

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF DECEMBER 7, 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 December 7, 2017. Board President Calvin Harwood called the meeting to order at 6:10 p.m.

ROLL CALL:

Trustees Present: Calvin Harwood, Meagen Hedley, Shelagh Deveney.

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 APPOINTMENT Title: LMS Girls Basketball Coach	CS-1
CS-2	PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (No Additional Information Required)	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	CONSIDERATION OF INTER-DISTRICT TRANSFER REQUEST, NUMBER IDT 2017/18-F, G, H, I, J, K, L, M, N, O, P <i>Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9</i>	CS-4

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that on Closed Session Item 4, Consideration of Inter-District Transfer Request, the Board unanimously approved Inter-District Transfer requests numbers IDT 2017/18-F-IDT 2017/18-P. 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 Meagen Hedley, Seconded by Shelagh Deveney, unanimously approved with a 3-0 vote.

G. CORRESPONDENCE: None

H. PUBLIC INPUT:

I. REPORTS AND COMMENTS:

Superintendent's Report:

Mrs. Potter began by sharing that the CTE Facilities Grant that was approved at the special meeting on November 28, was delivered to Sacramento. We will know in February whether we

made it through the first hoops required to receive the Grant. If not, there will be other opportunities to apply. Next, Mrs. Potter explained that she has been working with Joe Feigon on getting a security camera system set up at the sites. These camera should be up and running in the next few weeks. Also, Mrs. Potter shared that the new Kindergarten playground will be installed over Winter Break. Mrs. Potter has been working with the Mendocino County Office of Education on curriculum coaching for both the Elementary School and the High School teachers. Lastly, Mrs. Potter commended the staff for working so hard to keep students focused before break. This is always a difficult time of year for students to focus but the staff have been doing everything they can to keep them going until the start of break.

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 Shelagh Deveney, seconded by Meagen Hedley, unanimously approved with a 3-0 vote.

K. ACTION:

K.1. Students of the Month

- Mr. Henry presented the Student of the Month, Lillianna Peterson and asked her to introduce her family.
- **Motion** to recognize Lillianna Peterson as the Student of the Month by Meagen Hedley, Seconded by Shelagh Deveney, unanimously approved with a 3-0 vote.

K.2. Annual Organizational Meeting – Election of Officers

- Education Code Section 35143 provides for an annual organizational meeting at which the Officers of the Board are elected. The Board President conducted the annual organizational meeting which includes the following tasks:
 - Nominate and elect candidates for the offices of President and Clerk.
 - Nominate and elect two trustees to serve as Board representatives to the District Advisory Committee (DAC).
 - Nominate and elect one trustee to serve as Board representative to the Family Resource Center (Healthy Start) Board.
 - The Superintendent serves as Secretary to the Board as provided by contract (no action needed).
- **Motion** to nominate Calvin Harwood as Board President by Shelagh Deveney, Seconded by Meagen Hedley, unanimously approved with a 3-0 vote.
- **Motion** to nominate Shannon Ford as Board Clerk by Meagen Hedley, Seconded by Shelagh Deveney, unanimously approved with a 3-0 vote.
- **Motion** to nominate Shannon Ford as Board Representative to the District Advisory Committee by Meagen Hedley, Seconded by Shelagh Deveney, unanimously approved with a 3-0 vote.

- **Motion** to nominate Meagen Hedley as a Board Representative to the District Advisory Committee by Shelagh Deveney, Seconded by Calvin Harwood, unanimously approved with a 3-0 vote.
- **Motion** to nominate Shelagh Deveney as a Board Representative to the Family Resource Center (Healthy Start) by Calvin Harwood, Seconded by Meagen Hedley, unanimously approved with a 3-0 vote.

K.3. Resolution No. 524 Designation of Signatures of Members of the Governing Board

- The Board must annually file with the County Superintendent of Schools the verified signatures of each person, including members of the Governing Board, authorized to sign orders in its name. Resolution No. 524 certifies these signatures.
- **Motion** to adopt Resolution No. 524 by Shelagh Deveney, Seconded by Meagen Hedley, unanimously approved with a 3-0 vote.

K.4. Appointment of Superintendent as Secretary to BOE

- The Superintendent's contract states that she will annually be appointed as Secretary to the Board.
- **Motion** to appoint Mrs. Potter as Secretary of the Board by Shelagh Deveney, Seconded by Meagen Hedley, unanimously approved with a 3-0 vote.

K.5. Designation of Regular Board Meeting Dates for 2017

- A proposed calendar based on past practice was attached for the Board's consideration.
- An updated 2017/18 Board Action Calendar (BAC) was also attached. This is a calendar of Board activities that the Board will follow throughout the year and it is revised periodically to reflect new requirements, topics and schedule changes; the BAC was adopted in June and no action was needed at this meeting.
- **Motion** to adopt the proposed Calendar of Regular Board Meeting Dates for 2018 by Meagen Hedley, seconded by Shelagh Deveney, unanimously approved with a 3-0 vote.

