

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF FEBRUARY 2, 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 February 2, 2012. Board President Harwood called the meeting to order at 6:00 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:

CS-1: Conference with Labor Negotiator re CSEA

CS-2: Conference with Labor Negotiator re LVTA

CS-3: Public Employee Discipline/Dismissal/Release

D. ANNOUNCEMENTS FROM CLOSED SESSION: No action taken on closed session items.

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 first interim report, a letter of resignation from Kris Shelton and a flyer for an upcoming board workshop.

H. PUBLIC INPUT: None

I. REPORTS AND COMMENTS:

Superintendent's Report:

- Mrs. Potter stated that she and Nancy Luis had attended a workshop at MCOE regarding the Common Core Standards.
- Mrs. Potter invited everyone to check out the District web page and see how it is developing.
- Mrs. Potter reported that enrollment is stable at the High School with 132 students.
- Mrs. Potter said she would soon be looking at projections and class configurations for 2012-13.
- Mrs. Potter reported that the Leggett School will be closed today and tomorrow due to flu.

- Mrs. Potter stated that SB-81 cuts will only be \$17,000 instead of the projected \$82,000 and advises the board to plan for reductions for years to come; the elimination of transportation, etc. In 2012-13 the projection is for a 2.2% reserve, and the minimum reserve is 4%.
- Mrs. Potter said there will be a district-wide meeting tomorrow to inform staff of the budget situation and brainstorm ideas.
- Mrs. Potter said that pink slips will be sent out, but hopes to hire most staff back.
- Mrs. Potter reported that Mock Trial is doing well and is a great source of pride for the district and the community.

The following reports were given:

Elementary Principal
LES/LMS Site Council-None
Student Representative

High School Principal
LHS Site Council-None
LVTA

Healthy Start
DAC-None
CSEA-None

J. ACTION: CONSENT AGENDA

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

K. ACTION:

K.1. Students of the Month:

- Mr. Regelbrugge presented Nick Whitley, Mady Braught and Terria Mitchell as the Students of the Month.
- **Motion** to approve the Students of the Month by Shannon Ford, seconded by Meagen Hedley and unanimously passed.

L. DISCUSSION / ACTION:

L.1. Review & Internet Distribution of 2010-11 LHS and LEMS School Accountability Report Cards (SARC):

- **Motion** by Tina Tineo, seconded by Shannon Ford and unanimously approved to accept and post the LHS and LEMS School Accountability Report Cards to the internet.

L.2. Title I Parent Involvement Board Policy 6020/Administrative Regulation 6020 (First Reading):

- **Motion** by Cecelia Gillespie, seconded by Meagan Hedley and unanimously accepted to bring the Title I Parent Involvement Board Policy 6020 and Administrative Regulation 6020 back to the March 1, 2012 meeting for a second reading and final approval.

L.3.UCP Board Policy 1312.3 and Administrative Regulation 1312.3 (First Reading):

- **Motion** by Meagan Headley, seconded by Tina Tineo and unanimously approved to bring the UCP Board Policy 1312.3 and Administrative Regulation 1312.3 back to the March 1, 2012 meeting for a second reading and final approval.

M. INFORMATION ITEMS:

M.1. Physical Fitness Results:

- Ms. Stange gave a report regarding the annual physical fitness test results.

M.2. Spy Rock and Branscomb Schools Enrollment/Class Configurations for 2012-13:

- The board discussed possible class configurations and enrollment regulations regarding Spy Rock and Branscomb schools for the 2012-13 school year and beyond. This item will appear on the March agenda for discussion/action.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS:

- Mrs. Potter would like to discuss the status of the church house.

O. COMMENTS FROM THE BOARD:

- Meagen had no comment.
- Tina had no comment.
- Cecelia had no comment.
- Shannon said to keep up the good work and find us some money.
- Calvin said he felt we have a good board this year and everyone is working hard to do what's right for the students.
- Kaitlin had no comment.
- Mrs. Potter thanked the principals and Bette.

