.59	17.94	18.48	19.22	20.18
	8	16.08	16.24	16.41	16.57	16.74	16.90	17.07	17.24	17.41	17.59	17.76	18.12	18.66	19.41	20.38
Comp/Lib/10cust/ASES	9	16.24	16.41	16.57	16.74	16.90	17.07	17.24	17.41	17.71	18.77	18.96	19.34	19.92	20.71	21.75
Cust/Grnd/Lib2/PreT/hth tec/sec	10	16.41	16.57	16.74	16.90	17.07	17.24	17.41	17.59	18.14	19.24	19.43	19.82	20.42	21.23	22.29
Maint/Van Drvr/ASES D/P	11	16.57	16.74	16.90	17.07	17.24	17.41	17.59	17.76	18.59	19.72	19.92	20.32	20.93	21.76	22.85
ASES Asst Coord/Cust 12	12	16.74	16.90	17.07	17.24	17.41	17.59	17.76	18.16	19.06	20.22	20.42	20.83	21.46	22.31	23.43
Dist grnds-maint/mechanic	13	16.90	17.07	17.24	17.52	18.14	18.78	19.43	20.11	20.82	21.76	21.98	22.42	23.09	24.01	25.21
Bus driver/Pay/Site Admin	14	17.07	17.24	17.52	18.14	18.78	19.43	20.11	20.82	21.54	22.52	22.75	23.20	23.90	24.85	26.09
	15	17.24	17.52	18.14	18.78	19.43	20.31	20.82	21.54	22.30	23.31	23.54	24.01	24.73	25.72	27.01
ASES Coord/Pre Dir/Lead dr	16	17.70	18.32	18.78	19.43	20.11	21.02	21.76	22.30	23.08	24.13	24.37	24.86	25.60	26.63	27.96

Position	Range	Position	Range
Cafeteria helper	1	State Preschool Teacher	10
Paraeducator	2	Van/District vehicle driver	11
Paradeucator Sp Ed	3	ASES Driver/Para	11
Preschool Assistant	3	ASES Asst Coord	12
Yard/Cafeteria supervisor	3	Custodian (12 month)	12
Preschool Associate Teacher	4	Distirct Grounds/Maint.	13
Pre-K/Kndrgrtn After School Assoc Teachr	4	Mechanic	13
Cook	5	Bus Driver	14
Vocational Tech	6	Payroll-Accounts Payable	14
ASES Paraeducator	9	Site Administrative Assistant	14
Comp Lab Asst	9	Technology Specialist	15
Custodian (10 month)	9	ASES Coordinator	16
Library Tech I	9	Head District Maint./Grounds	16
Health Tech	10	Lead Bus Driver/Fleet Maint.	16
Health Tech/Secretary Registrar	10	Preschool Site Director/Teacher	16
Secretary/Registrar	10		
Library Tech II	10		

Compounded Longevity:
 L1= J+1% 10-14 years of service
 L2= L1+2% (3%) 15-19 years of service
 L3= L2+3% (6.06%) 20-24 years of service
 L4= L3+4% (10.4%) 25-29 years of service
 L5= L4+5% (15.9%) 30+ years of service

3/14/22 Pending board approval

Step A 2.5% Step A 5% Step A 7.5% Step A 10% Step A 12.5% Step A 15%							Step B 2.5% Step B 5% Step B 7.5% Step B 10% Step B 12.5% Step B 15%						
Range	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Range	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth
1	15.38	15.75	16.13	16.50	16.88	17.25	1	15.53	15.91	16.29	16.67	17.04	17.42
2	15.53	15.91	16.29	16.67	17.04	17.42	2	15.68	16.07	16.45	16.83	17.21	17.60
3	15.68	16.07	16.45	16.83	17.21	17.60	3	15.84	16.23	16.61	17.00	17.39	17.77
4	15.84	16.23	16.61	17.00	17.39	17.77	4	16.00	16.39	16.78	17.17	17.56	17.95
5	16.00	16.39	16.78	17.17	17.56	17.95	5	16.16	16.55	16.95	17.34	17.74	18.13
6	16.16	16.55	16.95	17.34	17.74	18.13	6	16.32	16.72	17.12	17.52	17.91	18.31
7	16.32	16.72	17.12	17.52	17.91	18.31	7	16.48	16.89	17.29	17.69	18.09	18.49
8	16.48	16.89	17.29	17.69	18.09	18.49	8	16.65	17.05	17.46	17.87	18.27	18.68
9	16.65	17.05	17.46	17.87	18.27	18.68	9	16.82	17.23	17.64	18.05	18.46	18.87
10	16.82	17.23	17.64	18.05	18.46	18.87	10	16.98	17.40	17.81	18.23	18.64	19.05
11	16.98	17.40	17.81	18.23	18.64	19.05	11	17.15	17.57	17.99	18.41	18.83	19.25
12	17.15	17.57	17.99	18.41	18.83	19.25	12	17.32	17.75	18.17	18.59	19.02	19.44
13	17.32	17.75	18.17	18.59	19.02	19.44	13	17.50	17.92	18.35	18.78	19.21	19.63
14	17.50	17.92	18.35	18.78	19.21	19.63	14	17.67	18.10	18.54	18.97	19.40	19.83
15	17.67	18.10	18.54	18.97	19.40	19.83	15	17.96	18.40	18.83	19.27	19.71	20.15
16	18.14	18.59	19.03	19.47	19.91	20.36	16	18.78	19.24	19.69	20.15	20.61	21.07

Step C 2.5% Step C 5% Step C 7.5% Step C 10% Step C 12.5% Step C 15%							Step D 2.5% Step D 5% Step D 7.5% Step D 10% Step D 12.5% Step D 15%						
Range	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Range	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth
1	15.68	16.07	16.45	16.83	17.21	17.60	1	15.84	16.23	16.61	17.00	17.39	17.77
2	15.84	16.23	16.61	17.00	17.39	17.77	2	16.00	16.39	16.78	17.17	17.56	17.95
3	16.00	16.39	16.78	17.17	17.56	17.95	3	16.16	16.55	16.95	17.34	17.74	18.13
4	16.16	16.55	16.95	17.34	17.74	18.13	4	16.32	16.72	17.12	17.52	17.91	18.31
5	16.32	16.72	17.12	17.52	17.91	18.31	5	16.48	16.89	17.29	17.69	18.09	18.49
6	16.48	16.89	17.29	17.69	18.09	18.49	6	16.65	17.05	17.46	17.87	18.27	18.68
7	16.65	17.05	17.46	17.87	18.27	18.68	7	16.82	17.23	17.64	18.05	18.46	18.87
8	16.82	17.23	17.64	18.05	18.46	18.87	8	16.98	17.40	17.81	18.23	18.64	19.05
9	16.98	17.40	17.81	18.23	18.64	19.05	9	17.15	17.57	17.99	18.41	18.83	19.25
10	17.15	17.57	17.99	18.41	18.83	19.25	10	17.32	17.75	18.17	18.59	19.02	19.44
11	17.32	17.75	18.17	18.59	19.02	19.44	11	17.50	17.92	18.35	18.78	19.21	19.63
12	17.50	17.92	18.35	18.78	19.21	19.63	12	17.67	18.10	18.54	18.97	19.40	19.83
13	17.67	18.10	18.54	18.97	19.40	19.83	13	17.96	18.40	18.83	19.27	19.71	20.15
14	17.96	18.40	18.83	19.27	19.71	20.15	14	18.59	19.05	19.50	19.95	20.41	18.31
15	18.59	19.05	19.50	19.95	20.41	20.86	15	19.25	19.72	20.19	20.66	21.13	21.60
16	19.25	19.72	20.19	20.66	21.13	21.60	16	19.92	20.40	20.89	21.37	21.86	22.34

