

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF AUGUST 13, 2020**

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 13, 2020. Board President Calvin Harwood called the meeting to order at 6:03 pm.

ROLL CALL:

Trustees Present: Calvin Harwood Meagen Hedley, Elina Agnoli, & Mat Paradis

Administrators Present: Joan Potter, Lorre Stange and Tim Henry

Student Representative: Wolfgang Peterson

B. PUBLIC INPUT re CLOSED SESSION ITEMS:

C. CLOSED SESSION AGENDA:

CS-1: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE	CS-1
CS-2: CONFERENCE WITH LABOR NEGOTIATOR Name of Agency Negotiator: Superintendent Name of organization representing employee: LVTA	CS-2
CS-3: CONFERENCE WITH LABOR NEGOTIATOR Name of Agency Negotiator: Superintendent Name of organization representing employee: CSEA	CS-3
CS-4 CONSIDERATION OF INTER-DISTRICT TRANSFER REQUEST, Student IDT 2020/21-A	CS-4

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that on Closed Session Item CS-4, Consideration of Inter-District Transfer Request, the Board unanimously voted to accept the transfer request for Student IDT 2020/21-A. No other action was taken in Closed Session.

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 Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 3-0 vote.

G. CORRESPONDENCE:

- 1) Letter from County Superintendent of Schools, Michelle Hutchins, Re: 4th Quarter Williams Report
- 2) Letter from WASC (Western Association of Schools and Colleges)

H. PUBLIC INPUT: None

I. REPORTS AND COMMENTS:

Superintendent's Report:

Mrs. Potter expressed her gratefulness to be working in this District in what is turning into the most challenging and stressful time of her career. So thankful to all of the staff for being so flexible and willing.

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-None	CSEA-

J. ACTION: CONSENT AGENDA

- **Motion** to accept the Consent Agenda by Elina Agnoli, seconded by Mat Paradis, unanimously approved with a 4-0 vote (Mat Paradis arrived after first vote).

K. ACTION:

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 2 Limited Assignment Permits and up to 2 permits that will provide certification for up to 2 interns at Laytonville Elementary/High School and 2 Provisional Internship permits.
- Additionally, we are applying for 2 emergency CLAD permits.
- **Motion** to approve the Declaration of Need for Fully Qualified Educators by Elina Agnoli, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

K.2. Annual Statement of Need – 30 Day Substitute

- This statement of need must be filed at the school district office each school year when employing holders of Emergency 30-Day Substitute Permits. The form must be completed annually, indicating that either no credentialed person is available or that those available are not deemed qualified for substitute teaching and details of the circumstances that necessitate the use of emergency permit holders rather than fully credentialed teachers.
- **Motion** to approve the attached Annual Statement of Need for 30 Day Substitute Permits by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

K.2. Staff Development Plans for 2019/20

- Staff development days this year include:
 - August 19th, August 20th, 2020, and May 14th 2021 for Certificated Staff and

- August 20th and 21st, 2020 for Classified Instructional Staff. (Other dates may be utilized and staff will receive supplemental pay for participating.)
- Staff Development activities for 2020/2021 focus on Distance Learning strategies and other areas specific to the pandemic such as proper sanitizing techniques: The following areas from our most recent LCAP will be integral to our plans though the deliver model of working with students via the Internet will be the focus. Many staff members have already participated in a variety of trainings.
 - 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
 - Trauma Informed Practices
 - Strategies for increasing attendance and student achievement
 - Provide professional development for both classified and certificated staff with a focus on attaining common core curriculum
 - Provide staff development for CTE teachers to integrate standards based curriculum into their programs
 - Support for the implementation of a Multi-tiered System of Support/PBIS
- **Motion** to approve the 2020/21 Staff Development Plan by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

K.4. Revision of Resolution No. 583 for Classified Layoffs

- Days after we passed the resolution to layoff two 1.5 hour cafeteria helper positions, a state bill was passed prohibiting the layoff of food service transportation and custodial staff. For this reason I am recommending that we revise Resolution No. 583 to remove the layoff of the food service positions.
- **Motion** to revise Resolution No. 583 to reflect no reductions in food service staff by Mat Paradis, seconded by Elina Agnoli, unanimously approved with a 4-0 vote.

K.5. Resolution No. 591 for Classified Layoffs/Reductions

- Due to Covid-19 and our Distance Learning Model, certain classified positions will not be necessary.
- **Motion** to adopt Resolution No. 591 for Classified Layoffs by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

K.6. Resolutions No. 592 & 593 for Honoring Retirees

- Two dedicated and loyal employees have retired from the District. Between the two of them, they have provided 54 years of educational service to our students. We will miss them.
- **Motion** to adopt Resolutions No. 592 & 593 for Honoring Retirees by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

L. DISCUSSION / ACTION:

L.1. District Goal Setting

- The goals of the district have taken on a new focus. Our overriding goal for the district is to support all staff, students and parents in providing a strong education that emphasizes safe and healthy practices for our students during these unprecedented times with the COVID-19 Pandemic. The District will continue to focus on the following goals while putting energy into Distance Learning and then the safe reopening of our schools.

