

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF JANUARY 12, 2012**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a regular meeting in the Board Room on January 12, 2012. Board President Harwood called the meeting to order at 6:30 p.m.

ROLL CALL:

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

Administrators Present: Joan Potter, Dan Regelbrugge and Lorre Stange.

Student Representative: Kaitlin Whitely was present.

B. PUBLIC INPUT re CLOSED SESSION ITEMS: None

C. CLOSED SESSION AGENDA: None

D. ANNOUNCEMENTS FROM CLOSED SESSION: None

E. PATRIOTIC OBSERVANCE: Calvin Harwood led the pledge of allegiance to the flag.

F. ACCEPTANCE OF AGENDA: **Motion** by Shannon Ford, seconded by Cecelia Gillespie, and
unanimously approved.

G. CORRESPONDENCE: The Board received a letter from MCOE regarding the Williams findings.

H. PUBLIC INPUT:

I. REPORTS AND COMMENTS:

Superintendent's Report:

- Mrs. Potter had good news for the board: Bette did a P1 comparison and attendance is holding steady and the high school will probably remain in the same band.
- Mrs. Potter reported that maintenance and custodial had replaced many lights and the garbage disposal over the winter break.
- Mrs. Potter said she had spoken with an official from the Office of Public School Construction and we qualify for about \$900,000 in funding for school modernization but we need to come up with around \$600,000 or apply for financial hardship money.
- Mrs. Potter reported on the extended personnel absences the district has been experiencing. She appreciates the staff flexibility when dealing with absences.
- Mrs. Potter said the substitute teacher pool has been expanding, with some local students coming back to teach at their old schools.
- Mrs. Potter stated that the Mock Trial Scrimmage is this weekend in Santa Clara.

- Mrs. Potter said that there are a lot of students playing basketball this year.
- Mrs. Potter reported that one bus has been retrofitted and the other four will be done soon.
- Mrs. Potter gave a report on the governor's efforts to put an initiative on the ballot. If it passes, triggers may be enacted in mid-year for 2012-2013.
- Mrs. Potter said that Bette is working on budget projections for next year.

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The following reports were given:

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

J. ACTION: CONSENT AGENDA

- **Motion** to accept consent agenda by Cecelia Gillespie, seconded by Shannon Ford and unanimously approved.

K. ACTION:

K.1. Students of the Month:

- Kathy Harper presented Shaina Maxwell as the Student of the Month.
- **Motion** to approve the Student of the Month by Shannon Ford, seconded by Meagen Hedley and unanimously passed.

K.2. Employee Recognition Award-Resolution #405:

Motion to approve Katy Cabezut as the recipient of the Employee Recognition Award-Resolution #405 by Meagen Hedley, seconded by Shannon Ford, and unanimously passed.

K.3. California State Budget/Transportation Reductions- Resolution #404:

- **Motion** by Cecelia Gillespie, seconded by Tina Tineo and unanimously approved to send Resolution #404 to the Governor, Senate and Assembly members.

K.4 Transportation Safety Plan:

- **Motion** by Shannon Ford, seconded by Cecelia Gillespie and unanimously approved to adopt the revised 2012 Transportation Safety Plan.

L. DISCUSSION / ACTION:

L.1. Revised Interdistrict Transfer Form:

- **Motion** by Shannon Ford, seconded by Tina Tineo and unanimously approved to adopt the Revised Interdistrict Transfer Form.

L.2. Audit Certification: 2010-11 Financial Report and Audit:

- **Motion** by Meagen Hedley, seconded by Tina Tineo and unanimously accepted to approve the 2010-11 Financial Report and Audit.

L.3.Voice/Choir Class Description:

- This item was removed from the agenda.

M. INFORMATION ITEMS:

M.1. Transitional Kindergarten:

- Mrs. Potter gave information to the Board regarding transitional kindergarten.

M.2. Tin Gym Heating:

- Mrs. Potter discussed the heating costs for the Tin Gym and heard ideas from the audience and Board about lowering these costs.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS:

- Mrs. Potter would like to discuss next year enrollment plans for the satellite schools.
- Meagen would like to do a survey of parents regarding a second teacher at Spy Rock for next year.

O. COMMENTS FROM THE BOARD:

- Meagen had no comment.
- Tina had no comment.
- Cecelia said the Health Fair was fantastic.
- Shannon thanked Katy.
- Calvin said he had known Katy for a long time and thanked her.
- Kaitlin thanked Katy for always being there for the students.
- Mrs. Potter thanked Katy and said she is truly an employee who deserves recognition.

P. ADJOURNMENT:

Motion to adjourn the meeting by Cecelia Gillespie, seconded by Shannon Ford and unanimously approved. The meeting was adjourned at 7:55 p.m. The next regular meeting will be held February 2, 2012.

Respectfully submitted,

Adopted as Final February 2, 2012

Joan Viada Potter, Superintendent

Shannon Ford, Clerk of the Board

LAYTONVILLE UNIFIED SCHOOL DISTRICT
PERSONNEL ASSIGNMENT ORDER #7 2011-2012

February 2, 2012

<u>Effective</u>	<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	
<u>Certificated Appointment</u>				
<u>Certificated Resignation</u>				
<u>Certificated Leave of Absence</u>				
<u>Classified Appointment</u>				
Neuroth, Mara	I.A. – 2 hours	Permanent	12.88	1/23/12
<u>Classified Resignation</u>				
Shelton, Kris	Tech Specialist			7/1/12
<u>Classified Layoff</u>				
<u>Athletic Coaches:</u>				

LAYTONVILLE UNIFIED SCHOOL DISTRICT

REVOLVING CASH FUND

7

February 2, 2012

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
1/04/12	1968	Redwood Region OM	Odyssey of the Mind	\$25.00
1/09/12	1969	Cindy Gunter	Advance	\$200.00
1/17/12	1970	U.S.P.S.	Postage	\$220.00

BOARD ACTION ITEM K 1

Board Meeting Date: February 2, 2012
Subject: Students of the Month
From: Joan Potter, Superintendent

Explanation:

Mr. Regelbrugge will present the Students of the Month and recognize their families.