Laytonville Unified School District

Salary Schedule 22/23 Effective: 07/01/2022

Professional Growth

Range	Step E 2.5%	Step E 5%	Step E 7.5%	Step E 10%	Step E 12.5%	Step E 15%	Range	Step F 2.5%	Step F 5%	Step F 7.5%	Step F 10%	Step F 12.5%	Step F 15%
	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth		Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth
1	16.00	16.39	16.78	17.17	17.56	17.95	1	16.16	16.55	16.95	17.34	17.74	18.13
2	16.16	16.55	16.95	17.34	17.74	18.13	2	16.32	16.72	17.12	17.52	17.91	18.31
3	16.32	16.72	17.12	17.52	17.91	18.31	3	16.48	16.89	17.29	17.69	18.09	18.49
4	16.48	16.89	17.29	17.69	18.09	18.49	4	16.65	17.05	17.46	17.87	18.27	18.68
5	16.65	17.05	17.46	17.87	18.27	18.68	5	16.82	17.23	17.64	18.05	18.46	18.87
6	16.82	17.23	17.64	18.05	18.46	18.87	6	16.98	17.40	17.81	18.23	18.64	19.05
7	16.98	17.40	17.81	18.23	18.64	19.05	7	17.15	17.57	17.99	18.41	18.83	19.25
8	17.15	17.57	17.99	18.41	18.83	19.25	8	17.32	17.75	18.17	18.59	19.02	19.44
9	17.32	17.75	18.17	18.59	19.02	19.44	9	17.50	17.92	18.35	18.78	19.21	19.63
10	17.50	17.92	18.35	18.78	19.21	19.63	10	17.67	18.10	18.54	18.97	19.40	19.83
11	17.67	18.10	18.54	18.97	19.40	19.83	11	17.85	18.29	18.72	19.16	19.59	20.03
12	17.85	18.29	18.72	19.16	19.59	20.03	12	18.03	18.47	18.91	19.35	19.79	20.23
13	18.03	18.47	18.91	19.35	19.79	20.23	13	18.21	18.65	19.10	19.54	19.99	20.43
14	18.21	18.65	19.10	19.54	19.99	20.43	14	18.40	18.84	19.29	19.73	20.18	20.62
15	18.40	18.84	19.29	19.73	20.18	20.62	15	18.59	19.03	19.48	19.92	20.37	20.81
16	18.59	19.03	19.48	19.92	20.37	20.81	16	18.78	19.22	19.67	20.11	20.56	21.00

Range	Step G 2.5%	Step G 5%	Step G 7.5%	Step G 10%	Step G 12.5%	Step G 15%	Range	Step H 2.5%	Step H 5%	Step H 7.5%	Step H 10%	Step H 12.5%	Step H 15%
	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth		Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth
1	16.32	16.72	17.12	17.52	17.91	18.31	1	16.48	16.89	17.29	17.69	18.09	18.49
2	16.48	16.89	17.29	17.69	18.09	18.49	2	16.65	17.05	17.46	17.87	18.27	18.68
3	16.65	17.05	17.46	17.87	18.27	18.68	3	16.82	17.23	17.64	18.05	18.46	18.87
4	16.82	17.23	17.64	18.05	18.46	18.87	4	16.98	17.40	17.81	18.23	18.64	19.05
5	16.98	17.40	17.81	18.23	18.64	19.05	5	17.15	17.57	17.99	18.41	18.83	19.25
6	17.15	17.57	17.99	18.41	18.83	19.25	6	17.32	17.75	18.17	18.59	19.02	19.44
7	17.32	17.75	18.17	18.59	19.02	19.44	7	17.50	17.92	18.35	18.78	19.21	19.63
8	17.50	17.92	18.35	18.78	19.21	19.63	8	17.67	18.10	18.54	18.97	19.40	19.83
9	17.67	18.10	18.54	18.97	19.40	19.83	9	17.85	18.29	18.72	19.16	19.59	20.03
10	17.85	18.29	18.72	19.16	19.59	20.03	10	18.03	18.47	18.91	19.35	19.79	20.23
11	18.03	18.47	18.91	19.35	19.79	20.23	11	18.21	18.65	19.10	19.54	19.99	20.43
12	18.21	18.65	19.10	19.54	19.99	20.43	12	18.40	18.84	19.29	19.73	20.18	20.62
13	18.40	18.84	19.29	19.73	20.18	20.62	13	18.59	19.03	19.48	19.92	20.37	20.81
14	18.59	19.03	19.48	19.92	20.37	20.81	14	18.78	19.22	19.67	20.11	20.56	21.00
15	18.78	19.22	19.67	20.11	20.56	21.00	15	18.97	19.41	19.86	20.30	20.75	21.19
16	18.97	19.41	19.86	20.30	20.75	21.19	16	19.16	19.60	20.05	20.49	20.94	21.38

Laytonville Unified School District

Salary Schedule 22/23 Effective: 07/01/2022

Professional Growth

Range	Step I 2.5%	Step I 5%	Step I 7.5%	Step I 10%	Step I 12.5%	Step I 15%	Range	Step J 2.5%	Step J 5%	Step J 7.5%	Step J 10%	Step J 12.5%	Step J 15%
	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth		Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth
1	16.85	17.05	17.46	17.87	18.27	18.68	1	16.82	17.23	17.64	18.05	18.46	18.87
2	16.82	17.23	17.64	18.05	18.46	18.87	2	16.98	17.40	17.81	18.23	18.64	19.05
3	16.98	17.40	17.81	18.23	18.64	19.05	3	17.15	17.57	17.99	18.41	18.83	19.25
4	17.15	17.57	17.99	18.41	18.83	19.25	4	17.32	17.75	18.17	18.59	19.02	19.44
5	17.32	17.75	18.17	18.59	19.02	19.44	5	17.50	17.92	18.35	18.78	19.21	19.63
6	17.50	17.92	18.35	18.78	19.21	19.63	6	17.67	18.10	18.54	18.97	19.40	19.83
7	17.67	18.10	18.54	18.97	19.40	19.83	7	17.85	18.29	18.72	19.16	19.59	20.03
8	17.85	18.29	18.72	19.16	19.59	20.03	8	18.03	18.47	18.91	19.35	19.79	20.23
9	18.15	18.60	19.04	19.48	19.92	20.37	9	18.24	19.71	20.18	20.65	21.12	21.59
10	18.59	19.05	19.50	19.95	20.41	20.86	10	19.72	20.20	20.68	21.16	21.65	22.13
11	19.05	19.52	19.98	20.45	20.91	21.38	11	20.21	20.71	21.20	21.69	22.19	22.68
12	19.54	20.01	20.49	20.97	21.44	21.92	12	20.73	21.23	21.74	22.24	22.75	23.25
13	21.34	21.86	22.38	22.90	23.42	23.94	13	22.30	22.85	23.39	23.94	24.48	25.02
14	22.08	22.62	23.16	23.69	24.23	24.77	14	23.08	23.65	24.21	24.77	25.34	25.90
15	22.86	23.42	23.97	24.53	25.09	25.65	15	23.89	24.48	25.06	25.64	26.22	26.81
16	23.66	24.23	24.81	25.39	25.97	26.54	16	24.73	25.34	25.94	26.54	27.15	27.75

Range	Step L1 2.5%	Step L1 5%	Step L1 7.5%	Step L1 10%	Step L1 12.5%	Step L1 15%	Range	Step L2 2.5%	Step L2 5%	Step L2 7.5%	Step L2 10%	Step L2 12.5%	Step L2 15%
	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth		Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth
1	16.98	17.40	17.81	18.23	18.64	19.05	1	17.32	17.75	18.17	18.59	19.01	19.44
2	17.15	17.57	17.99	18.41	18.83	19.25	2	17.50	17.92	18.35	18.78	19.20	19.63
3	17.32	17.75	18.17	18.59	19.02	19.44	3	17.67	18.10	18.53	18.96	19.40	19.83
4	17.50	17.92	18.35	18.78	19.21	19.63	4	17.85	18.28	18.72	19.15	19.59	20.02
5	17.67	18.10	18.54	18.97	19.40	19.83	5	18.03	18.47	18.91	19.35	19.79	20.22
6	17.85	18.29	18.72	19.16	19.59	20.03	6	18.21	18.65	19.10	19.54	19.98	20.43
7	18.03	18.47	18.91	19.35	19.79	20.23	7	18.39	18.84	19.29	19.73	20.18	20.63
8	18.21	18.65	19.10	19.54	19.99	20.43	8	18.57	19.03	19.48	19.93	20.38	20.84
9	19.43	19.91	20.38	20.85	21.33	21.80	9	19.82	20.30	20.79	21.27	21.75	22.24
10	19.92	20.40	20.89	21.38	21.86	22.35	10	20.32	20.81	21.31	21.80	22.30	22.79
11	20.42	20.91	21.41	21.91	22.41	22.90	11	20.82	21.33	21.84	22.35	22.85	23.36
12	20.93	21.44	21.95	22.46	22.97	23.49	12	21.35	21.87	22.39	22.91	23.43	23.96
13	22.53	23.08	23.63	24.18	24.72	25.27	13	22.98	23.54	24.10	24.66	25.22	25.78
14	23.31	23.88	24.45	25.02	25.59	26.16	14	23.78	24.36	24.94	25.52	26.10	26.68
15	24.13	24.72	25.31	25.90	26.49	27.07	15	24.61	25.21	25.82	26.42	27.02	27.62
16	24.98	25.59	26.20	26.81	27.42	28.03	16	25.48	26.10	26.72	27.34	27.97	28.59

