

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF AUGUST 15, 2013**

**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 15, 2013. In Board President Calvin Harwood's absence, Shannon Ford called the meeting to order at 6:08 pm.

**ROLL CALL:**

Trustees Present: Shannon Ford, Cecelia Gillespie, and Meagen Hedley.

Administrators Present: Joan Potter and Lorre Stange.

Student Representative: None.

**B. PUBLIC INPUT re CLOSED SESSION ITEMS:** No public input.

**C. CLOSED SESSION AGENDA:**

CS-1: PUBLIC EMPLOYEE APPOINTMENT  
Title: Laytonville High School Principal

CS-2: PUBLIC EMPLOYEE APPOINTMENT  
Title: Elementary School Teacher

CS-3: PUBLIC EMPLOYEE APPOINTMENT  
Title: Elementary School Teacher

CS-4: PUBLIC EMPLOYEE APPOINTMENT  
Title: Elementary School Teacher

CS-5: PUBLIC EMPLOYEE APPOINTMENT  
Title: Speech and Language Pathologist

CS-6: CONFERENCE WITH LABOR NEGOTIATOR  
Name of Agency Negotiator: Superintendent  
Name of Organization Representing Employees: LVTA

**D. ANNOUNCEMENTS FROM CLOSED SESSION:** In Board President Calvin Harwood's absence, Board Secretary Shannon Ford announced that the Board approved the following items: CS-1: PUBLIC EMPLOYEE APPOINTMENT of the Laytonville High School Principal Mr. Tim Henry; CS-2: PUBLIC EMPLOYEE APPOINTMENT of Elementary School Teacher Kate Ruprecht; CS-3: PUBLIC EMPLOYEE APPOINTMENT of Elementary School Teacher Pamela Thorpe; CS-4: PUBLIC EMPLOYEE APPOINTMENT of Elementary School Teacher Alex Cantalupo; CS-5: PUBLIC EMPLOYEE APPOINTMENT of the Speech and Language Pathologist Mrs. Jamie Stuth; and item CS-6 for an MOU between Laytonville Unified School District and Long Valley Teacher's Association regarding two additional staff development days.

**E. PATRIOTIC OBSERVANCE:** Board Secretary Shannon Ford led the Pledge of Allegiance to the flag.

**F. ACCEPTANCE OF AGENDA:**

- **Motion** to approve the Agenda by Cecelia Gillespie, seconded by Meagen Hedley, unanimously approved.

**G. CORRESPONDENCE:** Mrs. Potter shared a letter from Paul Tichinin regarding the 4<sup>th</sup> Quarter Williams Report.

**H. PUBLIC INPUT:** None.

**I. REPORTS AND COMMENTS:**

Superintendent's Report: Mrs. Potter shared that the district has been doing a lot of hiring over the summer. She explained that she is still working on hiring a teacher for the Spy Rock School, the Computer Applications Instructor position at the high school, and two Instructional Assistants at the elementary school. She also explained the district may be advertising for a three to four hours per day Computer Lab Assistant at the elementary school, pending who is hired at the high school. Lastly, Mrs. Potter shared that it appears that enrollment has grown since last year, but officially we won't know the final numbers until school begins.

The following reports were given:

Elementary Principal	High School Principal – No Report	Healthy Start
LES/LMS Site Council – No Report	LHS Site Council – No Report	DAC – No Report
Student Representative	LVTA	CSEA

**J. ACTION: CONSENT AGENDA**

- **Motion** to accept the Consent Agenda by Meagen Hedley, seconded by Cecelia Gillespie, unanimously approved.

**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 District's application is for five permits that will provide certification for the two interns at Laytonville High School and three permits to provide for the possibility of a vacancy or mid-year leave at either the elementary or secondary level.
- **Motion** to approve the Declaration of Need by Cecelia Gillespie, seconded by Meagen Hedley, unanimously approved.

K.2. Staff Development Plans for 2013-14

- Staff development days this year include August 26<sup>th</sup> and November 1<sup>st</sup>, 2013, and May 16, 2014 for Certificated Staff and August 26<sup>th</sup> and 27<sup>th</sup>, 2013 for Classified Instructional Staff.
- Staff development activities meet Education Code section 52127 requirements for training (and apportionment) in:
  - Individualized instruction
  - Effective teaching and classroom management strategies
  - Identifying and responding to pupil needs
  - Opportunities for building on the individual strengths of students
  - Transitioning to Common Core
- **Motion** to approve the 2013-14 Staff Development Program by Meagen Hedley, seconded by Cecelia Gillespie, unanimously approved.

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

### L.1. CSEA Longevity Salary Schedule

- Traditionally the CSEA Salary Schedule has had longevity as an add-on to the employee's salary. PERS now requires that Longevity be built into the Salary Schedule. Bette has created a Salary Schedule to reflect these new requirements. Salaries have not changed.
- **Motion** to approve the revised CSEA Salary Schedule by Cecelia Gillespie, seconded by Meagen Hedley, unanimously approved.

