

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF MARCH 6, 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 March 6, 2014. Board President Calvin Harwood called the meeting to order at 6:03pm.

**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: None.

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

**C. CLOSED SESSION AGENDA:**

CS-1	PUBLIC EMPLOYEE APPOINTMENT Title: Special Ed Instructional Assistant	CS-1
CS-2	PUBLIC EMPLOYEE APPOINTMENT Title: Special Ed Instructional Assistant	CS-2
CS-3	PUBLIC EMPLOYEE APPOINTMENT Title: SARB Coordinator	CS-3
CS-4	PUBLIC EMPLOYEE APPOINTMENT Title: LMS Co-Ed Soccer Coach	CS-4
CS-5	PUBLIC EMPLOYEE APPOINTMENT Title: LMS Softball Coach	CS-5
CS-6	PUBLIC EMPLOYEE APPOINTMENT Title: LHS Softball Coach	CS-6
CS-7	PUBLIC EMPLOYEE APPOINTMENT Title: LHS Baseball Coach	CS-7
CS-8	CONFERENCE WITH LABOR NEGOTIATOR: Name of Agency Negotiator: Superintendent Name of Organization Representing Employees: LVTA	CS-8
CS-9	PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (No Additional Information Required)	CS-9

**D. ANNOUNCEMENTS FROM CLOSED SESSION:** Calvin Harwood announced that the board approved Closed Session Item CS-1, Public Employee Appointment of Special Ed

Instructional Assistant Linus (Bud) Johnson with a 5-0 vote; Closed Session Item CS-2, Public Employee Appointment of Special Ed Instructional Assistant Rosa Guillins with a 5-0 vote; Closed Session Item CS-3, Public Employee Appointment of Short-Term SARB Coordinator Hannah Davidson with a 5-0 vote; Closed Session Item CS-4, Public Employee Appointment of LMS Soccer Coach Jezara James with a 5-0 vote; Closed Session Item CS-5, Public Employee Appointment of LMS Softball Coach Regina Dickson with a 5-0 vote; Closed Session Item CS-7, Public Employee Appointment of LHS Baseball Coach Jason Walczak with a 5-0 vote. The Board took no action on Closed Session Item CS-6 for Public Employee Appointment of LHS Softball Coach and Closed Session Item CS-8 for Conference with Labor Negotiator. On Closed Session Item CS-9 the Board unanimously voted to authorize the Superintendent or designee to notify one temporary certificated employee pursuant to Education Code section 44694(b), that they will not be reemployed for the 2014/15 school year. Additionally, on Closed Session Item CS-9 the Board voted to unanimously approve a Job Share Request for the 2014/15 school year pending finding a suitable, highly qualified teacher to fill the other part of the position by July 1, 2014.

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

**F. ACCEPTANCE OF AGENDA:**

- **Motion** to remove Michael Braught from the Personnel Assignment Order #8 due to not having enough players for an LHS softball team and approve the Agenda by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

**G. CORRESPONDENCE:** Mrs. Potter shared a letter from Paul Tichinin regarding the 2<sup>nd</sup> Quarter Williams Report.

**H. PUBLIC INPUT:** None.

**I. REPORTS AND COMMENTS:**

Superintendent's Report:

Mrs. Potter shared that she will be putting a notice in the local newspaper about the old high school gym demolition going out to bid soon. Additionally, she shared that she has already had the "Frequently Asked Questions" article published in the paper as well. Mrs. Potter discussed the projects that the District is hoping to complete this summer, including repairing some dry wall at the middle school, troubleshooting the irrigation system, and painting the interior and exterior of the older buildings. Next, Mrs. Potter shared that she will be meeting with both unions next week in order to make a more pertinent staff satisfaction survey to be distributed this year. Lastly, Mrs. Potter congratulated the high school staff and principal, Mr. Henry, for getting the full 6 year accreditation with a mid-term review from their recent WASC review.

The following reports were given:

Elementary Principal	High School Principal	Healthy Start – No Report
LES/LMS Site Council	LHS Site Council	DAC
Student Representative	LVTA	CSEA

## **J. ACTION: CONSENT AGENDA**

- **Motion** to remove Michael Braught from the Personnel Assignment Order and accept the Consent Agenda by Shannon Ford, seconded by Tina Tineo, unanimously approved.

## **K. ACTION:**

### K.1. Students of the Month

- Mr. Henry presented the Student of the Month, Lacey Stillwell, for Laytonville High School. Lacey Stillwell was not present at this meeting and will instead be presented her award at the April Board Meeting.

