

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF AUGUST 10, 2017**

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 10, 2017. Board Clerk Shannon Ford called the meeting to order at 6:04 pm.

ROLL CALL:

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

Administrators Present: Joan Potter and Lorre Stange, Tim Henry

Student Representative:

B. PUBLIC INPUT re CLOSED SESSION ITEMS:

C. CLOSED SESSION AGENDA:

<i>CS-1:</i>	PUBLIC EMPLOYEE APPOINTMENT	<i>CS-1</i>
	Title: Coaches	
<i>CS-2:</i>	PUBLIC EMPLOYEE APPOINTMENT	<i>CS-2</i>
	Title: Certificated Teaching Staff	
<i>CS-3</i>	PUBLIC EMPLOYEE APPOINTMENT	<i>CS-3</i>
	Title: Instructional Assistants	
<i>CS-4:</i>	CONSIDERATION OF INTER-DISTRICT TRANSFER REQUEST, NUMBER IDT 2017/18-B	<i>CS-4</i>
<i>CS-5</i>	CONFERENCE WITH LABOR NEGOTIATOR	<i>CS-5</i>
	Name of Agency Negotiator: Superintendent	
	Position Title of Unrepresented Employees: Confidential	

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board Clerk Shannon Ford 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, Carl Ricco as the high school soccer coach, Mary “KT” Cabezut as the high school Varsity volleyball coach, Kandi Golightly as the Middle School volleyball coach and Joni Kirvin as the LSA Cheer Advisor. On Closed Session Item CS-2 Public Employee Appointment /Employment of Certificated Teaching Staff, the Board unanimously approved hiring Amber Lemmer as a 1 FTE 6th Grade teacher, Erin Lehman as a 1 FTE High School English teacher, and Elise Harrelson as a 1 FTE Resource Specialist Teacher. On Closed Session Item CS-3 Public Employee Appointment/Employment of Classified Staff, the Board unanimously approved hiring Ivette Evans as an Instructional Assistant. On Closed Session Item CS-4, Consideration of Inter-District Transfer Request, Number IDT 2017/18-B, the Board unanimously approved the transfer.

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

F. ACCEPTANCE OF AGENDA:

- **Motion** to approve the Agenda after moving Information Item M5 before Action Item K1, by Meagen Hedley, seconded by Shelagh Deveney, unanimously approved with a 3-0 vote.

G. CORRESPONDENCE: None

H. PUBLIC INPUT: None

I. REPORTS AND COMMENTS:

Superintendent's Report:

None

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- None	LVTA-None	CSEA-

J. ACTION: CONSENT AGENDA

- **Motion** to accept the Consent Agenda by Meagen Hedley, seconded by Shannon Ford, unanimously approved with a 4-0 vote (Calvin Harwood arrived late).

K. ACTION:

M.5. Facilities Update

- Don Alameida provided the Board with an update on the building project.

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.*"
- Our application is for 5 Limited Assignment Permits including up to 4 permits that will provide certification for up to 4 interns at Laytonville Elementary School and 1-2 Provisional Internship permits.
- Additionally, we are applying for 5 emergency CLAD permits.
- **Motion** to approve the Declaration of Need for Fully Qualified Educators by Meagen Hedley, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

K.2. Staff Development Plans for 2017/18

- Staff development days this year include:
 - August 21, 2017, November 1, 2017, May 11, 2018 and June 9, 2018 for Certificated Staff and
 - August 21 and 22, 2017 for Classified Instructional Staff. (Other dates may be utilized and staff will receive supplemental pay for participating.)
- Staff Development activities for 2017/2018 include goals that have been outlined in our Local Control Accountability Plan (LCAP). We have built the following activities in to the 2017/2018 budget:
- Provide a variety of professional development opportunities for both classified and certificated staff including but not limited to: the use of math and ELA newly adopted curriculum, integrating curriculum, Socratic Seminar, NGSS, VPA, World Languages, use of the new social studies framework, ERWC and articulation, ELD strategies for access and use of technology
- Provide professional development for both classified and certificated staff in ELD with a focus on attaining common core curriculum
- Provide staff development for CTE teachers to integrate standards based curriculum into their programs
- Provide training for staff, parents, and students to use AERIES .net for monitoring student progress on assignments/grades
- Support for the implementation of a Multi-tiered System of Support/PBIS
- Develop comprehensive health and PE curriculum and purchase materials to support it.
- Throughout the school year, the staff will also 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 2017/18 Staff Development Plan by Shelagh Deveney, seconded by Meagen Hedley, 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. I recommend discussing and reviewing these goals to ensure that they encompass what the Board views as central to our mission.

Laytonville Unified School District
Local Accountability Plan Goals 2017-2020

- **Basic Services.** Recruit and retain caring, committed, exemplary, qualified, credentialed staff; provide standards aligned instructional materials, including technology, to support implementation for all students, while maintaining a clean and safe learning environment.
- **Implementation of State Academic Standards.** Provide high quality staff development for both classified and certificated staff in common core implementation with a focus on

effective instructional strategies, ELD strategies, peer coaching, use of technology, and curriculum alignment.

