

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF AUGUST 11, 2016**

**A. CALL TO ORDER/ROLL CALL:**

The Governing Board of the Laytonville Unified School District held a regular meeting in the Board Room on August 11, 2016. Board President Calvin Harwood called the meeting to order at 6:03 pm.

**ROLL CALL:**

Trustees Present: Calvin Harwood, Shannon Ford, Tina Tineo, Meagen Hedley and Shelagh Deveney.

Administrators Present: Joan Potter and Lorre Stange

Student Representative:

**B. PUBLIC INPUT re CLOSED SESSION ITEMS:**

**C. CLOSED SESSION AGENDA:**

<i>CS-1:</i>	<b>PUBLIC EMPLOYEE APPOINTMENT</b>	<i>CS-1</i>
	Title: Coaches	
<i>CS-2</i>	<b>CONSIDERATION OF STUDENT MATTER</b>	<i>CS-2</i>
<i>CS-3:</i>	<b>PUBLIC EMPLOYEE APPOINTMENT</b>	<i>CS-3</i>
	Title: Certificated Teaching Staff	
<i>CS-4</i>	<b>PUBLIC EMPLOYEE APPOINTMENT</b>	<i>CS-4</i>
	Title: Instructional Assistants	
<i>CS-5</i>	<b>PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE</b>	<i>CS-5</i>
	<i>(No additional information required)</i>	
<i>CS-6:</i>	<b>CONSIDERATION OF INTER-DISTRICT TRANSFER REQUEST,</b>	<i>CS-6</i>
	<b>NUMBER IDT 2016/17-A &amp; 2016/17-B</b>	

**D. ANNOUNCEMENTS FROM CLOSED SESSION:** Board President Calvin Harwood announced that on Closed Session Item CS-1 Public Employee Appointment/Employment of Coaches, the board approved hiring Abbe Arkelian as the high school JV volleyball coach, Jon Nielson as the high school football coach, Jose Reyes as the high school soccer coach, and Mary “KT” Cabezut as the high school Varsity volleyball coach. On Closed Session Item CS-2 Consideration of a Student Matter, the Board unanimously approved student 2016/17 TK-1 early enrollment into Transitional Kindergarten. On Closed Session Item CS-3 Public Employee Appointment /Employment of Certificated Teaching Staff, the Board unanimously approved hiring Casey Watkins as a 1 FTE 4<sup>th</sup> Grade teacher, Rosemary Keelan as a 0.67 FTE High School Spanish teacher, and Lindsay Jacobson as a 0.29 FTE ELD. On Closed Session Item CS-4 Public Employee Appointment/Employment of Classified Staff, the Board unanimously approved hiring Theresa Schulz as a 5 hour Instructional Assistant. Lastly, on Closed Session Item CS-6 Consideration of Inter-District Transfer Request, the Board unanimously approved the transfer of students IDT 2016/17-A and IDT 2016/17-B.

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

**F. ACCEPTANCE OF AGENDA:**

- **Motion** to approve the Agenda by Shannon Ford, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

**G. CORRESPONDENCE:**

1. Letter from Warren Galletti, County Superintendent, regarding the 4<sup>th</sup> Quarter Williams Report

**H. PUBLIC INPUT: None**

**I. REPORTS AND COMMENTS:**

Superintendent's Report:

None

The following reports were given:

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

**J. ACTION: CONSENT AGENDA**

- **Motion** to accept the Consent Agenda with the removal of Ashley Martin, and changing Rosemary Keelan to 0.67 FTE and Lindsay Jacobson to 0.29 FTE in the Personnel Assignment Order by Shannon Ford, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

**K. ACTION:**

K.1. Declaration of Need for Fully Qualified Teachers

- This Declaration of Need must be filed with the California Commission for Teacher Credentialing (CCTC) when a District anticipates having to employ teachers who are not fully credentialed. With this declaration on file the district may consider teacher interns who have met certain minimum requirements. The Board's approval of the Declaration of Need provides the Board and public an "opportunity to see the number of emergency permits that the district reasonably expects to request in each category and understand the reasons for such requests."
- The application is for 5 Limited Assignment Permits including 3 permits that will provide certification for the 3 interns at Laytonville Elementary School and 2 Provisional Internship permits.
- Additionally, the District is applying for 5 emergency CLAD permits.
- **Motion** to approve the Declaration of Need for Fully Qualified Educators by Tina Tineo, seconded by Shelagh Deveney unanimously approved with a 4-0 vote.

