

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF SEPTEMBER 12, 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 September 12, 2013. Board President Calvin Harwood called the meeting to order at 6:17 pm.

ROLL CALL:

Trustees Present: Calvin Harwood, Shannon Ford, Cecelia Gillespie, Tina Tineo, and Meagen Hedley.

Administrators Present: Joan Potter, Lorre Stange, and Tim Henry.

Student Representative: Ronnie Terrill.

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

C. CLOSED SESSION AGENDA:

CS-1: Consideration of Inter-District Transfer Request, Number IDT 2013/14-C *CS-1*
(E.C. 35146)

CS-2: Consideration of Inter-District Transfer Request, Number IDT 2013/14-D *CS-2*
(E.C.35146)

CS-3: Consideration of Inter-District Transfer Request, Number IDT 2013/14-E *CS-3*
(E.C.35146)

CS-4: PUBLIC EMPLOYEE APPOINTMENT *CS-4*
Title: Elementary School Instructional Assistant

CS-5: PUBLIC EMPLOYEE APPOINTMENT *CS-5*
Title: Branscomb Elementary School Instructional Assistant

CS-6: PUBLIC EMPLOYEE APPOINTMENT *CS-6*
Title: High School Computer Applications Instructor

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that the Board approved the following items: CS-1 for Consideration of Inter-District Transfer Request, Number IDT 2013/14-C; CS-2 for Consideration of Inter-District Transfer Request, Number IDT 2013/14-D; CS-3 for Consideration of Inter-District Transfer Request, Number IDT 2013/14-E; CS-4 for Public Employee Appointment of Elementary School Instructional Assistant, Kelsey Gullett; CS-5 for Public Employee Appointment of Branscomb Elementary School Instructional Assistant, Tracy Brewer; and CS-6 for Public Employee Appointment of High School Computer Applications Instructor, Tammy Lyons.

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

F. ACCEPTANCE OF AGENDA:

- **Motion** to approve the amended Agenda and move Items M5, M6, and M7 to immediately follow Item K1 by Shannon Ford, seconded by Tina Tineo, unanimously approved.

G. CORRESPONDENCE: Mrs. Potter shared a letter from Vicki Todd regarding the 2013/14 budget.

H. PUBLIC INPUT: Ashley Smith requested information regarding non-school related sports.

I. REPORTS AND COMMENTS:

Superintendent's Report: Mrs. Potter shared that the district has had lots of new hires this year and is still looking for a new computer lab assistant at the elementary school, at least one more preschool assistant, and a new custodian at Branscomb Elementary. Mrs. Potter also explained that in grades kindergarten through third the class sizes are very large. In order to receive the maximum funding this year the District is trying to keep each class size in grades K-3 to a maximum of 24. This could mean that the District may have to create a new 1st/2nd grade classroom. Next Mrs. Potter talked about the facilities, sharing with the Board that Don Alameida has been working on the facilities plan, which should be completed soon. She also explained several on-going maintenance projects that the District has completed since the beginning of the school year. Lastly, Mrs. Potter shared that the District had a great start to the school year. She expressed her appreciation to all the employees who have been working very hard and putting in the time and energy that the kids deserve.

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

- It was discussed that Jade Empyrion should be listed as a permanent employee, not probationary in the Personnel List with Assignments.
- **Motion** to accept the Consent Agenda with the change that Jade Empyrion be a permanent employee by Shannon Ford, seconded by Tina Tineo, unanimously approved.

K. ACTION:

K.1. Students of the Month

- Mr. Henry presented the Student of the Month, Kate Rosenthal, for Laytonville High School and introduced her family.
- Motion to recognize Kate Rosenthal as the Student of the Month by Tina Tineo, seconded by Cecelia Gillespie, unanimously approved.

L. DISCUSSION / ACTION:

L.1. Proposed Adoption of English 9-12 Core Literature Books

- Shayla DeWolf will be proposing the adoption of the following books for grades 9 through 12.
 - The Hunger Games (Book 1), Suzanne Collins, 2008
 - Catching Fire (Book 2), Suzanne Collins, 2009
 - Mockingjay (Book 3), Suzanne Collins, 2010
 - Between a Rock and a Hard Place, Aron Ralston
- The four books will be on display in the District Office for the next 30 days and will be presented to the Laytonville High School Site Council for a recommendation of approval.

L.2. Public Hearing: Notification of Compliance with EC 60119 (Instructional Materials) for 2013-14

- The Public Hearing was opened.
- The principals reported on the status of instructional materials in the specified subject areas.
- The Board discussed if there were sufficient texts and instructional materials as listed on the Core Curriculum Adopted Textbook Matrix. The Board also discussed whether pupils enrolled in foreign language or health courses have sufficient textbooks or instructional materials, and that laboratory science classes have been provided with sufficient science equipment for courses in grades 9-12.
- There was no public input.
- The Public Hearing was closed.

L.3. Resolution No. 440 for compliance with EC 60119

- The Board was provided a copy of EC 60119, and the Textbook Matrix and held a Public Hearing to determine the sufficiency of textbooks and instructional materials in specified subject areas consistent with the content and cycles of the curriculum frameworks adopted by the state.
- Based on what the Board discussed and was provided, Mrs. Potter recommended that Resolution No. 440 be brought back to the October board meeting before being voted upon.
- No action was taken.

