

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF MARCH 8, 2018**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a regular meeting in the Board Room on March 8, 2018. Board President Calvin Harwood called the meeting to order at 6:08 p.m.

ROLL CALL:

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

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

Student Representative: Gracie Silva

B. PUBLIC INPUT re CLOSED SESSION ITEMS:

C. CLOSED SESSION AGENDA:

CS-1	PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE <i>(No Additional Information Required)</i>	CS-1
CS-2	PUBLIC EMPLOYEE APPOINTMENT Title: <i>(Instructional Assistant, SPED IA, Cafeteria Helper, LHS/LMS Softball, LHS Baseball, Special Education Long Term Sub, Title VI Director)</i>	CS-2
CS-3	CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION <i>Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9</i>	CS-3
CS-4	CONFERENCE WITH LABOR NEGOTIATOR: Name of Agency Negotiator: Superintendent Name of Organization Representing Employees: LVTA	CS-4
CS-5	CONFERENCE WITH LABOR NEGOTIATOR: Name of Agency Negotiator: Superintendent Name of Organization Representing Employees: CSEA	CS-5

D. ANNOUNCEMENTS FROM CLOSED SESSION:

In closed session the Board took action to non-reelect Natalia Moody with a 4-0 vote. Motion by Shannon Ford, Second by Meagen Hedley. A roll call was conducted in open session:

Harwood: Aye

Ford: Aye

Hedley: Aye

Deveney: Aye

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 Shannon Ford, Seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

G. CORRESPONDENCE:

1. Letter from MCOE regarding review of 2017/18 First Interim Budget
2. Letter from CA Dept. of Ed regarding waiver request
3. Letter from Samantha Travis regarding misassignments
4. Letter from CA State Controller regarding 2016/17 Audit

H. PUBLIC INPUT: Parents came to talk about the issues involving coaches and the matter of Certificated staff having seniority over other qualified applicants. It concluded with the Board President agreeing to put the Coach Evaluation process on the next agenda to be reviewed, as well as reviewing the Coach handbook and training.

I. REPORTS AND COMMENTS:

Superintendent's Report:

Mrs. Potter began by talking about the student's great success in Robotics Club, Mock Trial and Basketball. All three basketball teams went undefeated in League, the Varsity boys going on to win the Championship and the girls taking second place in the Championship. Robotics Club has been doing very well in their competitions in Fremont and Yuba City and Mock Trial will be going to State once again. Next, Mrs. Potter discussed school shootings and what the District has been doing to prepare. The administrators met and went over the procedures that were currently in place and then these procedures were taken to the site staff meetings for discussion. Additionally, Mrs. Potter will be discussing procedures with other District Superintendents to get more insight into what other Districts are doing. Mrs. Potter asked the Sheriff's to go up to Spy Rock School and give some suggestions as to what the members of the School should do in the case of an emergency. At their meeting in March, DAC will be discussing some potential changes such as expanding the Garden Coordinator position. Casey O'Neill is working to expand local produce in the Food Service program.

The following reports were given:

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

J. ACTION: CONSENT AGENDA

- **Motion** to accept the Consent Agenda by Meagen Hedley, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

K. ACTION:

K.1. Review Applications, Deliberate and Appoint New Board Member

- At the board meeting on September 7th, 2017, the Board voted unanimously to appoint a new member of the Laytonville Unified School District Board of Trustees to fill the open position that was vacated by Tina Tineo effective August 10, 2017. We solicited interested community members and have one interested party. You have had the opportunity to review the application submitted and the Board will now deliberate in open session regarding the appointment of the position.

- **Motion** to appoint Erin Gamble to fill the open seat on the LUSD Board of Trustees by Shannon Ford, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

K.2. Administration of Oath of Office for New Board Member

- New Board Members must be sworn in before taking office.
- Mrs. Potter administered the Oath of Office for Erin Gamble.

K.3. Students of the Month

- Mr. Henry presented the Student of the Month for February, Gustavo Rosas and asked him to introduce his family
- **Motion** to recognize Gustavo Rosas as the February Student of the Month by Erin Gamble, Seconded by Shannon Ford, unanimously approved with a 5-0 vote.

K.4. 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, 2018. 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 up \$67,708-Slight increase in LCFF, local grants, and clean energy
 - expenditures are up \$141,229- Increase Intervention to 1.0 FTE, upgrades for energy efficiency, local grants, furniture/supplies, substitutes, LHS Admin. Assistant and Health Tech.
 - we are currently maintaining an economic uncertainty/stabilization reserve of 10%
 - we project a 10% economic uncertainty/stabilization reserve in 18/19 and 19/20.
- **Motion** to adopt the Second Interim Budget Report by Shannon Ford, Seconded by Erin Gamble, unanimously approved with a 5-0 vote.

L. DISCUSSION / ACTION:

L.1. Review & Internet Distribution of 2016/17 LHS and LES School Accountability Report Cards (SARC)

- The Principals have completed the School Accountability Report Cards (SARC) for the 2016/17 school year. The reports provide an overview of the schools including statistics regarding the number of students and staff, credentialing information, test results, facilities, budgets and much more. Ed Code requires that the Board review each school's SARC and approve its posting on the Internet. The principals reviewed their SARC highlights for the Board.
- **Motion** to approve the posting of the 2016/17 LHS and LES SARC's on the internet by Shannon Ford, seconded by Erin Gamble, unanimously approved with a 5-0 vote.