## K.2. Staff Development Plans for 2016/17

Staff development days this year include:

- August 18, 19, and 22, 2016, May 12, 2017, and June 9, 2017 for Certificated Staff and
- August 18, 19 and 22, 2016 for Classified Instructional Staff.
- Staff Development activities for 2016/2017 include goals that have been outlined in our Local Control Accountability Plan (LCAP). The following activities have been included in the 2016/2017 budget:
- New teachers will participate in the California Teacher Induction Program (CTIP formally known as BTSA!). Staff development will include weekly meetings with support providers and monthly trainings provided by the CTIP Regional Program
- K-12 Staff will continue to be provided with training in Common Core implementation with a focus on instructional strategies. Specific strategies include the Socratic Seminar, Project Based Learning, Depth of Knowledge, and integrating technology into the instructional program. Staff development will be for both certificated and classified Staff.
- Training for working with English Language Learner Students will be provided to staff needing it.
- Common planning time for curriculum, articulation and development. Supplemental pay.
- P-12 training in Positive Behavior Intervention Support program development and implementation.
- Training in the use of student information systems-AERIES, SEIS
- Staff development in Physical Education and Health implementation and design
- Technology use and implementation, especially in Chromebooks.
- Training in the use of Peer Observation in improving instructional techniques
- Throughout the school year, the staff will continue to utilize the Tuesday Minimum Day schedules to survey their academic programs, as well as strategies which promote a positive school climate, including intervention techniques and Project Based Learning.
- **Motion** to approve the 2016/17 Staff Development Plan by Tina Tineo, seconded by Shannon Ford, unanimously approved with a 4-0 vote.

## K.3. Ratification of Superintendent's Employment Agreement

- During the June 23, 2016 meeting in closed session the Board voted to ratify the Superintendent's contract. The ratification must occur during open session.
- **Motion** to ratify the Superintendent's Employee Agreement for 2016-2020 by Shelagh Deveney, seconded by Tina Tineo, unanimously approved with a 4-0 vote.

## **L. DISCUSSION / ACTION:**

### L.1. District Goal Setting

The following goals continue to be a part of our Local Accountability Plan. Mrs. Potter recommended discussing and reviewing these goals to ensure that they encompass what the Board views as central to the District's mission.

# Laytonville Unified School District

## Local Accountability Plan Goals 2016-2019

- Recruit and retain caring, committed, exemplary, qualified credentialed staff to teach in our district.
- Provide standards aligned instructional materials including technology to support implementation of these materials for all students.
- Provide well maintained, safe facilities, and provide structures that support positive learning environments on all campuses.
- Provide high quality professional development in Common Core implementation.
- Provide access to a broad course of study to all students inclusive of both college and career pathways.
- Provide support for all students to achieve proficiency of the Common Core standards, ensuing that they are prepared to pursue any avenue of their choosing.
- Provide a variety of venues to build strong connections between parents and their child's educational experience in LUSD.
- Provide social, emotional, and academic skills and support for all students and provide for individual students needing additional support such as mental health services.
- Provide a safe environment in which our students can achieve the knowledge, skills and attitudes necessary for success now and in the future.
- Provide a comprehensive program promoting health education and physical activity for all students in order to strengthen the link between student health and learning.

### L.2. Waiver Request for Employing Teachers Who Are Not Fully Credentialed

- The school district has certified that it has made reasonable efforts to recruit fully prepared teachers for all teaching assignments. Despite these efforts, it is necessary to employ candidates who qualify to participate in approved internship programs in our region and/or individuals who are scheduled to complete initial preparation requirements within six months. The following individuals will be employed on the basis of a credential waiver.
- Casey Watkins                      1 FTE 4<sup>th</sup> Grade Teacher                      Grades 4                      STSP Waiver
- Lindsay Jacobson                      .29 FTE ELD Teacher                      Grades K-12                      PIP Waiver
- **Motion** to approve employing Casey Watkins on the basis of a Credential Waiver by Shannon Ford, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.
- **Motion** to approve employing Lindsay Jacobson on the basis of a Credential Waiver by Shannon Ford, Seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

### L.3. Subsequent Variable Term Waiver

- The school district has certified that it has made reasonable efforts to recruit fully prepared teachers for all teaching assignments. Despite these efforts, it is necessary to

employ candidates who qualify to participate in approved internship programs in our region and/or individuals who are scheduled to complete initial preparation requirements within six months. The following individual will be employed on the basis of a subsequent credential waiver. Lindsay Hansen's waiver is necessary because she has not yet had the formal training for working with English Language Learner students.