P. ADJOURNMENT:

Motion to adjourn the meeting by Meagen Hedley, seconded by Tina Tineo and unanimously approved. The meeting was adjourned at 8:19 p.m. The next regular meeting will be held March 1, 2012.

Respectfully submitted,

Adopted as Final March 1, 2012

Joan Viada Potter, Superintendent

Shannon Ford, Clerk of the Board

LAYTONVILLE UNIFIED SCHOOL DISTRICT
PERSONNEL ASSIGNMENT ORDER #8 2011-2012

March 1, 2012

<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
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Certificated Appointment

Certificated Resignation

????????

Certificated Leave of Absence

Classified Appointment

Classified Resignation

Comer, Penny

Secretary/Registrar

6/17/2012

Regalado, Mark

Mechanic

2/29/2012

Teem, Jessica

Cafeteria Helper

2/29/2012

Classified Layoff

Athletic Coaches:

LAYTONVILLE UNIFIED SCHOOL DISTRICT

REVOLVING CASH FUND

8

March 1, 2012

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
2/21/12	1971	U.S.P.S.	Postage	\$180.00

BOARD ACTION ITEM K 1

Board Meeting Date: March 1, 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 ACTION ITEM K 2

Board Meeting Date: March 1, 2012
Subject: Paul Ubelhart-Mendocino College Update
From: Joan Potter, Superintendent

Explanation

Mr. Paul Ubelhart has requested to be on this month's agenda to give the board an update on Mendocino College and related budget topics.

Recommendation

Attachments:

BOARD DISCUSSION/ACTION ITEM K 3

Board Meeting Date: March 1, 2012

Subject: Title I Parent Involvement Board Policy 6020/Administrative Regulation 6020 (Second Reading and Adoption)

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. This is the final opportunity to amend the policy before adoption.

Recommendation

Adopt the Title I Parent Involvement policies – BP 6020 and AR 6020 as presented.

Attachments:

BP 6020 and AR 6020

BOARD ACTION ITEM K 4

Board Meeting Date: March 2, 2012

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

From: Joan Potter, Superintendent

Explanation

Our Board Policy and Administrative Regulations 1312.3 require ongoing review to ensure compliance. I am presenting versions of BP 1312.3 and AR 1312.3 that reflect current language/compliance. This is the final opportunity to amend the policy before adoption.

Recommendation

Adopt BP 1312.3 and AR 1312.3 as presented.

Attachments:

BP 1312.3 and AR 1312.3

BOARD ACTION ITEM K 5

Board Meeting Date: March 1, 2012
Subject: CSBA Ballot
From: Joan Potter, Superintendent

Explanation

CSBA has sent a ballot for election of a representative to the CSBA Delegate Assembly from our region. The board as a whole may vote for up to the number of vacancies in the region as indicated on the ballot. For example, if there are three vacancies in the region, the board may vote for up to three individuals. Regardless of the number of vacancies, each board may cast no more than one vote for any one candidate.

Recommendation

Select and vote for a CSBA representative to the Delegate Assembly.

Attachments:

Letter and ballot from CSBA

BOARD ACTION ITEM K 6

Board Meeting Date: March 1, 2012

Subject: Senior Experience Field Trip to Washington, D.C.

From: Joan Potter, Superintendent

Explanation

Senior Experience students are hoping to be travelling to Washington, D.C. in April with their advisor. Out of state travel requires Board approval. Mr. Kale, the club advisor, will share with you the details of the trip and answer any questions you may have.

Recommendation

Approve the Senior Experience Field Trip to Washington, D.C.