Laytonville Unified School District Goals

- **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 Goals by Mat Paradis, seconded by Elina Agnoli, unanimously approved with a 4-0 vote.

L.2. Distance Learning Reopening Plans

- All LUSD schools will be opening on August 24, 2020 with a Distance Learning program. This plan is based upon the Governor's order regarding school districts who are within counties that are placed on the state Watch List. Though our county is not currently showing up on the state Watch List as of August 4, 2020, Dr. Doohan has advised county schools that our county data shows us as meeting the criteria for being placed on the Watch List and is therefore recommending that our schools open with a Distance Learning model.
- In efforts to provide high quality learning for all of our students the state has defined what is required of all schools providing this model of learning. The instructional program will be very different than it was in the spring when we were mandated to close with little to no planning time. Teachers and staff have been working throughout the summer to develop methods and curriculum that will be effective and engaging for your students. All students will be scheduled to be online daily at specific times during the day to receive instruction from their teachers and to participate in activities where they will interact with their peers. Some independent activities will also be part of the instructional program and will take

place during specified time periods. Each teacher will be creating a daily schedule for their classes that will outline the specific times and activities that the students must complete.

- The district is responsible for ensuring that all students have access to the internet which is a huge challenge for us. We have purchased hot-spots, are looking at providing satellite Internet upgrades to families and purchasing many devices to be able to fully serve our students. We are looking for strategies to serve students who are not able to connect to the Internet from their homes including setting up centers on campus that conform to Public Health Guidelines.
- The District is working with both unions to accommodate staff who have underlying issues and/or child care or other concerns that would prevent them from working on campus.
- Breakfast and Lunch will be delivered daily to bus stops.
- Delivery of instructional materials and or other needs will be provided by the transportation department.
- **Motion** to approve the LUSD Distance Learning Reopening Plan by Meagen Hedley, Seconded by Mat Paradis, unanimously approved with a 4-0 vote.

L.3. Local Biennial Review of Conflict of Interest Code BP 2300

- Public Reform Act of 1974 (Government code Section 87306.5) requires the school district to review its conflict of interest code biennially prior to October 1.
- After my review of the document I don't believe that any amendments are necessary to our current policy.
- **Motion** to adopt BP 2300 with no changes by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

L.4. Approval of Contracts Greater than \$10,000

- According to Board Policy 3312, Contracts exceeding \$10,000 need to have prior approval by the Governing Board. The following contracts are expected to exceed \$10,000:
 - Laytonville Elementary School Generator a. Base Bid (\$17,638) + Alternate Addition (\$5,800) = \$23,438
 - b. Base Bid (\$12,235) + Alternates #1 Air Cooled (\$5,403) or Alternate #2 Liquid Cooled (11,203) = \$
 - **Motion** to Approve the Superintendent to enter into a contract with Fort Bragg Electric to purchase a Generator for Laytonville Elementary School not to exceed \$25,000 by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.
- Fort Bragg Electric - Water and Power feed to Continuation, Community Room and Weight Room after Old High School Demolition - \$16,953.73
 - **Motion** to Approve the Superintendent to enter into a contract with Fort Bragg Electric to run electricity and water to the classrooms after Old High School demolition by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote.
- Fort Bragg Electric - Laytonville High School Culinary Electrical a. Inclusions #1-10 on proposal - \$8,650
- Laytonville High School Culinary Plumbing – \$19,978 a. Inclusions #1-9 on proposal

- **Motion** to Approve the Superintendent to enter into a contract with Fort Bragg Electric/plumbing to Culinary Arts Electrical& Culinary Arts Plumbing not to exceed a total of \$40,000 by Elina Agnoli, seconded by Mat Paradis, unanimously approved with a 4-0 vote.
- Kajeet – 60 wireless hotspots - \$38,258.10
 - **Motion** to Approve the Superintendent to purchase up to 100 wireless hotspots, not to exceed \$70,000 from Kajeet by Mat Paradis, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

L.5. Adoption of Revised Instructional Minutes for 2020/21

- Due to legislative changes as a result of the pandemic, California schools will continue to be required to provide 180 days of instruction per year. However, the minimum number of instructional minutes will be reduced, in an effort to offer teachers more flexibility during distance learning. The typical minimum number of instructional minutes per day varies by grade: 200 for kindergarten, 280 for grades 1 to 3; 300 for grades 4 to 8 and 360 for high school.
 - For the 2020-21 school year, the daily requirements will drop to 180 minutes for kindergarten, 230 for grades 1 to 3 and 240 for grades 4 to 12.
- All Laytonville Unified School district schools will be providing the minimum daily instructional minutes requirements for 180 school days.
- **Motion** to adopt the Revised Distance Learning Instructional Minutes for the 2020/21 School Year by Meagen Hedley, seconded by Elina Agnoli, unanimously approved with a 4-0 vote.