Laytonville Unified School District

Salary Schedule 22/23 Effective 07/01/2022

Professional Growth

Range	Step L3 2.5%	Step L3 5%	Step L3 7.5%	Step L3 10%	Step L3 12.5%	Step L3 15%	Range	Step L4 2.5%	Step L4 5%	Step L4 7.5%	Step L4 10%	Step L4 12.5%	Step L2 15%
	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth		Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth
1	17.84	18.28	18.71	19.15	19.58	20.02	1	18.56	19.01	19.46	19.91	20.37	20.82
2	18.02	18.46	18.90	19.34	19.78	20.22	2	18.74	19.20	19.66	20.11	20.57	21.03
3	18.20	18.65	19.09	19.53	19.98	20.42	3	18.93	19.39	19.85	20.31	20.78	21.24
4	18.38	18.83	19.28	19.73	20.18	20.63	4	19.12	19.59	20.05	20.52	20.98	21.45
5	18.57	19.02	19.47	19.93	20.38	20.83	5	19.31	19.78	20.25	20.72	21.19	21.67
6	18.75	19.21	19.67	20.13	20.58	21.04	6	19.50	19.98	20.45	20.93	21.41	21.88
7	18.94	19.40	19.86	20.33	20.79	21.25	7	19.70	20.18	20.66	21.14	21.62	22.10
8	19.13	19.60	20.06	20.53	21.00	21.46	8	19.90	20.38	20.87	21.35	21.84	22.32
9	20.41	20.91	21.41	21.91	22.41	22.90	9	21.23	21.75	22.27	22.79	23.30	23.82
10	20.93	21.44	21.95	22.46	22.97	23.48	10	21.76	22.29	22.82	23.36	23.89	24.42
11	21.45	21.97	22.49	23.02	23.54	24.06	11	22.31	22.85	23.39	23.94	24.48	25.03
12	21.99	22.53	23.06	23.60	24.14	24.67	12	22.87	23.43	23.99	24.55	25.10	25.66
13	23.67	24.24	24.82	25.40	25.98	26.55	13	24.61	25.21	25.81	26.41	27.01	27.62
14	24.49	25.09	25.69	26.29	26.88	27.48	14	25.47	26.09	26.72	27.34	27.96	28.58
15	25.35	25.97	26.59	27.21	27.83	28.44	15	26.37	27.01	27.65	28.30	28.94	29.58
16	26.24	26.88	27.52	28.16	28.81	29.45	16	27.29	27.96	28.63	29.29	29.96	30.62

Range	Step L5 2.5%	Step L5 5%	Step L5 7.5%	Step L5 10%	Step L5 12.5%	Step L5 15%
	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth	Pro Growth
1	19.48	19.96	20.43	20.91	21.39	21.86
2	19.68	20.16	20.64	21.12	21.60	22.08
3	19.88	20.36	20.85	21.33	21.82	22.30
4	20.07	20.56	21.05	21.54	22.03	22.52
5	20.28	20.77	21.26	21.76	22.25	22.75
6	20.48	20.98	21.48	21.98	22.48	22.98
7	20.68	21.19	21.69	22.20	22.70	23.21
8	20.89	21.40	21.91	22.42	22.93	23.44
9	22.29	22.84	23.38	23.92	24.47	25.01
10	22.85	23.41	23.97	24.52	25.08	25.64
11	23.42	23.99	24.56	25.14	25.71	26.28
12	24.02	24.60	25.19	25.77	26.36	26.94
13	25.84	26.47	27.10	27.74	28.37	29.00
14	26.75	27.40	28.05	28.70	29.36	30.01
15	27.69	28.36	29.04	29.71	30.39	31.06
16	28.66	29.36	30.06	30.76	31.46	32.15

LONGEVITY TIED TO POSITION NOT DISTRICT

3/14/22 Pending board approval

Tentative Agreement

California School Employees Association, Chapter No. 80, and Laytonville Unified School District

CSEA and the District agree to the one-time money proposal as laid out with the following language added.

~~Employees who leave the District prior to May 31, 2022, will no longer be eligible for the one-time money. Instead, the money will go into a fund to be split evenly by all Bargaining Unit Members.~~

Date Signed: 3/1/2022

For CSEA

Erin Elliott
April 2
KSC
Kure Fa

For District



Tentative Agreement

California School Employees Association, Chapter No. 80, and Laytonville Unified School District

Article VI

Pay and Allowances

6.1a Employees hired between July 1 and December 31 of one school year shall be advanced to the next step on the schedule on the next July 1. Employees hired between January 1 and June 30 of the same year shall be advanced to the next step of the schedule of July 1 of the following year.

Date Signed: 2/8/2022

For CSEA

For District

Nore B

Ann

Evenne Elliott

Mary C

April E

JM

TENTATIVE AGREEMENT
BETWEEN THE
LAYTONVILLE UNIFIED SCHOOL DISTRICT
AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER #80

Article XX Severability



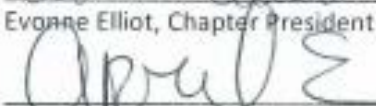
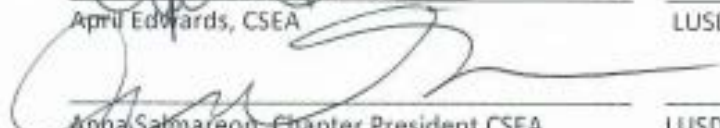
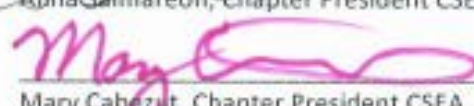

20.1 Savings Clause

a. If during the life of this Agreement there exists any applicable law or any applicable rule, regulation, or order issued by governmental authority other than District, which renders invalid or restrains compliance with or enforcement of an provisions of this agreement, the provision shall be immediately suspended and be of no effect as long as the law, rule, regulation, or order remains in effect.

20.2 Replacement of severed provision:

b. In the event of suspension or invalidation of any article or section of this agreement, the parties agree to meet and negotiate within forty-five (45) days after the determination for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

Date Signed: 2/8/2022

 _____ Evonne Elliot, Chapter President CSEA	 _____ Joan Potter, Superintendent, LUSD
 _____ April Edwards, CSEA	_____ LUSD
 _____ Alpha Salmareon, Chapter President CSEA	_____ LUSD
 _____ Mary Cabezit, Chapter President CSEA	_____ LUSD
_____ Kaniesha Soto, CSEA	_____ LUSD
 _____ Nicole Frazer, CSEA LRR	_____ LUSD

BOARD DISCUSSION/ACTION ITEM M8

Board Meeting Date: April 7, 2022

Subject: Approval of Memorandum of Understanding(s) and Tentative Agreements regarding Contract with CSEA Chapter 80 for 2021-2024

From: Joan Potter, Superintendent

Explanation:

We have conducted Public Hearings regarding the Public Disclosure and the contents of the agreements. The district has reviewed the budget and budget projections and feel that the agreements are well deserved and feasible.

Recommendation:

The public disclosure and our internal review of the budget document that we can maintain a sound budget. I recommend approval of both agreements.

Attachments

BOARD DISCUSSION/ACTION ITEM M9

Board Meeting Date: April 7, 2022

Subject: PUBLIC HEARING: Agreement regarding Administrative/School Psychologist & Confidential Employees Salary Schedules for 2022-2023 and Stipend for 2021-2022

From: Joan Potter, Superintendent

Explanation:

It is customary to increase the principal's, confidential employee's and school psychologist's salary schedules to reflect the same percentage as the agreed upon increase for certificated employees as well as the stipend they are receiving.