Attachments:

Field Trip Itinerary

BOARD DISCUSSION/ACTION ITEM L 1

Board Meeting Date: March 1, 2012

Subject: Second Interim Budget Report and Adoption

From: Joan Potter, Superintendent

Explanation:

The second interim budget report provides the Board with an overview of changes to the financial status of the district through January 31, 2012. The annual budget adoption process includes the following:

- June Proposed budget for the succeeding school year adopted
- September Sept. update: within 45 days of the State's budget adoption
- December The 1st Interim represents the budget through Oct. 31 & compares the adopted budget with subsequent revenues and expenditures
- March The 2nd Interim includes new revenues and expenditures through Jan. 31

Budget highlights at the Second Interim include:

- revenues are up \$453,680
 - expenditures are up \$137,982
 - we are currently maintaining an economic uncertainty/stabilization reserve of 10% (\$499,607)
 - we project an 6.63% economic uncertainty/stabilization reserve in 12/13 (\$286,820)
 - a 4.0% economic uncertainty/stabilization reserve is projected for 13/14 (\$168,447)
- These reserves are assuming that the tax increase extension by voters doesn't pass.

Overview of revenue reductions for 2012/2013 thru 2013/2014

11/12 revenue limit deficit: 20.602% (\$670,120)

12/13 revenue limit deficit: 21.666% (\$704,729)

Plus potential loss of \$455 per ADA and band drop at LHS

13/14 revenue limit deficit: 21.666% (\$704,729)

We have the required 4% economic uncertainty reserve for 13/14 but it is 6% short of the board's preference of a 10% reserve.

Recommendation:

Adopt the Second Interim Budget

Attachments:

Second Interim Budget

BOARD DISCUSSION/ACTION ITEM L 2

Board Meeting Date: March 1, 2012
Subject: Equipment Replacement
From: Joan Potter, Superintendent

Explanation:

Some of the major equipment used at the high school for networking and internet connectivity is getting old and failing. Last year, the county office was able to supply us with some used equipment to help buy us some time before having to replace everything. This equipment is now failing and must be replaced. The County has put together a quote for us after researching quality and pricing from an array of vendors. Quote is attached.

BP 3312 requires that a contract greater than \$10,000 needs prior Board Approval.

Recommendation:

I recommend that the board approve the contract for up to \$27,000 out of the building fund to purchase new internet equipment for the high school.

Attachments:

Proposal for equipment replacement.

BOARD DISCUSSION/ACTION ITEM L 3

Board Meeting Date: March 1, 2012

Subject: PUBLIC HEARING: Notice of Compliance with Govt. Code
Section 3547—Collective Bargaining for the 2012-2015 CSEA
Contract, Including CSEA and LUSD Proposals

From: Joan Potter, Superintendent

Explanation:

Government Code Section 3547 requires that initial proposals for collective bargaining agreements be sunshined at a public hearing. The Notice of Public Hearing has been posted for 10 days and the initial proposals have been available for review at the District Office. The public is invited to comment on the proposals. The District's initial proposals will be adopted later in the agenda.

CSEA's Initial Proposals:
See Attached.

District's Initial Proposals:

The District would like to discuss language modifications and cost saving measures in relation to:

- Article V - Hours and Overtime
- Article VI - Pay and Allowances
- Article VII - Medical, Dental and Vision Benefits
- Article XII – Evaluation Procedures
- Appendix A-3 – Classified Salary Schedule

Attachment:

CSEA proposals

BOARD DISCUSSION/ACTION ITEM L 4

Board Meeting Date: March 1, 2012

Subject: Initial Proposals to the LUSD-CSEA 2012-2015 Collective
Bargaining Contract-Adoption of the District's Initial Proposals

From: Joan Potter, Superintendent

Explanation:

The District's Initial Proposals for a new successor to the collective bargaining contract that expires on June 30, 2012 with the California School Employees Association are listed below. Per Government Code Section 3547, a hearing was held and the public was invited to review and comment on the District's proposals.

District's Initial Proposals

The District would like to discuss language modifications and cost savings measures in relation to:

Article V - Hours and Overtime

Article VI - Pay and Allowances

Article VII - Medical, Dental and Vision Benefits

Article XII – Evaluation Procedures

Appendix A-3 – Classified Salary Schedule

Recommendation:

Adopt the District's Initial proposals.