L.6. Adoption of Budget Revised

Revisions in Revenues and Expenditures to the adopted 2020/2021 LUSD Budget

- Since the board adopted the budget on June 25, 2020, 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 2020, the effect of the revenue changes on the adopted budget.
- The primary change from the May Revision is the restoration of LCFF revenues and the increase in cash deferrals.
 - Restores 7.92% reduction to LCFF base grant amount (sets COLA at 0%, instead of using -10% proration factor after statutory COLA)
 - Restores categorical program reductions
 - Adds Learning Loss Mitigation
 - Adjusts Special Education formula
 - Expands deferrals of 2020-21 apportionments
 - Eliminates triggers in revenue reductions
 - Adds triggers to reduce deferrals if federal legislation to provide additional federal funds to the state is not enacted by September 1.
- The highlights include: Projected negative COLA for 20/21, 21/22, 22/23 has been dropped to a 0% COLA. Funding will be based on what we received last year for the LCFF base grant with the exception of the funded ADA number. What this means is instead of a \$416,000 reduction in funding for 20/21 there will only be a \$77,000 reduction.
 - \$24,500 projected reduction to categoricals has been restored.

- COVID-19 resources for LUSD projected to be: \$511,519. (The bulk of this funding is for Learning Loss mitigation and must be spent by 12/31/2020).
- For the Multiyear projection in 22/23 we now meet the 4% reserve required for economic uncertainty. We don't quite meet the 6% stabilization agreement but we come a lot closer at 5.1%.
- Deferrals to apportionments will be an ongoing concern for cash and will be monitored closely.
- Deficit spending will continue due to declining enrollment.
- **Motion** to adopt the Budget Revision by Mat Paradis, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

M. INFORMATION ITEMS:

M.1. Summer School Report

Summer School focused on Language Arts and Math and working with students on any Learning Loss, and or Special needs that may have occurred during the spring due to school closures. We had minimal participation of about ten students. The high school offered its program through Independent Study and focused on graduation requirements and credit recovery with a focus on catching students up who fell behind during the spring semester. Twenty-seven students were served at the high school. The summer school teachers, Konnie Hawkins, Natalia Moody, Stacey Patton and Suzie Dunham, deserve special recognition for their above and beyond efforts to help our students especially during these ever so challenging times.

M.2. Summer Maintenance Projects Report

- Demolition of the Old High School- Our maintenance staff emptied out all five of the classrooms that were filled with furniture and miscellaneous items. The buildings were then torn down by the demolition company. Electrical, water and sewer lines needed to be rerouted to the Continuation room, the weight room and the Community room. Still to be completed is fencing to close off areas where we don't want students entering, some fascia boards where the walkway was torn off, and grading/fill/seeding/something for the area that was excavated prior to the rains coming.
- Ongoing maintenance of all fields, grounds and irrigation systems
- Reroofing of the bus barn a garden shed and the haz-mat shed. Sealing of roofing in areas around HVACs
- Deep cleaning and sanitizing of all rooms
- New flooring in the Maintenance Office
- Beginning remodel of Culinary Arts room

M.3. Superintendent's Goals

- Mrs. Potter's goals this year are focused on helping the District staff transition to Distance Learning and planning for the safe reopening of our schools. There are many facets to this challenge.
 1. Staff Development focused on Distance Learning approaches
 2. Internet Access-Working with families in developing the most effective ways for students to have access
 3. Safe Cleaning Procedures- training staff and scheduling to implement COVID-19 cleaning procedures

4. Staff, Student and community morale is a challenge with the changes in working and learning conditions for all.
5. Curriculum and Instruction-working with staff to deliver high quality curriculum
6. Facilities
 - New classroom
 - CTE Remodel
 - Old High School
 - Various Projects
7. Negotiations-work with both unions to address changes due to COVID-19 regulations
8. Financial Stability
 - Work closely with the Business Manager in accessing COVID-19 funds and ensuring that our budget is fiscally sound
9. Leadership
 - Work with Site Principals in establishing strategies for improving attendance district wide.
 - Build on communication strategies and develop a plan for improving
 - Work closely with the Board in good governance practices and seek out training and conferences
 - 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.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: None

O. COMMENTS FROM THE BOARD: Elina: Thank you to everyone for working so hard and coming up with this plan for distance learning. Lorre: Thank you to the Board, we appreciate all of you. Mat: Feeling reassured after this meeting. He was feeling uncertain about how this was all going to work but it sounds like the plan is in motion.

P. ADJOURNMENT:

Motion to adjourn the meeting by Meagen Hedley, seconded by Elina Agnoli, unanimously approved with a 4-0 vote. The meeting was adjourned at 8:02 P.M. The next regular meeting will be held on September 10, 2020.

Respectfully submitted,

Adopted as Final
September 10, 2020

Joan Viada Potter
Secretary to the Board

Calvin Harwood
President of the Board