### L.2. Facilities

- As we continue to pursue the Modernization project, it has become increasingly evident that we need to have a Facilities Master Plan in order to accurately plan and prioritize improvement projects. Mrs. Potter has gotten many positive recommendations regarding Don Alameida's work. The District would not be beholden to using his architectural services if he were to create the Master Plan.
- Meanwhile, Mrs. Potter has spoken with him and a couple of schools regarding site visits. The Board will be selecting some dates to arrange visits to look at various architectural styles.
- **Motion** to approve the attached Facilities Master Plan for the Superintendent to allocate \$18,000 on this project from the Special Reserve Capital Outlay Fund by Cecelia Gillespie, seconded by Meagen Hedley, unanimously approved.

## **M. INFORMATION ITEMS:**

### M1. 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, and to reduce costs to the District. Healthy Start also offered their after-school summer program again this year.
- All programs were once again extremely successful and well attended.

## M2. Summer Maintenance Projects Report

- The custodial, grounds and maintenance staff have worked extremely hard this summer to make the District's campuses clean and inviting places for our school community. This is a status report on current and recent projects.
- Grounds
  - Melody, Mike, Gloria and Pedro kept both of the campuses green, mowed and filled with beautiful flowers throughout the summer while they waxed floors, cleaned carpets, painted walls and washed windows in all of the classrooms and other facilities. They are to be commended for their hard work and dedication to our school sites. Sparky had the task of doing many different things at once including keeping the irrigation going, replacing many light bulbs, fixing the kiln, mowing fields and a variety of many other things. The Chamberlain Creek Crew was here for a couple of weeks to help with cutting down weeds, painting some structures and general fire prevention maintenance. Additionally the crew built a fence around the High School garden.
- High School Drain Projects
  - Fort Bragg Electric has been here for a few weeks working on installing more drains, grading the path around the culvert, and other mitigation measures. QKA is paying for all repairs. The work is expected to be completed this week.
- Roofing
  - Mrs. Potter met with a roof repair person who will be providing the District with an estimate for repairing the variety of leaks we have throughout the district.
- Painting
  - Various rooms and the outsides of buildings have been painted throughout the district.
- Spy Rock and Branscomb
  - Regular summer maintenance at both sites has been completed.
- Buses/Vans
  - Thanks to the additional efforts of Sue Carberry, Transportation Coordinator, the buses/vans are all up to date with maintenance and inspections except for Bus 2 which is still in the Body Shop after it was rear ended this spring. The bus mechanic position is still being advertised.

## M3. Superintendent's Goals

- Each year the Superintendent presents the Board with specific goals for the upcoming school year. Topics included budget, employee relations, student learning, infrastructure, student attendance, and negotiations. Mrs. Potter shared her goals for the 2013-14 school year.

## M4. Budget Update

- Since our June 27, 2013 adoption of the 2013-14 LUSD budget, the state has released the Local Control Funding Formula (LCFF). Our District should receive \$85,824 more in revenue than in 2012-13. As the District awaits guidance from the state, changes are expected to be reflected in the First Interim Budget in December.
- Clarifications include:

- LCFF replaces the Revenue Limit calculation as the model by which the State funds are allocated.
- LCFF eliminates Revenue Limits and almost all categoricals
- LCFF establishes base grants by grade span
- LCFF establishes supplemental/concentration grants for supplemental services to low income and English learners
- The LCFF target phases in over 8 years
- There are no state statutes that specify an appropriation of LCFF.
- Transportation is an add-on to LCFF
- Special Ed, Child Nutrition, and federal programs stay outside of the formula
- CSR at 24:1 receives \$723 per student in grades K-3. Cannot exceed in any class or all funding is lost.
- The District has applied for the Prop 39 Energy Grant
- The District will receive approximately \$75,000 for Common Core to be used for staff development, technology, and instructional materials.

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

**O. COMMENTS FROM THE BOARD:** Meagan Hedley welcomed Ronnie Terrill, the new Student Representative. Cecelia Gillespie welcomed Ronnie Terrill and all the new staff members. Shannon Ford shared that the Booster Club has a new president, Jessica Diaz, and that Anna Salmeron will be the new concession's manager. Shannon shared her appreciation for the fellow board members and thanked the staff.

**P. ADJOURNMENT:**

**Motion** to adjourn the meeting by Cecelia Gillespie, seconded by Meagen Hedley, unanimously approved. The meeting was adjourned at 7:41 p.m. The next regular meeting will be held on September 12, 2013.

Respectfully submitted,

Adopted as Final  
September 12, 2013

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Joan Viada Potter  
Secretary to the Board

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Shannon Ford  
Clerk of the Board