

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF JANUARY 16, 2014**

**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 16, 2014. Board President Calvin Harwood called the meeting to order at 6:15 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: Heaven Gunter

**B. PUBLIC INPUT re CLOSED SESSION ITEMS:** No public input regarding closed session items.

**C. CLOSED SESSION AGENDA:**

CS-1 PUBLIC EMPLOYEE APPOINTMENT  
Title: Middle School Instructional Assistant

CS-2: PUBLIC EMPLOYEE APPOINTMENT  
Title: Special Ed Instructional Assistant

CS-3: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE  
*(No Additional Information Required)*

**D. ANNOUNCEMENTS FROM CLOSED SESSION:** Calvin Harwood announced that the board approved Closed Session Item CS-1, Public Employee Appointment of Middle School Instructional Assistant Bronwyn Beetz with a 5-0 vote; approved Closed Session Item CS-2, Public Employee Appointment of Special Ed Instructional Assistant Rosa Guillins with a 5-0 vote and took no action on Closed Session Item CS-3, Public Employee Discipline/Dismissal/Release.

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

**F. ACCEPTANCE OF AGENDA:**

- **Motion** to approve the Agenda by Cecelia Gillespie, seconded by Shannon Ford, unanimously approved.

**G. CORRESPONDENCE:** None.

**H. PUBLIC INPUT:** None.

**I. REPORTS AND COMMENTS:**

Superintendent's Report:

Mrs. Potter discussed the State adopting 31 math texts, the Smarter Balanced practice test, and the current state of the Community Day School rebuild.

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**

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

#### **K. ACTION:**

##### K.1. Students of the Month

- Mr. Henry presented the Students of the Month, Kelsey Thomas and Corey James, Jr., for Laytonville High School and introduced their families.
- **Motion** to recognize Kelsey Thomas and Corey James, Jr. as the Students of the Month by Meagen Hedley, seconded by Shannon Ford, unanimously approved.

##### K.2. Employee Recognition Award – Resolution No.445

- Twice a year the Board of Trustees receives recommendations for the Board's Employee Recognition Awards. Staff, students and community members can recommend employees for the award. The award recipients are recognized with a Board Resolution in their honor, a gift and their name is placed on a perpetual plaque which hangs in the District Office.
- We are very pleased to present this year's Employee Recognition Award to Gloria Matheson.
- **Motion** to adopt Resolution No. 445 for the Employee Recognition Award and recognize Gloria Matheson by Tina Tineo, seconded by Meagen Hedley, unanimously approved.

##### K.3. Request for Allowance of Attendance Because of Emergency Conditions

- California Education Code Section 41422 allows for schools to obtain approval for attendance and instructional time credit for a variety of events. All schools in Laytonville Unified School District were closed on December 9, 2013 due to extreme ice on all school campuses and broken and frozen water pipes. The school grounds, walkways, and driveways were covered with inches of thick ice and school sites were without running water due to broken and/or frozen water pipes.
- **Motion** to approve the request for Allowance of Attendance Because of Emergency Conditions by Meagen Hedley, seconded by Shannon Ford, unanimously approved.

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

##### L.1. Audit Certification: 2012-13 Financial Report and Audit

- EC 41020.3 requires the Governing Board to review and accept the prior year's Financial Report and Audit at a public meeting. The audit presents an examination of the district's

books and operating procedures. The auditor's letter to the Board regarding internal control and compliance over financial reporting notes no reportable conditions considered to be material weaknesses and no instances of noncompliance to be reported under the Government Auditing Standards. However, the auditors did identify one deficiency in internal control over financial reporting that is considered to be a "significant deficiency." Deficiencies are less severe than a material weakness, but are important for us to address and pay attention to.

- **Motion** to approve the 2012-13 Financial Report & Audit by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

#### L.2. Approval of Contract with Auditor

- We must approve a contract with an auditor for the next year. State legislation limits an auditor's services to a district to six consecutive years. We have been with Christy White Associates for 3 years. State law requires us to select an auditor or the County must appoint one.
- Christy White Associates have been competent auditors for the past three years. I recommend that we continue using their services.
- Motion to grant approval for the Superintendent to contract with Christy White for Auditing Services by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

#### L.3. Approval of Revised Instructional Minutes for Laytonville High School

- In order to accommodate the increased number of students purchasing brunch at the high school, Mr. Henry and the LHS staff are proposing to adjust brunch and lunch times. The request is to lengthen brunch by 5 minutes and shorten lunch by 5 minutes.
- There is no reduction in instructional minutes as a result of this proposal
- **Motion** to approve the Revised Instructional Minutes for Laytonville High School by Meagen Hedley, seconded by Cecelia Gillespie, unanimously approved.

#### L.4. North County SARB Coordinator

- In 2009-2010 Willits, Laytonville and Round Valley formed the North County Consortium to address student truancy issues. The agreement to create a School Attendance Review Board (SARB) as one entity came as the result of funding from the Safe Schools/Healthy Students Initiative, a joint effort between the United States Departments of Education, Health and Human Services, and Justice. SSHS - BRONCO (Building Resiliency Opportunities for the North County), is the systems change program designed to link and connect communities with key entities that have common goals and values in order to align strategies and leverage control over outcomes.
- The grant funding has ended, though the effective work that was achieved through the grant will continue. Laytonville Unified School District and Willits Unified School District believe that the SARB process is valuable and needs to be sustained. In order to sustain this process the districts are in need of a SARB coordinator (these tasks were previously handled by the BRONCO coordinator).
- Mrs. Potter proposed to advertise for a short term SARB Coordinator position that would go from January through mid-May and would range from 15-20 hours per month. The

costs of this position (approx. \$1,800.00) for the remainder of the 2013-2014 school year would be shared between Willits and Laytonville. If the position is something that both districts agree to support for the 2014-2015 school year, a job description will be brought forward and negotiations with CSEA will be conducted at a future date.

- **Motion** to approve the hiring of a short term SARB Coordinator by Cecelia Gillespie, seconded by Shannon Ford, unanimously approved.

**M. INFORMATION ITEMS:** None.

**N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS:** Board President Calvin Harwood requested that the Board look in to purchasing new vans at next month's meeting, as well as the demolition of the old high school gym. Shannon Ford requested that the tin gym's heating situation be looked at in a future meeting.

**O. COMMENTS FROM THE BOARD:** Meagen Hedley shared that she hopes the flu stops going around soon. Cecelia Gillespie expressed that she is excited about the trees being planted at the high school. Shannon Ford shared that she liked going through the facilities at the last meeting and would be interested to look more into the tin gym's heating. Calvin Harwood expressed that he is an advocate for orchards, but that the District also need to plan carefully for what is planted.

**P. ADJOURNMENT:**

**Motion** to adjourn the meeting by Meagen Hedley, seconded by Cecelia Gillespie, unanimously approved. The meeting was adjourned at 8:05pm. The next regular meeting will be held on February 6, 2014.

Respectfully submitted,

Adopted as Final  
February 6, 2014

---

Joan Viada Potter  
Secretary to the Board

---

Shannon Ford  
Clerk of the Board