Recommendation:

Conduct Public Hearing

Attachments:

Agreement regarding Administrative/School Psychologist & Confidential Employees Salary Schedules for 2022-2023 and Stipend for 2021-2022

Confidential/Administrative Positions Tentative Agreement

March 22, 2022

Laytonville Unified School District agreed to the following, pending analysis by the Mendocino County Office of Education:

Salary Schedule

Based on the 2021-22 Salary schedule, the new schedule will reflect a 3% salary schedule increase for all steps..

Health and Welfare Benefits

1. Increase vision prescription contribution from \$150-\$300
2. Continue vision doctor contribution of \$150
3. Continue increase to dental contribution from \$1,200 to \$1,500 for the 2022-2023 school year. The \$1,500 contribution reverts back to \$1,200 for future years unless otherwise negotiated.

403 (b) matching contributions

Continue increase to 403B annual contribution from "up to a \$500 match" to "up to a \$1,000 match" into a 403b investment plan. The increase will apply to the 2022-2023 school year only and will revert back to the \$500 match for the 2023-2024 school year.

Return to In-Person instruction Stipend

Laytonville Unified School District agreed to the following pending analysis by the Mendocino County Office of Education:

Classified Confidential and Administrative employees will receive a stipend to support the District's efforts to reopen school in person. The stipend is intended to compensate unit members for time outside of regular contract hours to prepare for the transition to in-person instruction.

The stipend amount will be one thousand, two hundred dollars (\$1,200), subject to the following:

The amount will be prorated based on hire date as described below:

- Employees working less than full time and or a portion of the school year will have the stipend prorated proportionate to time worked.

Upon satisfaction of the conditions above, the stipend will be payable no later than June 30, 2022

Laytonville Unified School District

Confidential Employees Salary Schedule

Projected 3% increase 22/23

Classification	step 1	step 2	step 3	step 4	step 5	step 6	step 7	step 8	step 9	step 10	step 11	step 12	step 13	step 14	step 15
Site Admin Asst.*	37,729	38,842	39,993	41,176	42,394	43,650	44,945	46,276	47,649	49,061	50,517	52,016	53,562	55,150	56,789
A	38,106	39,231	40,393	41,587	42,818	44,087	45,395	46,739	48,125	49,552	51,023	52,536	54,098	55,702	57,357
B	38,483	39,619	40,793	41,999	43,242	44,523	45,844	47,201	48,602	50,042	51,528	53,056	54,633	56,253	57,925
C	38,861	40,008	41,193	42,411	43,666	44,960	46,293	47,664	49,078	50,533	52,033	53,577	55,169	56,805	58,493
D	39,238	40,396	41,593	42,822	44,090	45,396	46,743	48,127	49,555	51,023	52,538	54,097	55,705	57,356	59,061
E	39,615	40,784	41,992	43,234	44,513	45,833	47,192	48,590	50,031	51,514	53,043	54,617	56,240	57,908	59,629
District Admin Asst*	42,599	43,860	45,160	46,499	47,877	49,297	50,759	52,266	53,819	55,416	57,063	58,758	60,504	62,304	64,158
A	43,025	44,299	45,612	46,964	48,356	49,790	51,267	52,789	54,357	55,970	57,634	59,346	61,109	62,927	64,799
B	43,451	44,738	46,064	47,429	48,835	50,283	51,775	53,312	54,895	56,524	58,204	59,934	61,714	63,550	65,441
C	43,877	45,176	46,515	47,894	49,314	50,776	52,282	53,834	55,433	57,079	58,775	60,521	62,319	64,173	66,082
D	44,303	45,615	46,967	48,359	49,793	51,269	52,790	54,357	55,971	57,633	59,346	61,109	62,924	64,796	66,724
E	44,729	46,054	47,418	48,824	50,271	51,762	53,297	54,880	56,509	58,187	59,916	61,696	63,529	65,419	67,366
District Admin Asst **	46,104	47,000	48,878	50,328	51,820	53,360	54,944	56,577	58,258	59,989	61,773	63,610	65,502	67,451	69,458
A	46,565	47,470	49,366	50,831	52,339	53,894	55,494	57,143	58,840	60,589	62,391	64,246	66,157	68,125	70,153
B	47,026	47,940	49,855	51,334	52,857	54,427	56,043	57,708	59,423	61,189	63,009	64,882	66,812	68,800	70,847
C	47,487	48,410	50,344	51,838	53,375	54,961	56,593	58,274	60,006	61,789	63,626	65,518	67,467	69,474	71,542
D	47,948	48,880	50,833	52,341	53,893	55,495	57,142	58,840	60,588	62,389	64,244	66,154	68,122	70,149	72,236
E	48,409	49,350	51,322	52,844	54,411	56,028	57,692	59,406	61,171	62,989	64,862	66,790	68,777	70,823	72,931
Cafeteria Director*	18.15	18.69	19.24	19.81	20.39	21.00	21.62	22.26	22.93	23.60	24.31	25.02	25.76	26.53	27.32
A	18.33	18.88	19.43	20.00	20.60	21.21	21.84	22.48	23.16	23.83	24.55	25.27	26.02	26.80	27.59
B	18.51	19.07	19.63	20.20	20.80	21.42	22.05	22.70	23.39	24.07	24.79	25.52	26.28	27.06	27.86
C	18.69	19.26	19.82	20.40	21.01	21.63	22.27	22.93	23.62	24.31	25.04	25.77	26.53	27.33	28.14
D	18.87	19.44	20.01	20.60	21.21	21.84	22.48	23.15	23.84	24.54	25.28	26.02	26.79	27.59	28.41
E	19.06	19.63	20.20	20.80	21.41	22.05	22.70	23.37	24.07	24.78	25.52	26.27	27.05	27.86	28.68
Business Manager**	67,472	69,480	71,548	73,677	75,871	77,334	81,174	85,207	87,747	90,361	92,710	95,104	97,548	100,041	102,583
A	68,147	70,174	72,263	74,414	76,630	78,108	81,986	86,059	88,624	91,264	93,637	96,055	98,524	101,041	103,609
B	68,822	70,869	72,979	75,150	77,388	78,881	82,798	86,911	89,502	92,168	94,565	97,006	99,499	102,042	104,635
C	69,496	71,564	73,694	75,887	78,147	79,654	83,610	87,763	90,379	93,072	95,492	97,957	100,475	103,042	105,660
D	70,171	72,259	74,410	76,624	78,906	80,428	84,421	88,615	91,257	93,975	96,419	98,908	101,450	104,042	106,686
E	70,846	72,954	75,125	77,361	79,664	81,201	85,233	89,467	92,134	94,879	97,346	99,859	102,426	105,043	107,712

Classification		step 1	step 2	step 3	step 4	step 5	step 6	step 7	step 8	step 9	step 10	step 11	step 12	step 13	step 14	step 15
Healthy Start Coordinator		47,227	48,627	50,070	51,556	53,086	54,663	56,286	57,958	59,682	61,456	63,283	65,165	67,103	69,101	71,158
	A	47,699	49,114	50,571	52,071	53,617	55,210	56,849	58,538	60,279	62,071	63,916	65,817	67,775	69,792	71,869
	B	48,171	49,600	51,072	52,587	54,148	55,756	57,412	59,117	60,876	62,685	64,549	66,468	68,446	70,483	72,581
	C	48,643	50,086	51,572	53,102	54,679	56,303	57,975	59,697	61,473	63,300	65,182	67,120	69,117	71,174	73,292
	D	49,116	50,572	52,073	53,618	55,210	56,850	58,538	60,276	62,070	63,914	65,815	67,772	69,788	71,865	74,004
	E	49,588	51,059	52,574	54,133	55,741	57,396	59,101	60,866	62,666	64,529	66,447	68,423	70,459	72,556	74,715

Longevity:

- A 10th year + 1%
- B 15th year + 2%
- C 20th year + 3%
- D 25th year+ 4%
- E 30th year + 5%

Pending Board Approval 4/7/2022

- * 11 Month Employee
- ** 12 Month Employee

LAYTONVILLE UNIFIED SHOOOL DISTRICT
SCHOOL PSYCHOLOGIST SALARY SCHEDULE 2022-23
 (Based on 195 days)

Effective: 7/1/2022

School Psychologist

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
\$ 68,233	\$ 70,994	\$ 73,754	\$ 76,514	\$ 79,274	\$ 82,035	\$ 84,795	\$ 87,555	\$ 89,839	\$ 92,124	\$ 94,408	\$ 95,353	\$ 96,307	\$ 97,270	\$ 98,242
\$ 349.91	\$ 364.07	\$ 378.23	\$ 392.38	\$ 406.53	\$ 420.69	\$ 434.85	\$ 449.00	\$ 460.71	\$ 472.43	\$ 484.14	\$ 488.99	\$ 493.88	\$ 498.82	\$ 503.81

Additional steps 12-15 at 1%

Pending Board approval 04/07/2022

2022-23 Administrative Salary Schedule

Principal

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
91,079	93,811	96,625	99,524	102,510	102,531	104,070	105,630	107,215	108,824	110,456	112,113	113,795	115,502	117,235

210 days per year

3% steps 1-5; 1.5% steps 6-15

Pending Board Approval 4/7/2022

BOARD DISCUSSION/ACTION ITEM M10

Board Meeting Date: April 7, 2022

Subject: Approval of Administrative/School Psychologist & Confidential Employees Salary Schedules for 2022-2023 and Stipend for 2021-2022

From: Joan Potter, Superintendent

Explanation:

We have conducted Public Hearings regarding the Public Disclosure and the contents of the agreements. The district has reviewed the budget and budget projections and feel that the agreements are well deserved and feasible.