- Lindsay Hansen      0.67 FTE Culinary Arts instructor      Grades 6-12      Subsequent
- **Motion** to approve employing Lindsay Hansen as a 0.67 Culinary Arts Instructor on the basis of a subsequent credential waiver by Shelagh Deveney, seconded by Tina Tineo, unanimously approved with a 4-0 vote.

L.4. BP 6152.1 for Placement in Mathematics Courses, Second Reading/Approval

- In the June 23<sup>rd</sup> meeting the Board reviewed the proposed BP 6152.1
- **Motion** to approve the proposed BP 6152.1 for Placement in Mathematics Courses by Shannon Ford, seconded by Tina Tineo, unanimously approved with a 4-0 vote.

L.5. BP & AR 6146.1 for High School Graduation Requirements, Second Reading/Approval

- In the June 23<sup>rd</sup> meeting the Board reviewed the proposed BP & AR 6146.1.
- **Motion** to approve the proposed BP & AR 6146.1 for High School Graduation Requirements by Tina Tineo, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

L.6. BP & AR 3320 for Claims and Action Against the District, First Reading

- The District is required to update BP & AR 3320. Sample language attached for review.

L.7. NCSIG 2016 Claim for Injury Form

- North Coast Schools' Insurance Group has revised their Claim for Injury form. It is attached for review.
- **Motion** to adopt the North Coast School's Insurance Group 2016 Claim for Injury form by Shelagh Deveney, seconded by Tina Tineo, unanimously approved with a 4-0 vote.

L.8. BP 2300 for Conflict of Interest Code, Review

- Public Reform Act of 1974 (Government code Section 87306.5) requires the school district to review its conflict of interest code biennially prior to October 1.
- Attached are fact sheets regarding this requirement as well as current conflict of interest policy.
- **Motion** to approve the current BP 2300 for Conflict of Interest by Shannon Ford, Seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

L.9. Resolution No. 500 for Approval of SAB (State Allocation Board) 50-03 & 50-04

- During the April 7, 2016 Board meeting, the Board approved submitting forms 50-03 & 50-04 to the State. It is now necessary to adopt a resolution regarding the approval.
- **Motion** to approve Resolution No. 500 for approval of SAB 50-03 & 50-04 by Shelagh Deveney, seconded by Tina Tineo, unanimously approved with a 4-0 vote.

#### L.10. CTE Compliance Documentation for Facility Needs Assessment

- To move forward with approval of State funds for the Elementary school building project it is necessary to review minutes from our local Career Tech Ed Advisory Committee (CTEAC) regarding our local CTE facility needs assessment recommendation and that the CTE facilities needs are being adequately met within the school district. The new construction/modernization project must be addressed in the discussion.
- **Motion** to approve CTE Compliance Documentation for facility needs assessment by Tina Tineo, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

#### **M. INFORMATION ITEMS:**

##### M.1. Summer School Report

- Summer School focused on both Language Arts and Math at the elementary level and on Graduation Requirements at the high school level. The high school offered its program through Independent Study due to a smaller number of students needing to take Summer School. Healthy Start also offered their Summer Program, now in its fifteenth year. Additionally, the high school offered a Freshman Academy which concluded today with a field trip to U.C. Berkeley.
- All programs were once again extremely successful and well attended.

##### M.2. Summer Maintenance Projects Report

- The custodial, grounds and maintenance staff have worked extremely hard this summer to make the campuses a clean and inviting place for the school community. This is a status report on current and recent projects.

#### **Grounds/Facilities**

Pedro, Rosie, Marco, Kelly, and Clarence accomplished a lot this summer despite all of the complications created by the elementary school building project. In addition to the traditional summer projects of waxing floors, cleaning carpets and windows in the classrooms, they completely moved us out of the elementary school wing and set up new classrooms. Additionally they painted the middle school and the kitchen at the high school, replaced the walls in the Arena, built a permanent wall between rooms 18 and 19 at the middle school and refurbished/rebuilt the middle school bathrooms. They are to be commended for their hard work and dedication to our school sites. The Chamberlain Creek Crew was here for a little over a week to help with cutting down weeds and general fire prevention maintenance.

#### **Roofing**

Replacing the roof of the woodshop and repairing the roofs of rooms 8, 9, and 10 is scheduled to be completed prior to the rainy season. A specific date has not been provided by the foam roofing company.

#### **Spy Rock**

Regular summer maintenance was completed and the Chamberlain Creek fire crew did extensive work on the grounds. The irrigation water supply has a leak that has not been yet solved.

### **Buses/Vans**

Clarence Rhine and Sue Carberry assured a successful CHP inspection of our buses. Clarence continues to assure that our vehicles are all properly maintained with expertise. We are fortunate to have a high quality mechanic in our district.