- **Parent Engagement.** Provide a variety of venues to build strong connections between parents and their child's educational experience.
- **Pupil Achievement.** 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.
- **Pupil Engagement and Course Access.** Provide access to a broad course of study to all students inclusive of both College and Career pathways.
- **School Climate.** Provide social, emotional, and academic supports for all students in a safe environment in which our students can achieve the knowledge, skills and attitudes needed now and for the future.
- **Other Pupil Outcomes.** Provide a comprehensive program promoting health education and physical activity for all students in order to strengthen the link between student health and learning.
- **Motion** to approve the District Goal Setting by Shelagh Deveney, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

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 our 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.
 - Lindsay Jacobson .29 FTE ELD Teacher Grades K-12 STSP Waiver
 - Melissa Martinez 1 FTE P.E./Life Skills Teacher Grade 6-8 STSP Waiver
 - Amber Lemmer 1 FTE 6th Grade Teacher Grade 6 STSP Waiver
 - Elise Harrelson 1 FTE Resource Specialist Teacher Grade 9-12 PIP Waiver
- **Motion** to approve employing Lindsay Jacobson on the basis of a Credential Waiver by Meagen Hedley, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.
- **Motion** to approve employing Melissa Martinez 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 Amber Lemmer on the basis of a Credential Waiver by Meagen Hedley, Seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.
- **Motion** to approve employing Elise Harrelson on the basis of a Credential Waiver by Shannon Ford, Seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

L.3. Revised AR 5113 for Absences and Excuses, First Reading

- The new state evaluation criteria and definition regarding chronic absenteeism states that students who are absent more than 10% of the school year will be categorized as Chronic Absentees and must be reported accordingly in CALPADS. Our attendance policy currently states that local policies may be put in place that would affect student's grades. We currently don't have a specific policy in place. Mr. Henry is requesting that we create a policy that if students miss 9 or more days in a semester they will not receive a passing

grade. The policy includes an appeal process for students who were absent for reasons out of their control. The proposed policy is attached. Last year's Chronic Absenteeism rate at Laytonville High School was 24.5%. The district can add this policy to the AR 5113 or have the policy be a local school policy.

- *Add to school website to indicate changes have been made*

L.4. Food Service Increase for Adult Breakfast Prices

- We need to increase the amount we charge for adult breakfast in order to be in compliance with state and federal procedures. The price for adult breakfast will go from \$2.25 to \$2.35 for the 2017/18 school year.
- **Motion** to increase the price of adult breakfast from \$2.25 to \$2.35 for 2017/18 school year by Shannon Ford, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

L.5. BP 5141.52 for Pupil Suicide Prevention Policy, Second Reading/Approval

- At our 2nd June meeting we looked at BP 5141.52 for Pupil Suicide Prevention. The Policy is attached for a second reading.
- **Motion** to adopt BP 5141.52 for Pupil Suicide Prevention Policy by Meagen Hedley, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

L.6. Change in Kindergarten Instructional Minutes

- In order to optimize instructional time and to minimize transition time, Ms. Stange is proposing to modify the instructional minutes for Kindergarten at both Spy Rock School and Laytonville Elementary School. With the modification our Kindergarten students will still be receiving more than the minimum minutes required by the State.
- **Motion** to approve the changes to Kindergarten instructional minutes by Shelagh Deveney, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

L.7. Kindergarten Playground Approval

- According to Board Policy 3312, Contracts exceeding \$10,000 need to have prior approval by the Governing Board. I anticipate the contract for a new Kindergarten playground to be between \$50,000 and \$60,000. The contract will include the equipment and the installation.
- **Motion** to approve the Superintendent to enter into a Contract for new Kindergarten playground equipment and its installation, not to exceed \$60,000 by Meagen Hedley, Seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

L.8. Integrated Pest Management

- The school District is required to have an Integrated Pest Management plan. We have been following the policies and procedures included in the attached plan though I have not found a history of a Board approved plan.
- **Motion** to approve Integrated Pest Management Plan by Shannon Ford, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote.

L.9. Public Disclosure Regarding Confidential Employees

- Public Disclosure for new Confidential Employee Salary Schedule.

M. INFORMATION ITEMS:

M.1. Summer School Report

- Summer School focused on Language Arts and Math, with Science and Art integrated into projects at the elementary level. The high school offered its program through Independent Study due to a smaller number of students needing to take Summer School, and focused on graduation requirements. Healthy Start also offered their Summer Program, now in its sixteenth year. Additionally, the high school offered a Freshman Academy which concluded today with a field trip to College of the Redwoods and Humboldt State. Students also visited UC Davis last week.
- 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 again this summer to make our campuses a clean and inviting place for our school community. This is a status report on current and recent projects.