Recommendation:

Recognize the Students of the Month and their families.

BOARD DISCUSSION/ACTION ITEM L 1

Board Meeting Date: February 2, 2012

Subject: Review & Internet Distribution of 2010-11 LHS and LEMS School Accountability Report Cards (SARC)

From: Joan Potter, Superintendent

Explanation

Attached please find the School Accountability Report Cards (SARC) for the District. 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 will review their SARC highlights for the Board.

Recommendation

Approve the posting of the 2010-11 LHS and LEMS SARC's on the Internet.

Attachments:

2010-11 LHS and LEMS School Accountability Report Cards

BOARD DISCUSSION/ACTION ITEM L 2

Board Meeting Date: February 2, 2012

Subject: Title I Parent Involvement Board Policy 6020/Administrative Regulation 6020 (First Reading)

From: Joan Potter, Superintendent

Explanation

Our Board Policy and Administrative Regulations 6020 require that Title 1 schools have parent involvement policies and procedures that participating parents and school staff agree to abide by. I have updated our policy to reflect current language and compliance.

Recommendation

Review the Title I Parent Involvement policies and bring back for a final reading at the March 2012 Board meeting.

Attachments:

BP 6020 and AR 6020

BOARD DISCUSSION/ACTION ITEM L 3

Board Meeting Date: February 2, 2012

Subject: UCP Board Policy 1312.3 and Administrative Regulation 1312.3
(First Reading)

From: Joan Potter, Superintendent

Explanation

Our Board Policy and Administrative Regulations 1312.3 require ongoing review to ensure compliance. I have drafted revised versions of BP 1312.3 and AR 1312.3 that reflect current language/compliance.

Recommendation

Review BP 1312.3 and AR 1312.3 and bring back to the March 2012 Board meeting for final adoption.

Attachments:

BP 1312.3 and AR 1312.3

BOARD INFORMATION ITEM M 1

Board Meeting Date: February 2, 2012
Subject: Physical Fitness Results
From: Joan Potter, Superintendent

Explanation

The 2010-11 Physical Fitness Report for the District will be reviewed by Principal Stange. The report presents an overview of students in grades 5, 7, and 9 and their performance in a variety of physical fitness tests. The test results for LUSD are attached for your review.

Recommendation

Attachments:

2010-11 Physical Fitness Reports for Grades 5, 7 and 9.

BOARD INFORMATION ITEM M 2

Board Meeting Date: February 2, 2012

Subject: Spy Rock and Branscomb Schools Enrollment/Class Configurations for 2012-13

From: Joan Potter, Superintendent

Explanation

As we are looking at budget and staffing projections for the 2012-2013 school year, it is important to discuss staffing and student enrollment for our two satellite schools. During 2010-2011 the Board discussed Branscomb/Spy Rock Schools enrollment and took the following actions:

(Minutes of May 5, 2011) L.6. (Moved to this agenda position by Board Member request) Spy Rock and Branscomb Schools Enrollment/Class Configurations for 2011-12.

- **Motion by** Cecelia Gillespie, seconded by Cindy Lassotovitch to approve raising the enrollment cap at Branscomb School from 14 to 18 students for the 2011-12 school year only; transition out the town students enrolled there as they progress out of grade 3; ensure parents of town children enrolling after this year understand that their student(s) may be “bumped” from Branscomb so newly arriving local students can enroll; have kindergarten attend only ½ day classes; and have parents sign up as volunteer aides. Motion passed with Jiongyi Pierson, Cecelia Gillespie and Cindy Lassotovitch voting aye and Calvin Harwood and Shannon Ford voting no.
- **Motion by** Shannon Ford, seconded by Cindy Lassotovitch and unanimously approved to bring back the Spy Rock portion of this item to the June board meeting.

(Minutes of June 16, 2011) L.3. Spy Rock School Enrollment/Class Configuration for 2011-12:

- **Motion by** Cindy Lassotovitch, seconded by Jiongyi Pierson, four aye votes, one no vote (Shannon Ford)-motion approved to set capacity at Spy Rock School at 18 with maximum capacity at 20 students; limit students to those who live in the attendance area and are currently enrolled; and to configure the classes as grades 1,2,3,4, and 5, with no kindergarten for the 2011-12 year. It was suggested that parents may start a preK/K preschool similar to New Springs on the Spy Rock campus.

(Minutes of June 30, 2011) L.6 Spy Rock School:

- **Motion by** Cindy Lassotovitch, seconded by Shannon Ford and unanimously approved to operate Spy Rock School as grades K-5 with a maximum of 24

students for the 2011-12 school year only (Kindergarten would be conducted between the hours of 9:00-1:30), contingent upon private donations to pay for an extra instructional assistant.

Recommendation:

I recommend that the Board discuss the following items regarding Branscomb/Spy Rock Schools:

1. Definition of enrollment area.
2. Maximum capacities.
3. Strategy for keeping enrollment at maximum number, i.e., drop highest or lowest grade level.
4. Process for enrollment/waiting list.

Attachments: