

POTTER VALLEY COMMUNITY UNIFIED SCHOOL DISTRICT

Mission Statement

The Potter Valley Community Unified School District provides a safe, sound, comprehensive educational environment with the participation of a supportive community. The district empowers all students with a common core of knowledge and skills which allows them to recognize their potential to become successful and active participants in our democratic society.

Regular Meeting – Board of Trustees

June 29, 2023

Minutes

Regular Session 6:30

**Potter Valley High School Library
10401 Main Street, Potter Valley, CA 95469**

-
1. **CALL TO ORDER – OPEN SESSION** 6:40pm
 2. **ROLL CALL** All Present 4/0/0 1 Vacancy
 3. **CONVENE TO CLOSED SESSION (5:30 p.m. – 6:30 p.m.)**
Potter Valley District Office, 10401 Main Street, Potter Valley
 - Personnel Actions (Government Code 54957)
 4. **RECONVENE TO OPEN SESSION – REPORT OUT OF CLOSED SESSION** None
 5. **PLEDGE OF ALLEGIANCE**
 6. **APPROVAL OF AGENDA MSC: Kile/Riordan** 4/0/0
 7. **ORGANIZATION UPDATES**
(This is an opportunity for board members or staff to make a brief announcement, ask questions, or make a brief report on his or her own activities), Board Members, Superintendent, Jr/Sr. High School Principal, Elementary Principal, Potter Valley Teachers' Association, Potter Valley Education Support Professionals Association, and Associated Student Body. None
 8. **PUBLIC COMMENT**
Members of the audience are welcome to address the Board of Trustees at this time regarding items not listed on this agenda. The Trustees may ask questions for clarity but cannot take action on these matters. Such matters may be placed on a future agenda, according to law. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter (Board Policy 9322.1).
None

Kile

9. ROUTINE AND CONSENT

All matters listed under Routine and Consent are to be considered routine and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless the Board of Trustees, audience, or staff request specific items to be removed from the Routine and Consent for separate action. Any item removed will be considered after the motion to approve the Routine and Consent.

MSC: Riordan/Lindelef 4/0/0

- | | | |
|-----|---|--------|
| 9.1 | Approval of Personnel Actions | Page 4 |
| 9.2 | Approval of Board Minutes of June 28, 2023 | Page 5 |
| 9.3 | Disposal of Obsolete & Surplus District Owned Items | Page 6 |

10. INFORMATION

- | | | |
|------|--|--------|
| 10.1 | Quarterly Report of William Uniform Complaints <i>-Attached</i> | Page 7 |
| 10.2 | Facilities Walk-Around | Page 8 |

11. ACTION ITEMS – REGULAR AGENDA

Protocol for action items includes a staff presentation, questions from the Board, public input, closing of public input, deliberation by the Board and voting by the Board. During public input there will be a three-minute time limit per person.

- | | | |
|------|---|---------|
| 11.1 | Approval of the 2023-24 Local Control and Accountability Plan (LCAP) <i>MSC: Lindelef/Riordan 4/0/0</i> | Page 9 |
| 11.2 | Approval of the 2023-24 Budget <i>MSC: Riordan/Lindelef 4/0/0</i> | Page 10 |
| 11.3 | Approval of Resolution No. 22/23-07 Transfer Between Funds <i>MSC: Lindelef/Riordan 4/0/0</i> | Page 11 |
| 11.4 | Approval of Resolution No. 22/23-08 Appropriating the Ending 2022-23 Balance Reserve <i>MSC: Kile/Lindelef 4/0/0</i> | Page 12 |
| 11.5 | Approval of the 2023-24 Education Protection Account (EPA) Expenditure Plan <i>MSC: Kile/Riordan 4/0/0</i> | Page 13 |
| 11.6 | Approval of Leave of Absence Request for the 2023-24 School Year for Employee #132 <i>MSC: Riordan/Kile 4/0/0</i> | Page 14 |

12. FUTURE AGENDA ITEMS A-G List of Requirements

13. ADJOURNMENT 8:39pm

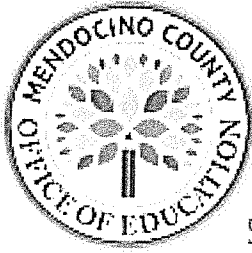
14. FUTURE MEETINGS

August 9, 2023
September 13, 2023
October 11, 2023
November 8, 2023
December 13, 2023

Notice: PVCUSD adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact the Superintendent, (707) 743-2101. All efforts will be made for reasonable accommodations.

Agenda Packet & Supporting Documents Notice: The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the scheduled meeting, can be viewed at the Potter Valley District Office – Reception Desk, located at, 10401 Main St., Potter Valley, CA. For more information please call (707) 743-2101.

*Items so marked have supporting documents which have been distributed to the Board of Trustees. An extra copy is available upon request.



SERVICE EXCELLENCE INNOVATION TEAMWORK

Williams Settlement Legislation
Quarterly Uniform Complaints Procedure Reporting Form
2022-23

District Name: Potter Valley Community USD

Person Completing this Form Olivia Andrade

Title: District Secretary

This report is being submitted for the following quarter (please check one):

Table with 3 columns: Quarter, Reporting Period, Report Due To MCOE. Row 1: Quarter #1, July 1, 2022 - September 30, 2022, October 14, 2022. Row 2: Quarter #2, October 1, 2022 - December 31, 2022, January 13, 2023. Row 3: Quarter #3, January 1, 2023 - March 31, 2023, April 14, 2023. Row 4: Quarter #4 (checked), April 1, 2023 - June 30, 2023, July 14, 2023.

Check which applies:

[X] 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 the complaint.

Table with 4 columns: Type of Complaint, Total No. of Complaints, No. of Complaints Resolved, No. of Unresolved Complaints. Rows: Textbooks and Instructional Materials, Teacher Vacancies or Mis-assignments, Facility Conditions, TOTALS: (with handwritten 0s).

Superintendent's Name: Damon Dickinson

Superintendents Signature: [Handwritten Signature]

Forwarded a copy of this completed report to
Veronica Bazor, vbazor@mcoe.us

BEFORE THE BOARD OF TRUSTEES OF THE
POTTER VALLEY COMMUNITY UNIFIED SCHOOL DISTRICT
MENDOCINO COUNTY, CALIFORNIA

RESOLUTION NO. 22/23-08

APPROPRIATING THE ENDING 2022-23 BALANCE TO A RESERVE

WHEREAS, all public agencies including school districts must appropriate revenue pursuant to Article XIIB of the California Constitution; and

WHEREAS, section 2 of Article XIIB requires that any revenues not appropriated in compliance with Article XIIB be returned through a revision in tax rates or fees schedules; and

WHEREAS, section 5 Article XIIB allows an entity of government, including a school district, to establish a reserve and that appropriations subject to limitations of Article XIIB in the year in which the contributions are made and the expenditures of withdrawals from such a reserve are not subject to the limitations of Article XIIB; and

WHEREAS, the District wishes to insure that all revenues received during the 2022-2023 fiscal year have been appropriated and, furthermore, that such revenues not be subject to limitations in any further fiscal year.

NOW, THEREFORE IT IS RESOLVED, that at the close of the 2022-2023 fiscal year, any monies from revenues and beginning balances not expected during the fiscal year are hereby appropriated to a Reserve Account with the General Fund as authorized by section 5 of Article XIIB of the California Constitution.

PROCLAIMED by the Governing Board of the Potter Valley Community Unified School District of Mendocino County, California, on this 29th day of June, 2023.

Ayes: 4

Noes: 0

Absent/Not Voting: 1 vacancy

I, Erin Kile, Clerk of the Board of the Potter Valley Community Unified School District, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees at its meeting held June 29, 2023.

So Ordered:



Clerk of the Board

Potter Valley Community Unified School District

BEFORE THE BOARD OF TRUSTEES OF THE
POTTER VALLEY COMMUNITY UNIFIED SCHOOL DISTRICT
MENDOCINO COUNTY, CALIFORNIA

RESOLUTION NO.
22/23-07
TRANSFER BETWEEN FUNDS

To: Mendocino County Superintendent of Schools
2240 Old River Road
Ukiah, CA 95482

At the regular meeting of the Potter Valley Community Unified School Board of Trustees held on June 29, 2023, the following resolution was duly passed and is recorded in the minutes of said meeting:

42601 Transfer between funds to permit payment of obligations at Close of Year
42602 Use of Unbudgeted Funds
42603 Transfer of Special and Restricted Fund Monies

The Board of Trustees of the Potter Valley Community Unified School District, pursuant to Education Code 42601, 42602, and 42603, hereby authorizes the County Superintendent of Schools to:

1. Make such transfer between expenditure classification or classifications and/or transfers between funds of the budget of the District for the fiscal year of 2022-2023 deemed necessary to permit the payment of obligations of the District incurred during such year.
2. Appropriate unbudgeted income, if necessary, in accordance with Education Code 42602.
3. Make necessary inter-budget transfers and revisions.

The foregoing Resolution was adopted by the Board of Trustees of the Potter Valley Community Unified School District on the 29th day of June, 2023.

Ayes: 4
Noes: 0
Absent/Not Voting: 1 vacancy

I, Erin Kile, Clerk of the Board of the Potter Valley Community Unified School District, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees at its meeting held June 29, 2023.

So Ordered:



Clerk of the Board
Potter Valley Community Unified School District

The creation of the Education Protection Account (EPA) by Proposition 30 not only impacts cash flow patterns but also has an accountability component. Proposition 30 provides that all K-14 local agencies have the sole authority to determine how the funds received from the EPA are spent, but with these provisos:

- The spending plan must be approved by the governing board during a public meeting
- EPA funds cannot be used for the salaries or benefits of administrators or any other administrative costs (as determined through the account code structure)
- Each year, the local agency must publish on its website an accounting of how much money was received from the EPA and how the funds were expended.

In addition, there will now be a requirement for the annual financial audit to include verification that the EPA funds were used as specified by Proposition 30. If EPA funds are not expended in accordance with the requirements of Proposition 30, civil or criminal penalties could be incurred.

2023-24 Revenue and Expenditure Plan for EPA funds

Revenue: \$1,114,779

Expense: \$1,114,779 Teacher salaries and benefits only

Net: - 0 -

06/23/2022