Recommendation:

The public disclosure and our internal review of the budget document that we can maintain a sound budget. I recommend approval of both agreements.

Attachments:

BOARD DISCUSSION/ACTION ITEM M11

Board Meeting Date: April 7, 2022
Subject: Resolution No. 625 for Education Protection Account Requirements
From: Joan Potter, Superintendent

Explanation:

“Pursuant to Article XIII, Section 36 of the California Constitution, school districts, county offices of education, and community college districts are required to determine how the money received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided that the governing board makes the spending determinations in an open session of a public meeting. The language in the constitutional amendment requires that funds shall not be used for the salaries or benefits of administrators or any other administrative costs... There is also a requirement that districts must annually post on its website an accounting of how much money was received from EPA and how that money was spent.” We have budgeted these funds to be used for teacher’s salaries.

Recommendation:

Adopt Resolution No. 625 for Education Protection Account

Attachments:

Resolution No. 625 for Education Protection Account

2020-21 Education Protection Account Estimated Expenditures by Function

Laytonville Unified
Mendocino County

Unaudited Actuals
2020-21 Unaudited Actuals
Program by Resource Report
Expenditures by Object - Summary

23 73916 0000000
Report PGM

Expenditures through: _____
For Fund(s), Resource(s), and Project Year(s):
01 1400 0 Education Protection Account

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	0.00
LCFF Sources	8010-8099	67,474.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Unearned Revenue	9650	0.00
TOTAL AVAILABLE		67,474.00
EXPENDITURES AND OTHER FINANCING USES		
Certificated Salaries	1000-1999	67,474.00
Classified Salaries	2000-2999	0.00
Employee Benefits	3000-3999	0.00
Books and Supplies	4000-4999	0.00
Services and Other Operating Expenditures	5000-5999, except 5100-5199	0.00
Subagreements for Services	5100-5199	0.00
Capital Outlay	6000-6999	0.00
Other Outgo (Excluding Indirect Costs)	7000-7299, 7400-7499	0.00
Indirect Costs	7310,7350	0.00
Other Financing Uses	7600-7999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		67,474.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00
INDIRECT COSTS AS A PERCENTAGE OF ELIGIBLE EXPENDITURES		
Eligible Expenditures (Objects 1000-5999 except objects 5100-5199)		67,474.00
Indirect Costs (Objects 7310 and 7350)		0.00
Indirect Costs divided by Eligible Expenditures		0.00%

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

RESOLUTION NO. 625

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Act and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution.

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of Laytonville Unified School District;
2. In compliance with Article XII, Section 36E), with the California Constitution, the governing board of the Laytonville Unified School District has determined to spend the monies received from the Education Protection Act as attached.

Date: April 7, 2022

Board Member

Board Member

Board Member

Board Member

Board Member

BOARD DISCUSSION/ACTION ITEM M12

Board Meeting Date: April 7, 2022

Subject: Resolution No. 626 and Resolution No. 627 for Classified Employee's Week and Teacher Appreciation Day

From: Joan Potter, Superintendent

Explanation:

May is the traditional month for honoring school employees. The Governing Board has asked that we recognize the hard work, dedication and caring all staff provide to the students of our community.

Resolution No. 626 recognizes our classified staff and declares the week of May 15th – 21st to be Classified Employees Week.

Resolution No. 627 recognizes our teachers and declares the week of May 2nd – 6th as Teacher Appreciation Week and the day of Tuesday, May 11, 2022 as the Day of the Teacher in the Laytonville Unified School District.

The School Site Councils, the Board and the community traditionally celebrate these days and honor our employees by providing a delightful buffet.

Recommendation:

Adopt Resolution No. 626 recognizing Classified Employee's Week and Resolution No. 627 recognizing Teacher Appreciation Week/Day

Attachments:

Resolution No. 626 and 627 for Classified Employee's Week and Teacher Appreciation Week/Day

LAYTONVILLE UNIFIED SCHOOL DISTRICT

Resolution Number 626

Classified Employees Week

The week of May 15 through 21, 2022, has been designated as Classified School Employee Week in California by the California School Employees Association and the California State Legislature. In recognition of our classified employees, the Laytonville Board of Trustees adopts the following resolution:

Whereas, classified school employees provide valuable services to the schools and students of the District, *and*

Whereas, classified school employees contribute to the establishment and promotion of a positive instructional environment, *and*

Whereas, classified school employees play a vital role in providing for the welfare and safety of students,

Now therefore be it resolved, that the Laytonville Unified School District hereby recognizes and wishes to honor the contribution of classified school employees to quality education in the Laytonville Unified School District; *and* that the Board of Trustees of Laytonville Unified School District hereby declares the week of May 15th-21st as the Classified School Employee Week in the Laytonville Unified School District.

Joan Potter,
Superintendent

Calvin Harwood,
President

Meagen Hedley,
Clerk

LAYTONVILLE UNIFIED SCHOOL DISTRICT

Resolution Number 627

Teacher Appreciation

Whereas, the United States and the State of California has made considerable progress in the social, technological and scientific fields due to our system of free and universal public education; and

Whereas, much of this progress can be attributed to the qualified and dedicated teachers entrusted with the educational development of our children; and

Whereas, teachers should be accorded high public esteem, reflecting the value the community places on public education; and

Whereas, we are keenly aware of the importance of teachers in children's reaching their full potential; and

Whereas, it is appropriate that teachers be recognized for their dedication and commitment to educating our children;

Now therefore be it resolved, that the Board of Trustees of Laytonville Unified School District hereby proclaims May 2-6, 2022 as Teacher Appreciation Week, and May 11, 2022 to be Day of the Teacher in the Laytonville Unified School District.

Joan Potter,
Superintendent

Calvin Harwood,
President

Meagen Hedley,
Clerk

BOARD DISCUSSION/ACTION ITEM M13

Board Meeting Date: April 7, 2022
Subject: Resolution No. 628 for Specification of Election Order
From: Joan Potter, Superintendent

Explanation:

Education Code Section 5304 requires that Governing Boards order elections and identify the process for resolving the votes. Ed Code 5322 Specifies that Governing Boards deliver a resolution known as the “Specification of Elections Order” to the County Superintendent and Ed Code 5340 requires that school board elections be consolidated with other elections in the County. The election timeline is list below:

Candidate Filing Dates: July 18, 2022 – August 12, 2022

Sample Ballots Go Out: September 9, 2022

Ballots Go Out: October 10, 2022

Election: November 8, 2022

Expiration of term: December 11, 2026

Recommendation:

Adopt Resolution No. 628 for the Specification of Election Order

Attachments:

Resolution No. 628 for the Specification of Election Order

LAYTONVILLE UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 628

On motion of _____ seconded by _____
the resolution set forth below was adopted by the following vote:

Ayes: _____

Noes: _____

Absent: _____

SPECIFICATION OF ELECTION ORDER

RESOLVED, That pursuant to Education Code Section 5322, the authority for the specifications of the election order, I hereby specify the following with respect to the governing board member election in the LAYTONVILLE UNIFIED SCHOOL DISTRICT:

Date of Election: November 8, 2022

Purpose of Election: To elect (1) 2 members to the governing board of said district

(2) _____

(3) _____

All seats at large:

Two (2) members to terms ending December 11, 2026

TIE VOTE PROCEDURE: Tie vote to be determined by lot.

BE IT FURTHER RESOLVED that said election be consolidated pursuant to Education Code 5340.

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a full true and correct excerpt from the Journal of the Governing Board of said school district, pertaining to the adoption of the foregoing resolution, for a (regular) or (special) meeting held _____, 20____ at _____ o'clock ____m.

Clerk of the Governing Board of Said District

- (1) Insert number of elected.
- (2) In an election held under Section 5018 of the Education Code to elect ADDITIONAL governing board members, show number to be elected to "existing" office and number to be elected to "new offices."
- (3) Also show measures, if any, to be printed on the ballot. Request to submit to voters, question of increasing governing board members to five under Sec. 5018, Education Code, must be filed with the Superintendent of Schools not later than 100 days prior to the election.

BOARD DISCUSSION/ACTION ITEM M14

Board Meeting Date: April 7, 2022
Subject: Approval of 2022/2023 and 2023/2024 School Year Calendars
From: Joan Potter, Superintendent

Explanation:

The attached calendars are proposed for the 2022/2023 and 2023/2024 school years. The District Advisory Committee, Site Councils, Staff and parent representatives were involved in the calendar development process.

Recommendation:

Approve the 2022/2023 and 2023/2024 School Year Calendars

Attachments:

2022/2023 and 2023/2024 School Year Calendars

July 2022						
Su	M	Tu	W	Th	F	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21*	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2*	3*	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28*	29*	30*			

December 2022						
Su	M	Tu	W	Th	F	Sa
				1*	2*	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July	
4	Independence day

August	
15	Teacher Supplemental Day at daily rate
16	All Staff Development Day
17	Teacher Work Day/CSEA Inservice Day
18	1st Day of School: LES 1:30, LHS 1:45 Dismissal
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

September	
5	Labor Day
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

October	
21*	LHS 1st Quarter Ending
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

November	
1	Teacher Inservice Day (No Students)
2-3*	LHS Parent/Teacher Conf. 1:45 Dismissal
10	LES 1st Trimester Ending
11	Veteran's Day (No Students)
21-25	Thanksgiving Break
28-30*	LHS Parent Teacher Conferences: 1:30 release
	Regularly Scheduled Minimum Days

December	
1-2*	LES Parent Teacher Conferences: 1:30 release
16	Early Release: LES 1:30, LHS 1:45
19-30	Christmas Break
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9*	10*	11*	12*	13*	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2*	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20*	21*	22*	23*	24*	25
26	27	28	29	30	31	

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6*	7*	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

January	
2	New Year's Day (Observed)
9-13*	LHS Finals: MWTh: 2:30 dismissal
13	LHS 2nd Qtr/1st Semester Ending
16	Martin Luther King's Day
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

February	
17	Lincoln's Birthhday (No School)
20	President's Day (No School)
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

March	
2*	LES 2nd Trimester Ending
12	Daylight Savings
13	Snow Day (No School)
20-24*	LES Parent/Teacher Conferences: 1:30 Dismissal
24*	LHS 3rd Quarter Ending
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

April	
9	Easter Sunday
10-14	Spring Break
6-7*	LHS Parent/Teacher Conferences: 2:30 dismissal
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

May	
12	Certificated Staff Development Day
19	Snow Day (No School)
29	Memorial Day (No School)
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

June	
5-8	LHS Finals
8	Last Day of School: LES 1:30, LHS 1:45 Dismissal
8	LES 3rd Trimester/LHS 2nd Semester End
9	Teacher Inservice Day
19	Juneteenth
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20*	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2*	3*	4
5	6	7	8	9*	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27*	28*	29*	30*		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1*	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July	
4	Independence day

August	
14	Teacher Supplemental Day at daily rate
15	All Staff Development Day
16	Teacher Work Day/CSEA Inservice Day
17	1st Day of School: LES 1:30, LHS 1:45 Dismissal
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

September	
4	Labor Day
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

October	
20*	LHS 1st Quarter Ending
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

November	
1	Teacher Inservice Day (No Students)
2-3*	LHS Parent/Teacher Conf. 1:45 Dismissal
9*	LES 1st Trimester Ending
10	Veteran's Day (Observed - No Students)
20-24	Thanksgiving Break
27-30*	LES Parent Teacher Conferences: 1:30 release
	Regularly Scheduled Minimum Days

December	
1*	LES Parent Teacher Conferences: 1:30 release
15	Early Release: LES 1:30, LHS 1:45
18-29	Christmas Break
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8*	9*	10*	11*	12*	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29*		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11*	12	13	14	15	16
17	18	19	20	21	22*	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10*	11*	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

January	
1	New Year's Day
8-12*	LHS Finals: MWTh: 2:30 dismissal
12*	LHS 2nd Qtr/1st Semester Ending
15	Martin Luther King's Day
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

February	
16	Lincoln's Birthday (No School)
19	President's Day (No School)
29*	LES 2nd Trimester Ending
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

March	
10	Daylight Savings
11*	LES Parent/Teacher Conferences: 1:30 Dismissal
22*	LHS 3rd Quarter Ending
31	Easter Sunday
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

April	
1-5	Spring Break
10-11*	LHS Parent/Teacher Conferences: 2:30 dismissal
22	Snow Day (No School)
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

May	
10	Certificated Staff Development Day
17	Snow Day (No School)
27	Memorial Day (No School)
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

June	
3-8	LHS Finals
6	Last Day of School: LES 1:30, LHS 1:45 Dismissal
6	LES 3rd Trimester/LHS 2nd Semester End
7	Teacher Inservice Day
19	Juneteenth
	Regularly Scheduled Minimum Days
	LES: 1:30 pm LHS 1:45 pm

BOARD DISCUSSION/ACTION ITEM M15

Board Meeting Date: April 7, 2022
Subject: BP & AR 6020 for Title I Parent Involvement Policies, Second Reading/Approval
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 M16

Board Meeting Date: April 7, 2022
Subject: School Level Parent Involvement Plan, Student/Parent Compact
From: Joan Potter, Superintendent

Explanation:

Our Board Policy and Administrative Regulations 6020 require that Title 1 schools have parent involvement policies and procedures, including school-parent compacts that participating parents and school staff agree to abide by. The principals will review their policies and compacts for the Board and interested members of the community.

Recommendation:

Approve the school level policies and school-parent compacts with the understanding that they may be modified from time to time, and reviewed with the Board on an annual basis.

Attachments:

School level parent involvement policies and school-parent compacts

LAYTONVILLE ELEMENTARY SCHOOL-PARENT COMPACT

2018-19

Laytonville Elementary School and the parents/guardians of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents/guardians, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents/guardians will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities

Laytonville Elementary School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
 - *The school will provide State Board Adopted curriculum in all areas of instruction for all students using research based, engaging teaching strategies.*
- 2. Hold parent/guardian-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**
 - *Parent/guardian-Teacher conferences will be held twice during the school year following the first and second trimesters.*
- 3. Provide parents/guardians with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:
 - *During Parent/guardian-Teacher conferences children's academic and social/emotional progress will be discussed. Upper grades (6-8) will provide progress reports to students and parents/guardians at least 3 times during each trimester. One of those will be mailed home.*
- 4. Provide parents/guardians reasonable access to staff.** Specifically, staff will be available for consultation with parents/guardians as follows:
 - *Staff will be available to parents/guardians during the after school hours, pre-arranged appointments, and via phone or email.*
- 5. Provide parents/guardians opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**
 - *Parents/guardians may make arrangements via phone, email or face to face contact with their child(ren)'s teacher to volunteer or observe in their child(ren)'s class.*

Parent/Guardian Responsibilities

We, as parents/guardians, will support our children's learning in the following ways:

- *Monitor student attendance to ensure that students attend daily and arrive to school on time.*
- *Making sure that homework is completed.*
- *Monitoring screen time.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as Site Council.*

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Do my homework every day and ask for help when I need to.*
- *Read at least 30 minutes every day outside of school time.*

- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*

Additional Required School Responsibilities

The Laytonville Elementary School will:

1. Involve parents/guardians in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents/guardians in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents/guardian of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents/guardians to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents/guardians, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents/guardians as possible are able to attend. The school will invite to this meeting all parents/guardians of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents/guardians of participating students in an understandable and uniform format, including alternative formats upon the request of parents/guardians with disabilities, and, to the extent practicable, in a language that parents/guardians can understand.
5. Provide to parents/guardians of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents/guardians, provide opportunities for regular meetings for parents/guardians to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent/guardian an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent/guardian timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

LAYTONVILLE HIGH SCHOOL-PARENT COMPACT

2018-2019

Laytonville High School and the parents/guardians of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents/guardians, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents/guardians will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities

Laytonville High School will:

6. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

- *The school will provide State Board Adopted curriculum in all areas of instruction for all students using research based, engaging teaching strategies.*

7. Hold parent/guardian-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.

- *Parent/guardian-Teacher conferences will be held twice during the school year following the first and third quarters.*

8. Provide parents/guardians with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

- *Progress Reports will be mailed home the first five weeks into each quarter.*
- *Report cards will be distributed at Parent Conferences during the first and third quarter and mailed home at the end of the first and second semesters.*
- *When necessary, weekly reports of student progress will be arranged.*

9. Provide parents/guardians reasonable access to staff. Specifically, staff will be available for consultation with parents/guardians as follows:

- *Staff will be available to parents/guardians during the after school hours, pre-arranged appointments, and via phone or email.*

10. Provide parents/guardians opportunities to volunteer and participate in high school activities, and to observe these activities, as follows:

- *Parents/guardians may make arrangements via phone, email or face to face contact with the Principal or classroom teachers to express their desire to participate.*

Parent/Guardian Responsibilities

We, as parents/guardians, will support our children's learning in the following ways:

- *Monitor student attendance to ensure that students attend daily and arrive to school on time.*
- *Providing a caring environment, including adequate food and rest and a regular time and place for homework completion.*
- *Contributing time and effort in my son's/daughter's high school activities.*
- *Participating, as appropriate, in decisions relating to my child(ren)'s education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child, by mail, or by email and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as Site Council.*

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Spend time at home completing homework, reading, and studying.*
- *Show respect for people and property by not using profanity, stealing, plagiarizing, or vandalizing; and obeying and practicing all school rules.*

- *Come to class on time, bringing the necessary materials, respecting the rights of others to learn without disruption, and being prepared to work.*

Additional Required School Responsibilities

The Laytonville High School will:

9. Involve parents/guardians in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
10. Involve parents/guardians in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.
11. Hold an annual meeting to inform parents/guardians of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents/guardians to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents/guardians, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents/guardians as possible are able to attend. The school will invite to this meeting all parents/guardians of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
12. Provide information to parents/guardians of participating students in an understandable and uniform format, including alternative formats upon the request of parents/guardians with disabilities, and, to the extent practicable, in a language that parents/guardians can understand.
13. Provide to parents/guardians of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
14. On the request of parents/guardians, provide opportunities for regular meetings for parents/guardians to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
15. Provide to each parent/guardian an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
16. Provide each parent/guardian timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Laytonville Elementary School

Title I School-Level Parental Involvement Policy

Annual Notification

Laytonville Elementary School had developed a written Title I parental involvement policy with input from Title I parents. A collaborative process between the parents who serve on the Site Council and the faculty was used to create the policy. It has distributed the policy at the beginning of the year as part of the “first day” packet. New families receive the policy at the time of new student registration. The policy is also available on the District’s website. Laytonville Elementary School’s policy describes the means for carrying out the following school-wide Title I parental involvement requirements.

Involvement of Parents in the Title I Program

Laytonville Elementary School conducts an annual meeting to inform parents of school-wide Title I requirements and their rights to be involved in the Title I program.

Informing Parents and Timely Notification

- A Title I program description is provided to parents at the annual back-to-school event, held in August or September.
- Title I program services and requirements are discussed in the fall and spring at Site Council meetings.
- Additional opportunities for parents to become familiar with the Title I program are available at semi-annual parent conferences.
- Parents may also meet with principal to discuss the school-wide Title I program.

Involving Parents

- Each spring the staff and parents conduct an end of year review for all programs including Title I. Following the review, student needs are assessed and planning for the next year’s program is begun.
- At the beginning of each year student achievement data is analyzed and programmatic changes are made to improve student learning.
- The Title I policy is reviewed annually as part of the review of the Single Plan for Student Achievement.

Informing Parents about the Curriculum and Student Achievement

- Grade level standards are provided to parents at back-to-school night. Those parents who are unable to attend are mailed a copy of the document.
- Grade level standards and curriculum is discussed monthly at the Site Council meeting
- Parent conferences provided two times a year to individually inform parents about the curriculum, assessments and expected proficiency levels.
- Parents are provided a copy of their children’s performance on the State Assessments when they are released from the State each summer or early fall.

Opportunities for Parent Input

- Opportunities for parent input include monthly Site Council and District Advisory Council meetings.
- Parents may also provide input directly to the site principal.

School-Parent Compact

Laytonville Elementary School has jointly developed with and distributed to parents the school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It also describes how the school and parents will develop a partnership to help children reach proficiency on the California content standards. The school-parent compact describes the following items in addition to items added by parent of Title I students:

- The school's responsibility to provide high-quality curriculum and instruction
- The parents' responsibility to support their children's learning
- The importance of ongoing communication between parents and teachers through, at least, annual conferences, reports on student progress, access to staff and opportunities to volunteer and participate in and observe the educational program.

The school-parent compact was created by using the State's recommended sample and modifying specific areas to reflect the needs of Laytonville Elementary. This was accomplished through the Site Council as a collaborative effort between parents and staff. Please refer to the attached School-parent Compact.

Building Capacity for Involvement

Laytonville Elementary School engages parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals the school does the following:

- Provides opportunities for parents to understand academic content standards assessments and how to monitor and improve the achievement of their children through various activities that include Back-to-School night, parent conferences and monthly newsletter articles.
- Provides materials and training to help parents work with their children to improve their children's achievement by providing content based materials designed to help parents provide instruction at home, school-wide family math and reading nights, and mini-courses for parents to increase their understanding of specific concepts.
- Educates staff, with the assistance of parents, in the value of parent contributions and how to work with parents as equal partners through monthly Site Council meetings.
- Coordinates and integrates the Title I parental involvement program with other programs and conducts other activities through the Family Resource Center that encourages and supports parents in more fully participating in the education of their children. These activities include parent/student summer activities, after-school tutoring, parenting classes and family counseling services.
- Distributes information to parents related to school and parent programs, meetings and other activities in a form and language that the parents understand. Distribution methods include monthly newsletter, personal contacts, flyers regarding upcoming events and the posting of information on the District website.
- Provides support for parental involvement activities requested by parents through monthly Site Council meetings, the annual parent satisfaction survey, and surveys given during parent conferences.

Accessibility

Laytonville Elementary School provides opportunities for all parents to participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. This includes providing information and school reports in a form and language parents understand.

Laytonville High School Parent Involvement Opportunities Annual Notification

The primary forum for parent involvement at Laytonville High School is the Laytonville High School Site Council. The LHS Site Council meets once a month on the second Wednesday of each month at 4pm in the high school library. An annual review and assessment of the LHS site council's progress toward meeting its objective is held in May of each school year. Specific dates for the review will be communicated through school newsletters.

Specific objectives of the program include the following:

- ❖ Develop a comprehensive plan designed to improve the effectiveness of the school program.
- ❖ Participate in the Local Control Accountability Plan budget development of categorical education funds such as Title I, Title IV, Title VI, etc.
- ❖ Annually review the school plan, establish a new budget, and if necessary, make other modifications in the plan to reflect changing needs and priorities.
- ❖ Recommend approval of the plan as revised to the district governing board. If the governing board does not approve a plan, specific reasons for that action shall be communicated to the council. Modifications of the school plan shall be developed, recommended and approved or disapproved in the same manner.
- ❖ Plan and approve one time site expenditures allocated in the annual state budget.
- ❖ Meet on a regular basis to become informed, share information, discuss needs and successes and plan program improvements.
- ❖ Support the student incentive program that promotes positive attendance, behavior, community involvement and academic achievement.
- ❖ Develop a system for ongoing communication with parents, community members, the school staff and board, including sponsoring parent nights and representation on the District Advisory Committee.
- ❖ Sponsor parent information activities that focus on 1) strategies that will give parents the ability to directly affect the success of their children's learning through support both at home and at school, 2) home activities, strategies, and materials that can be used to assist and enhance learning both at home and at school and 3) parenting skills that assist parents in understanding the developmental needs of high school aged children and how to provide positive discipline and build healthy relations with their children.