Attachments:

BOARD DISCUSSION/ACTION ITEM L 5

Board Meeting Date: March 1, 2012

Subject: PUBLIC HEARING: Notice of Compliance with Govt. Code
Section 3547—Collective Bargaining and Reopeners to the 2011-
2014 LVTA Contract, Including LVTA and LUSD Proposals

From: Joan Potter, Superintendent

Explanation:

Government Code Section 3547 requires that initial proposals for collective bargaining agreements be sunshined at a public hearing. The Notice of Public Hearing has been posted for 10 days and the initial proposals have been available for review at the District Office. The public is invited to comment on the proposals. The District's initial proposals will be adopted later in the agenda.

LVTA's Initial Proposals:

No proposals at this time.

District's Initial Proposals:

Language modifications to effect cost savings.

BOARD DISCUSSION/ACTION ITEM L 6

Board Meeting Date: March 1, 2012

Subject: Reopeners to the LUSD-LVTA 2011-2014 Collective Bargaining Contract-Adoption of the District's Initial Proposals

From: Joan Potter, Superintendent

Explanation:

The District's Initial Proposals for modifications to the 2011-2014 collective bargaining contract with the Long Valley Teacher's Association are listed below. Per Government Code Section 3547, a hearing was held and the public was invited to review and comment on the District's proposals.

District's Initial Proposals:

The District would like to negotiate language modifications that will effect cost savings.

Recommendation:

Adopt the District's Initial Proposal

Attachments:

BOARD DISCUSSION/ACTION ITEM L 7

Board Meeting Date: March 1, 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 and at the February 2, 2012 meeting, the Board discussed Branscomb/Spy Rock Schools enrollment.

I recommend that the Board act upon 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.

Recommendation:

Attachments:

Numbers of students attending each school for 2011-2012, living in and out of currently defined enrollment area.

BOARD INFORMATION ITEM M 1

Board Meeting Date: March 1, 2012

Subject: Employee Recognition Program

From: Joan Potter, Superintendent

Explanation

The Governing Board recognizes two employees each year for their contributions to the improvement and effectiveness of the District's educational program. One award is presented in January and one is presented in May. The Governing Board recognizes employees who:

- by exemplary service over an extended period of time have contributed to the improvement or effectiveness of the district educational program.
- perform special acts or services in the public interest.
- by superior accomplishments, make exceptional contributions to the effectiveness, efficiency, economy or improvements of district operations.
- propose ideas or procedures which eliminate or reduce district expenditures or improve the efficiency of district operations.

Our previous awards have been presented to:

Sally Foltz	Sissy Dodd	Pam Cornell	Joan Potter
Carolyn Carpenter	Sparky Hagan	Beth Hogan	Debbie Bowles
Tammy Lyons	Nancy Luis	Judy Pinches	Toni Leet
Mark O'Neill	Alicia Linfoot	Binet Payne	Steve McCaffrey
Dennis Hogan	Steve McKinley	Donna Vaiano	Amy McHenry
Marianne Loeser	Bette Loflin	Bruce Potter	Michele Schott
Pedro Salmeron	Katy Cabezut		

Nominations are due in March and the Board will select the award recipient in April for recognition in May. Recipients are presented a certificate and a special gift.

BOARD INFORMATION ITEM M 2

Board Meeting Date: March 1, 2012

Subject: State and District Budget Update

From: Joan Potter, Superintendent

Explanation

I have met with all staff and the District Advisory Committee regarding the status of the state/district budget. Cost savings ideas have been generated through meetings and suggestion boxes.

The guidance we are being given in terms of budget planning varies from day to day in accordance with what is happening at the state level.

As discussed earlier, the 2nd Interim Budget has been created based on the current recommendation of a \$455 ADA reduction. It was also built with certain positions and expenditures being eliminated from the budget. Many of the ideas that were put forth by staff are items that require negotiations, and therefore have not been considered at this point.

I will be meeting with both unions to negotiate further cost saving measures and developing contingency plans in case of further reductions.