L.2. BP 5141.33 for Head Lice, Second Reading/Approval

- In January we reviewed a revised BP 5141.33. We brought this Board Policy back for a second reading and approval.
- Request to change the parent notification from 48 hours to 24 hours.
- Motion to approve the revised BP 5141.33 for Head Lice with the requested changes by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

L.3. PUBLIC HEARING: Notice of Compliance with Govt. Code Section 3547-Collective Bargaining re: the 2017-2020 LVTA successor contract, including LUSD and LVTA Initial Proposals

- Government Code Section 3547 requires that initial proposals for collective bargaining agreements be sunshined at a public hearing. The District's Initial Proposals and the Long Valley Teacher's Associations Initial Proposals for the 2017-2020 LVTA successor contract are listed below.
- The Notice of Public Hearing has been posted for 10 days and the initial proposals have been available for review at the district office. The public is invited to comment on the proposals.
- Public Hearing was opened.
- No comments on Public Hearing.
- Public Hearing was closed.

L.4. PUBLIC HEARING: Notice of Compliance with Govt. Code Section 3547-Collective Bargaining re: the 2018-2021 CSEA successor contract, including LUSD and CSEA Initial Proposals

- Government Code Section 3547 requires that initial proposals for collective bargaining agreements be sunshined at a public hearing. The District's Initial Proposals and the California School Employee's Associations Initial Proposals for the 2018-2021 CSEA successor contract are listed below.
- The Notice of Public Hearing has been posted for 10 days and the initial proposals have been available for review at the district office. The public is invited to comment on the proposals.
- Public Hearing was Opened
- No comments on Public Hearing
- Public Hearing was closed

L.5. Contract for LUSD Video Surveillance System

- Due to continued vandalism, break-ins and thefts of school property it has become increasingly more necessary to install a video surveillance system throughout the district. Joe Feigon has almost completed the work at the high school and will begin the elementary school once the new construction is complete. His contract is attached. Keenan, our insurance group, has awarded us with a \$10,000 grant to cover some of the funding of the project.
- Motion to Approve going into Contract with Joesph Feigon by Shelagh Deveney, seconded by Shannon Ford, unanimously approved with a 5-0 vote.

L.6. Contract with Indoor Environmental Services (I.E.S) for Prop 39 Expenditures

- We were awarded with Prop 39 funds to be used for retrofitting lighting and heating units to more energy efficient models and to install the solar array on the new elementary classroom building. So far we have installed LED lamps in both gyms and have replaced many of the exterior lights at the high school with LED bulbs and have contracted for the solar work. The remainder of the money, around \$130,000, needs to be spent by June 30. Given that we don't have enough staff to complete the work before June 30, 2018, I have contracted with IES to provide the services for us. Upon approval of this contract, IES will submit a project plan to the energy commission on our behalf and will replace all lighting on the elementary school campus with LED fixtures both indoor and outdoor. Additionally a more energy efficient heating/cooling unit will replace the current unit at the middle school.
- **Motion** to Approve the Superintendent to Contract with IES for Proposition 39 Expenditures by Meagen Hedley, seconded by Shannon Ford, unanimously approved with a 5-0 vote.

L.7. Consideration of and Possible Action on Resolution Regarding Certificated Reduction in Force (0.4 F.T.E. – Layoff)

- The high school has dropped 2 bands over the past 10 years. Despite this reduction in funding we have maintained the same amount of staffing. Projections indicate that we are likely to drop another band in 2018/19. In reviewing the budget and looking at course offerings it is necessary to make some reductions at the high school for the 2018/2019 school year.
- **Motion** to adopt Resolution No. 528 by Shannon Ford, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

M. INFORMATION ITEMS:

M.1. P-1 ADA Report

- Below is a chart comparing the differences between our attendance rates for the 2016/17 and 2017/18 school years during the first four school months.

Year	16/17	2016/17		17/18	2017/18		16/17- 17/18 Change	16/17- 17/18 Change	16/17- 17/18 Change
	ENR as of 12/2016	ADA	% ADA	ENR as of 12/2017	ADA	% ADA	ENR	ADA	% ADA
TK/K	29	24.76	85.41%	38	36.50	94.53%	+9	+11.74	+9.12%
1-3	92	86.05	91.53%	75	73.29	94.53%	-17	-12.84	+3.0%
4-6	97	89.20	93.26%	78	77	95.83%	-19	-12.27	+2.57%
7-8	57	52.62	94.30%	68	64.12	94.50%	+11	+11.45	+0.20%

9-12	120	112.12	93.78%	107	103.33	95.70%	-13	-8.81	+1.92%
Cont.	1	0.99		0	0	0	-1	-0.99	
Total	396	365.74	93.05 %	366	354.25	95.14%	-30	-11.50	+2.09%

BREAKDOWN OF TK-8 SCHOOL SITES

School Site	2016/17	2017/18	ADA Change
LES	241.21	250.91	+9.70
Spyrock	11.53	10.71	-0.82

M.2. Facilities Update

- Don Alameida provided us with an update on the Elementary project.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: Coach Evaluations, Blue-slip Process at the Middle School, meeting between Parents, coaches and athletes prior to first practice to go over and sign “Code of Conduct.”

O. COMMENTS FROM THE BOARD: Everyone loves the Student of the Month presentation. Everyone welcomes Erin Gamble to the Board. Calvin urged everyone to learn about the sewage treatment plant proposal.

P. ADJOURNMENT:

Motion to adjourn the meeting by Shannon Ford, seconded by Meagen Hedley, unanimously approved with a 5-0 vote. The meeting was adjourned at 8:27 p.m. The next regular meeting will be held on April 12, 2018.

Respectfully submitted,

Adopted as Final
April 12, 2018

Joan Viada Potter
Secretary to the Board

Calvin Harwood
President of the Board