### **M.3. Superintendent's Goals**

Each year the Superintendent presents the Board with specific goals for the upcoming school year. This year I have again created my goals based on the district's LCAP goals. The following outlines my goals:

- **Student Achievement**
  - Provide access to a broad course of study to all students inclusive of both college and career pathways.
    - Work closely with site principals to ensure that master schedules and course curriculum support providing this access.
    - Access support from other agencies such as Mendocino County Office of Education and Mendocino College
  - Provide support for all students to achieve proficiency of the Common Core standards, ensuring that they are prepared to pursue any avenue of their choosing.
    - Work with the business manager, site principals and certificated and classified staff to provide appropriate staff to support student learning.
  - Provide a comprehensive program promoting health education and physical activity for all students in order to strengthen the link between student health and learning.
    - Work with the District Advisory Committee, Healthy Start, Food Service and school staff to strengthen our programs. Create and facilitate committees to create an articulated PE program and an articulated Health Education program
  - Provide standards aligned instructional materials including technology to support implementation of these materials for all students.
    - Maintain a budget that supports the funding of standards aligned materials
    - Provide staff with training and time to learn strategies for successful implementation
    - Work with Site Principals in observation/feedback strategies for supporting instructional staff
- **Support Services**
  - Provide well maintained, safe facilities, and provide structures that support positive learning environments.
    - Support custodial/maintenance staff in keeping facilities safe and well maintained
    - Develop a budget with the Business Manager that supports ongoing maintenance needs

- Work closely with the Architect in the rebuild/modernization of the elementary school to ensure timelines are adhered to and district needs are being addressed.
  - Provide social, emotional, and academic skills and support for all students and provide for individual students needing additional support such as mental health services.
    - Support and build on relationships with Healthy Start. County social services, and district support staff to implement a strong program.
  - Provide a safe environment in which our students can achieve the knowledge, skills and attitudes necessary for success now and in the future.
    - Access support from the local fire department and law enforcement to help support district staff and students.
    - Create an updated comprehensive safety plan for the District.
    - Create a local SARB to improve attendance especially at the elementary school
- **Human Resources**
  - Recruit and retain caring, committed, exemplary, qualified staff
    - Work with Site Principals to provide supports to retain our teachers
- **Financial Stability**
  - I will continue to work closely with the Business Manager to achieve our LCAP goals while maintaining financial stability.
- **Leadership**
  - Provide a variety of venues to build strong connections between parents and their child's educational experience in LUSD.
    - Work with Site Principals in establishing strategies for improving attendance district wide.
    - Build on communication strategies and develop a plan for improving parent communication
  - Provide high quality professional development in Common Core implementation.
    - Research and contact high quality professional development providers and recruit them to work with our district.
    - Provide staff with notification of staff development opportunities outside of the district
  - Work closely with the Board in good governance practices
    - Ensure ongoing communication with all board members in a timely manner
    - Pursue attending CSBA conference with all board members

Working closely with both unions, site administrators, the Board and other district staff by modeling and providing support for attainment of our district goals will be central to my activities.

#### M.4. Budget Update

- Since the board adopted the budget on June 23, 2016, the Governor signed the State Budget.



- There are a few changes from the May Budget Revision. As a result of these changes, districts are required to share at a public meeting in August 2016, the effect of the revenue changes on the adopted budget.
- The changes to our budget are a decrease in the one-time discretionary funds from \$237 per ADA to \$214 per ADA, approximately \$8,400. A College Readiness Block Grant was added to increase college preparation and college-going rates for English learners, foster youth and low income students. This grant provides the district with the minimum apportionment of \$75,000. The grant has planning and reporting requirements.
- These changes will be implemented at 1<sup>st</sup> Interim or Unaudited Actuals.

#### M.5. Facilities Update

- Don Alameida was unable to make it to the meeting but he supplied the Board with a PowerPoint of project updates.

#### **N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS:** None

**COMMENTS FROM THE BOARD:** Meagen is excited school is starting and the construction is finally happening. Shannon thanked everyone in the District for their hard work. Calvin is thankful Mrs. Potter will be the Superintendent at least until 2020.

#### **P. ADJOURNMENT:**

**Motion** to adjourn the meeting by Shelagh Deveney, seconded by Tina Tineo, unanimously approved with a 4-0 vote. The meeting was adjourned at 7:26 P.M. The next regular meeting will be held on September 8, 2016.

Respectfully submitted,

Adopted as Final  
September 8, 2016

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Joan Viada Potter  
Secretary to the Board

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Shannon Ford  
Clerk of the Board