L.4. BP and AR 5116.1 for Intradistrict Transfer Policy/Open Enrollment, First Reading

- An intradistrict transfer/open enrollment is when parents/guardians wish to register/admit/enroll their student(s) at a school other than the designated school that is in their attendance area within their district.
- The District does not currently have BP 5116.1 or an AR 5116.1 which address Intradistrict transfers. The Board was provided with several sample BP's and AR's to review.
- Mrs. Potter recommended that the board review these Policies and Administrative Regulations for a first reading and bring back revised copies to the October board meeting for a second reading and action.
- The Board discussed different issues involving intradistrict transfers, including if students would get priority after being at the specified site for a year, if siblings of students already at the specified site would get priority, and if transfers are approved strictly on a first come first served basis or a lottery system.

- No action was taken.

L.5. Approval of Course Description: Total Body Health

- Michael De Martini has created a new elective course to address needs and interests of the high school students. A course description for Total Body Health was provided to the Board to review.
- Mr. De Martini shared that currently he has 24-26 students and the course is generating a lot of enthusiasm from the students.
- **Motion** to adopt the course description for Total Body Health by Cecelia Gillespie, seconded by Tina Tineo, unanimously approved.

M. INFORMATION ITEMS:

M.1. Opening Enrollments

- While the District anticipated a marked decline in enrollment at LHS, enrollment has remained fairly stable.

Enrollment	03	04	05	06	07	08	09	10	11	12	13
K-8, ISOP	307	298	280	249	236	243	258	259	268	274	286
LHS, ISOP	164	173	177	161	148	127	132	129	126	131	125
Continuation High	5	2	4	2	1	2	3	2	2	2	2
Com. Day School	6	6	5	5	8	9	6	6	9	0	0
District Totals	482	479	466	417	393	381	399	396	405	407	413

M.2. Fall Sports Program

- The Fall sports program has great participation again this year. In football there are 16 Varsity players. The team is being coached by Corey James, assisted by Phil Anderson and Cody Burke. Katie Cabezut is coaching 14 Varsity volleyball players and Evonne Elliott is coaching 10 JV volleyball girls. Middle School volleyball is just getting underway coached by Abbe Arkelian.

M.3. 2013-14 Williams Site Visit by MCOE Team

- Education Code requires that the County Superintendent of Schools (or designees) annually visit all Decile 1—3 schools to ensure the sites are clean, safe and appropriately equipped, supplied and staffed. A team from MCOE will be conducting a visit at the Elementary School in September. The County Superintendent will present his findings to the LUSD Board later in the year. The visiting team will review the following criteria:
 - Sufficiency of Instructional Materials
 - Clean, Safe and Functional Facilities
 - School Accountability Report Card
 - Appropriate Teacher Assignments
 - Uniform Complaint Procedure

M.4. AYP Reports

- The AYP reports, which reflect testing data from the 2012/2013 school year have been publicly released. The reports document if schools have met or not met the Federal Accountability Standards. The elementary school did not reach their goal. The high school did. Accountability processes are in transition as schools are implementing the Common Core Standards. At this point, it is unclear as to what specific accountability tools will be used over the next few years.

M.5. Recognition of Tenure

- Michael De Martini began working for the District in August of 2009. He is currently teaching Spanish I-IV and a new course, Total Body Health, at the high school and is providing English as a Second Language services district-wide. Additionally, he is the Student Activities Director and has coached track. Michael approaches all of his responsibilities with marked enthusiasm and strong teaching strategies. He is a valuable member of the staff who embraces collaboration in a positive manner. The District is pleased to have Michael as a permanent employee.

M.6. Welcoming of New Employees

- The District has hired many new employees for the 2013-14 school year, including:
 - Alex Cantalupo
 - Kate Ruprecht
 - Pamela Thorpe
 - Kelsey Gullett
 - Sara Gamble
 - Tracy Brewer

M.7. Facilities

- Michael Riemenschneider and Shin Green of Eastshore Consulting discussed the District's facilities plans.
- Shin shared the current economic standing of the nation, including current interest rates and housing sale trends and how this would affect the District's bonding capacity.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: Cecelia Gillespie announced that she wishes to have community services incorporated into the curriculum and be included in future agendas as an information item.

O. COMMENTS FROM THE BOARD: Meagen Hedley wished Calvin a happy birthday. Cecelia Gillespie shared that her kids are happy in their new school at the Laytonville Elementary School. Shannon Ford wished Calvin a happy birthday. Calvin Harwood welcomed Tim Henry onto the staff as new principal. Mrs. Potter expressed her appreciation for the two principals. Additionally, she thanked Corina Rice for doing a great job at helping to lead the new teachers and guide the middle school.

P. ADJOURNMENT:

- **Motion** to adjourn the meeting by Shannon Ford seconded by Tina Tineo, unanimously approved. The meeting was adjourned at 8:17p.m. The next regular meeting will be held on October 3, 2013.

Respectfully submitted,

Adopted as Final
October 3, 2013

Joan Viada Potter
Secretary to the Board

Shannon Ford
Clerk of the Board