- **Grounds/Facilities**
 - In addition to the traditional summer projects of waxing floors, cleaning carpets and windows in the classrooms, the elementary school has been painted and the trim is currently being painted. The colors were chosen to match the new building. Pedro and Clarence replaced many sprinklers on the fields and have been maintaining all of the irrigation lines. We are starting the school year with all of the fields being green! The plan is to reseed in the fall at the beginning of the rainy season. Pedro, Clarence, Kelly, Marco and Rosie are to be commended for their hard work and dedication to our school sites. The Chamberlain Creek Crew was here for a couple of weeks to help with cutting down weeds and general fire prevention maintenance.
- **Roofing**
 - Plans to reroof the District Office are in the works though a roofer has not been found.
- **Spy Rock**
 - General Maintenance was completed this summer. Ongoing areas we are reviewing for further maintenance include the playground equipment, a slide near the parking lot, repainting the school buildings.
- **Buses/Vans**
 - Clarence Rhine and Sue Carberry assured another successful CHP inspection of our buses. Clarence is replacing the engine in Bus 2, a much needed service as this bus is able to hold the largest number of students of any of the buses and is a good investment. He also maintained all of our other vehicles and has been working on getting our tractor repaired. We are fortunate to have such a high quality and dedicated 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:

1. Basic Services. Recruit and retain caring, committed, exemplary, qualified, credentialed staff; provide standards aligned instructional materials, including technology, to support implementation for all students, while maintaining a clean and safe learning environment.

- a. Work closely with the business Manager to ensure that our budget accommodates the needs associated with recruiting and retaining staff.
- b. Work closely with the Administrative Assistant in advertising for, recruiting and interviewing new staff.
- c. Provide budget to support purchase of instructional materials
- d. Work with site principals in ensuring review and adoption of Common Core curriculum and materials
- e. Work with maintenance staff in creating efficient strategies and practices for maintaining the campus
- f. Create ongoing facility needs assessments and long range projections for budgetary and staffing support.
- g. Support the new building project and take steps necessary to get phase 2 of the elementary project moving forward.

2. Implementation of State Academic Standards. Provide high quality staff development for both classified and certificated staff in common core implementation with a focus on effective instructional strategies, ELD strategies, peer coaching, use of technology, and curriculum alignment.

- a. Promote and provide funds to implement staff development programs for all staff.
- b. Work with site principals to support staff in strong curricular and instructional practices

3. Parent Engagement. Provide a variety of venues to build strong connections between parents and their child's educational experience.

- a. Work with MCOE, DAC, and school sites in creating some new strategies for increased parent engagement

4. Pupil Achievement. 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.

- a. Create a budget that supports enough staffing and student supports for increasing pupil achievement
- b. Develop strategies for reviewing data, creating needs assessments based on data review and plans for improvement.

5. Pupil Engagement and Course Access. Provide access to a broad course of study to all students inclusive of both College and Career pathways.

- a. Work with site principals in supporting the various activities and programs needed to achieve this goal
- b. Work with MCOE and other outside agencies to maximize opportunities for our students.

6. School Climate. Provide social, emotional, and academic supports for all students in a safe environment in which our students can achieve the knowledge, skills and attitudes needed now and for the future.

- a. Support for the implementation of a Multi-Tiered System of Support/PBIS

- b. Continue to work closely with Healthy Start in providing services to our students and families

7. Other Pupil Outcomes. Provide a comprehensive program promoting health education and physical activity for all students in order to strengthen the link between student health and learning

- a. Work with site principals , DAC and the Food Service Director in providing healthy foods and activities for our students.

8. Human Resources

- a. Recruit and retain caring, committed, exemplary, qualified staff i. Work with Site Principals to provide supports to retain our teachers

9. Financial Stability

- I will continue to work closely with the Business Manager to achieve our LCAP goals while maintaining financial stability.

10. Leadership

- Work with Site Principals in establishing strategies for improving attendance district wide.
- Build on communication strategies and develop a plan for improving
- 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
- Work 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

Revisions in Revenues and Expenditures to the Adopted 2017/2018 LUSD Budget

Since the board adopted the budget on June 22, 2017, 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 2017, the effect of the revenue changes on the adopted budget.

Potential changes are:

- Increased funding for Preschool and ASES
- Increased funding for teacher preparation and professional development

Changes will be implemented at 1st Interim or Unaudited Actuals.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: The Board discussed Branscomb School in 2018/19 and high school start time.

COMMENTS FROM THE BOARD: Meagen is sad/excited that school is starting. Mrs. Potter wanted to pay tribute to Mr. Matlock and all that he did for the school.

P. ADJOURNMENT:

Motion to adjourn the meeting by Meagen Hedley, seconded by Shelagh Deveney, unanimously approved with a 4-0 vote. The meeting was adjourned at 8:18 P.M. The next regular meeting will be held on September 7, 2017.

Respectfully submitted,

Adopted as Final
September 7, 2017

Joan Viada Potter
Secretary to the Board

Shannon Ford
Clerk of the Board