### K.2. Second Interim Budget Report and Adoption

- The second interim budget report provides the Board with an overview of changes to the financial status of the district through January 31, 2014. 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 1<sup>st</sup> Interim represents the budget through Oct. 31 & compares the adopted budget with subsequent revenues and expenditures
  - March - The 2<sup>nd</sup> Interim includes new revenues and expenditures through Jan. 31
- Budget highlights at the Second Interim include:
  - revenues are up \$159,921
  - expenditures are up \$116,734
  - we are currently maintaining an economic uncertainty/stabilization reserve of 10%
  - we project a 10% economic uncertainty/stabilization reserve in 14/15 and 15/16
- LCFF
  - With the new LCFF funding we will be getting an additional amount of funding each year to bridge the gap between current funding levels and the new LCFF target levels. The budget projects the time frame for full implementation of the LCFF to be eight years.
- Motion to adopt the Second Interim Budget Report by Meagen Hedley, seconded by Cecelia Gillespie, unanimously approved.

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

### L.1. BP and AR 5111 for Student Admission, Second Reading/Approval

- The District anticipates having students who fit the criteria for a Transitional Kindergarten program in the 2014-2015 school year. The District needs to establish a Board Policy that addresses this program. Currently there are two board policies that address this topic, BP and AR 5111; and BP 6170.1.
- **Motion** to approve BP and AR 5111 by Cecelia Gillespie, seconded by Shannon Ford, unanimously approved.

#### L.2. BP 6170.1 for Instruction – Transitional Kindergarten, Second Reading/Approval

- **Motion** to approve BP 6170.1 by Meagen Hedley, seconded by Tina Tineo, unanimously approved.

#### L.3. BP and AR 3550 for Food Service and Child Nutrition Program, First Reading

- Laytonville Unified School District has been presented with the opportunity to receive a free (possibly two) “Hydration Station”. In order to qualify for this opportunity, the District needs to revise the current board policy to exclude chocolate milk and beverages with electrolytes (e.g. Gatorade). The SNAC committee has met and is recommending the revision.
- **Motion** to bring back BP and AR 3550 to the April Board Meeting for a Second Reading/Approval by Cecelia Gillespie, seconded by Shannon Ford, unanimously approved.

#### L.4. 2014-15 and 2015-16 School Calendar Adoption

- The board was presented the proposed school calendars for the 2014-15 and 2015-16 school years. The District Advisory Committee, site councils, and staff and parent representatives were involved in the calendar development process.
- Changes from the traditional calendar include: An earlier start day; one full week off in November for Thanksgiving; and one additional day off at Spring Break.
- **Motion** to approve the proposed 2014-15 and 2015-16 school calendars by Shannon Ford, seconded by Tina Tineo, unanimously approved.

### **M. INFORMATION ITEMS:**

#### M.1. Employee Recognition Award

- 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.
- 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.

#### M.2. Physical Fitness Report

- The 2012-13 Physical Fitness Report for the District was reviewed by Principal Stange. The report presented an overview of students in grades 5, 7, and 9 and their performance in a variety of physical fitness tests.

#### M.3. Local Control Accountability Plan/Local Control Funding Formula

- The Local Control Accountability Plan (LCAP) is the required accountability planning document under the new model of Local Control Funding Formula (LCFF).
  - **Requirements/Components:**
    - Must be on State Board Adopted template
    - Must set goals in eight specific areas
    - Must specify actions to achieve goals
    - Must solicit stakeholder input to develop the plan
    - 3-year plan must align with the budget
    - Must receive input from County Office of Education or authorizer
  - **LCAP: Objectives**
    - Align LCAP to the district's budget
    - Districts must proportionately increase student achievement and close the gap as it relates to future funding
    - Focus on English language learners, low socio-economic students, and foster youth
    - Provides flexibility in meeting student needs
    - Meaningful stakeholder input

**N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS:** The Board requested to discuss the incorporation of physical activity and gardening into the current curriculum as well as additional counseling services to help students reach the “end” goal.

**O. COMMENTS FROM THE BOARD:** Cecelia Gillespie thanked Mrs. Rice for spearheading the Science Fair this year. Shannon Ford shared that she had heard from a long time community Science Fair judge that this year’s Science Fair was the best yet. Mrs. Potter thanked Amanda Scopen for coming to the Board Meeting and for being such an involved parent volunteer.

**P. ADJOURNMENT:**

**Motion** to adjourn the meeting by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved. The meeting was adjourned at 8:15 pm. The next regular meeting will be held on April 3, 2014.

Respectfully submitted,

Adopted as Final  
April 3, 2014

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Joan Viada Potter  
Secretary to the Board

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Shannon Ford  
Clerk of the Board