L. DISCUSSION / ACTION:

L.1. First Interim Budget Report

It's time for the First Interim Budget Report. The budget reporting process is ongoing throughout the year and includes:

- June Projected Budget for the next fiscal year
- September Update & disclosure of significant changes – based on the State's adopted budget (within 45 days of State adoption)
- October Presentation of the Unaudited Actuals for the previous year
- December First Interim Budget – as of October 31: it compares the budget approved in June with the latest figures
- March Second Interim Budget – as of January 31; includes funds received and expended since the First Interim Budget

Overview of Current Budget Situation

The Governor continues to emphasize that general fund revenue growth in the current and budget years, if it occurs, will be increasingly dependent upon volatile capital gains collections. Accordingly, additional caution is necessary in negotiating multiple year agreements.

STRS and PERS employer costs are projected to absorb significant portions of Local Control Funding Formula (LCFF) revenue growth that LEAs may receive. Districts with flat or declining enrollment need to be especially mindful, as expenses may grow more rapidly than revenues.

First Interim Budget highlights include:

- Revenues are up \$160,522: LCFF decreased \$5,454; Federal Revenue increased \$43,594 (Title I, Indian Ed); State increased \$97,982 (CTEIG, Mandated Costs onetime, ASES). Local Revenue decreased due to Special Ed reduction. The beginning balance was higher due to carryover.
- Expenditures increased \$406,836: salaries, benefits, supplies, services and capital outlay. We have a 4% economic uncertainty reserve with a 6% stabilization
- **Motion** to adopt the 2017/18 First Interim Budget Report by Shelagh Deveney, seconded by Meagen Hedley, unanimously approved with a 3-0 vote.

L.2. Audit Certification: 2016/17 Financial Report and Audit

- 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.
- Bette is again to be commended for her commitment to keeping our district in excellent standing.
 - Report highlights include:
 - Revenue & Expenses
 - District's Total Net Position: \$5,598,745
 - Overall Revenues: \$6,971,840
 - Expenses: \$6,400,860
 - Resource Allocation
 - Curriculum & Inst. : 62.4%
 - Pupil services: 11.3%
 - Administration: 8.2%
 - Maint. & Operations: 9.1%
 - Ancillary&Long-term debt: 8.9%
 - Control Deficiencies: None.
 - **Motion** to approve the 2016/17 Financial Report & Audit by Meagen Hedley, Seconded by Shelagh Deveney, unanimously approved with a 3-0 vote.

L.3. Revised AR 1261 for Indian Policies and Procedures, Second Reading/Approval

- At our meeting on November 2, 2017, the Board was presented with a revised AR 1261 for Indian Policies and Procedures. AR 1261 has been brought back for a second reading.

- **Motion** to adopt the revised AR 1261 for Indian Policies and Procedures by Shelagh Deveney, seconded by Meagen Hedley, unanimously approved with a 3-0 vote.

L.4. Revised SELPA Policies

- There have been some revisions made to the SELPA (Special Education Local Plan Areas) Policies since the Board approved the current policies on October 5, 2017. The revised sections are attached for your viewing.
- **Motion** to approve the revisions to the Procedural Safeguards and EL Assessment Policies by Shelagh Deveney, seconded by Meagen Hedley, unanimously approved with a 3-0 vote.

L.5. Resolution No. 525 for SELF Withdrawal

- Due to increased costs and a decrease in coverage, Erik Knak of Northern California Schools Insurance Group is recommending the District withdraws from SELF (Schools Excess Liability Fund).
- **Motion** to adopt Resolution No. 525 for Declaring Withdrawal of Membership in the Self JPA by Meagen Hedley, seconded by Shelagh Deveney, unanimously approved with a 3-0 vote.

M. INFORMATION ITEMS:

M.1. Student Data Dashboard

- The Student Data Dashboard based on data from the 2016/17 school year is available for review. Data indicates that we have made some progress but also have declined in some area. I will review the data with you.

M.2. Facilities Update

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

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: None

O. COMMENTS FROM THE BOARD: Shelagh looks forward to improvement on the data dashboard. Calvin likes seeing progress on the incline building. Meagen really enjoys the Student of the Month presentations.

P. ADJOURNMENT:

Motion to adjourn the meeting by Meagen Hedley, seconded by Shelagh Deveney, unanimously approved with a 3-0 vote. The meeting was adjourned at 8:14 p.m. The next regular meeting will be held on January 11, 2018.

Respectfully submitted,

Adopted as Final
January 11, 2018

Joan Viada Potter
Secretary to the Board

Shannon Ford
Clerk of the Board