In addition to the LHS Site Council parents are provided with the opportunity to be involved with school programs through volunteering in classrooms, working on community projects such as Landscape Day and Art in the Community. Parent Conferences are conducted twice a year to provide the opportunity to meet with each of the teachers. Newsletters are mailed home as well as ongoing communication about special programs on a regular basis.

BOARD DISCUSSION/ACTION ITEM M17

Board Meeting Date: April 7, 2022

Subject: Annual Review: BP 6145 & AR 6145 – Extra & Cocurricular Activities

From: Joan Potter, Superintendent

Explanation:

Education Code Section 35160.5 calls for an annual review of the District’s extracurricular policies. These are found in BP 6145 and AR 6145 which are attached. Both of these policies remain pertinent to the program. School sites are making efforts to ensure that everyone is aware of and adhering to these policies.

Recommendation:

Review BP and AR 6145

Attachments:

BP and AR 6145

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

The Board of Trustees recognizes that extracurricular and cocurricular activities enrich the educational and social development of students and enhance students' feelings of connectedness with the schools. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

(cf. 1330 - Use of School Facilities)
(cf. 5137 - Positive School Climate)
(cf. 6145.2 - Athletic Competition)
(cf. 5148.2 - Before/After School Programs)

Prerequisites for student participation in extracurricular and cocurricular activities shall be limited to those that have been demonstrated to be essential to the success of the activity. No extracurricular or cocurricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or cocurricular activity be required or refused on those bases. (5 CCR 4925)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 6145.5 - Student Organizations and Equal Access)

Any complaint alleging unlawful discrimination in the district's extracurricular or cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Unless specifically authorized by law, no student shall be charged a fee for his/her participation in educational activities, including extracurricular and cocurricular activities and materials or equipment related to such activities. (Education Code 49010, 49011)

(cf. 3260 - Fees and Charges)
(cf. 3452 - Student Activity Funds)

Eligibility Requirements

To be eligible to participate in extracurricular and cocurricular activities, students in grades 7-12 must demonstrate satisfactory educational progress in the previous grading period, including, but not limited to: (Education Code 35160.5)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale in all enrolled classes

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)

2. Maintenance of minimum progress toward meeting high school graduation requirements

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

(cf. 6146.1 - High School Graduation Requirements)

The Superintendent/Principal or designee may grant ineligible students a probationary period not to exceed one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. (Education Code 35160.5)

Any decision regarding the eligibility of a homeless student, foster youth, or child of an active duty military family for extracurricular or cocurricular activities shall be made by the Superintendent/Principal or designee in accordance with Education Code 48850 and 49701.

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

The Superintendent/Principal or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

Student Conduct at Extracurricular/Cocurricular Events

When attending or participating in extracurricular and cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent/Principal or designee shall notify local law enforcement.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Annual Policy Review

The Board shall annually review this policy and implementing regulations. (Education Code 35160.5)

Legal Reference: (see next page)

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)

Legal Reference:

EDUCATION CODE

35145 *Public meetings*

35160.5 *District policy rules and regulations; requirements; matters subject to regulation*

35179 *Interscholastic athletics; associations or consortia*

35181 *Students' responsibilities*

48850 *Participation of homeless students and foster youth in extracurricular activities and interscholastic sports*

48930-48938 *Student organizations*

49010-49013 *Student fees*

49024 *Activity Supervisor Clearance Certificate*

49700-49703 *Education of children of military families*

CALIFORNIA CONSTITUTION

Article 9, Section 5 *Common school system*

CODE OF REGULATIONS, TITLE 5

350 *Fees not permitted*

4900-4965 *Nondiscrimination in elementary and secondary education programs receiving state financial assistance*

5531 *Supervision of extracurricular activities of pupils*

UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 *Title IX, 1972 Education Act Amendments*

COURT DECISIONS

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE

Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), Coded Correspondence 10-11, July 20, 2010

WEB SITES

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

California Association of Directors of Activities: <http://www.cadal.org>

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

California Interscholastic Federation: <http://www.cifstate.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Policy
adopted: 11/7/19

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Laytonville, California

EXTRA CURRICULAR AND COCURRICULAR ACTIVITIES

Definitions

For purposes of applying eligibility criteria for student participation, extracurricular and cocurricular activities shall be defined as follows: (Education Code 35160.5)

1. *Extracurricular activities* are not part of the regular school curriculum, are not graded, do not offer credit, do not take place during classroom time, and have all of the following characteristics:
 - a. The program is supervised or financed by the school district.
 - b. Students participating in the program represent the school district.
 - c. Students exercise some degree of freedom in the selection, planning, or control of the program.
 - d. The program includes both preparation for performance and performance before an audience or spectators.
2. *Cocurricular activities* are programs that may be associated with the curriculum in a regular classroom.

An activity is not an extracurricular or cocurricular activity if either of the following conditions applies: (Education Code 35160.5)

1. It is a teacher-graded or required program or activity for a course which satisfies the entrance requirements for admission to the California State University or the University of California.
(*cf. 6143 - Courses of Study*)
2. It is a program that has as its primary goal the improvement of academic or educational achievement of students.

Eligibility Requirements

The grade point average (GPA) used to determine eligibility for extracurricular and cocurricular activities shall be based on grades of the last previous grading period during which the student attended class at least a majority of the time. If a student was not in attendance for all, or a majority of, the grading period due to absences excused by the school for reasons such as serious illness or injury, approved travel, or work, the GPA used to determine eligibility shall be the grading period immediately prior to the excluded grading period(s). (Education Code 35160.5)
(*cf. 5113 - Absences and Excuses*)

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)

When a student becomes ineligible to participate in extracurricular or cocurricular activities in the upcoming grading period, or when he/she is subject to probation, the principal or designee shall provide written notice to the student and his/her parent/guardian.

Participation in extra or cocurricular activities as defined in Board Policy 6145 requires satisfactory academic progress and good citizenship.

Academic Progress

Satisfactory academic progress means:

1. Maintaining progress toward meeting all high school graduation requirements
2. Earning a minimum 2.0 GPA on a 4.0 scale and passing all classes during the previous grading period
3. Receiving a satisfactory eligibility report prior to an event or competition

High school graduation requirements refers to the credits required for graduation, examinations and attendance. A grading period is one quarter and the previous grading period refers to the quarter prior to the activity. If a student was absent during the previous quarter due to serious illness or injury, or approved travel or work, the quarter immediately prior to that one shall serve as the eligibility period.

Students may request and may be granted an academic probationary waiver once during middle school and once during high school.

Good Citizenship

Good citizenship means demonstrating a positive attitude, having respect for oneself, for others and for the community. The school will restrict or revoke a student's extracurricular eligibility if the student violates expected standards of behavior. In addition, students who violate Education Code 48900 (c) which deals with controlled substances such as alcohol and other drugs, or who violate other provisions of Education Code Section 48900 and receive a school suspension of five days, or who habitually disrupt school activities, will be restricted from extracurricular privilege as follows:

1. 6–12: Restriction for a period of 30 school days (5+15+10) which includes: five school days of suspension, plus 15 school days of restriction from all activities and then a 10 school day reintegration period during which time the student may return to the team or activity for practice, but not for competition; students who return to their activity are subject to the coach's discretion for their assignment.

EXTRA CURRICULAR AND COCURRICULAR ACTIVITIES (continued)

2. Students will not participate in an extra or cocurricular event if:
 - a. absent the day of an event (or the preceding day if the event is on a non-school day) unless the excused absence was for a doctor's appointment or funeral or the absence had received prior approval from the principal
 - b. suspended from school during the day of the event
 - c. assigned detentions or in-house suspensions are not completed prior to the event
 - d. eligibility reports from teachers are marked unsatisfactory prior to the event

Other Training Rules and Behavioral Expectations

The principals, in collaboration with coaches, advisors and the Athletic and Activity Directors will develop procedures which provide consistent training and behavioral expectations for all activity participants. The procedures will address the issues of respect, teamwork, practices, rehearsals, attendance, behavior, progress reports, detentions and suspensions.

Regulation

approved: January 11, 1990

revised: May 15, 2003

revised: June 16, 2011

revised: June 21, 2012

revised: June 6, 2013

revised: June 5, 2014

revised: 6/27/19

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Laytonville, California

