

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF FEBRUARY 7, 2013**

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 7, 2013. Board President Calvin Harwood called the meeting to order at 6:02pm.

ROLL CALL:

Trustees Present: Calvin Harwood, Shannon Ford, Cecelia Gillespie, Meagen Hedley and Tina Tineo.

Administrators Present: Joan Potter, Lorre Stange and Daniel Regelbrugge.

Student Representative: Mitzi Pierson.

B. PUBLIC INPUT re CLOSED SESSION ITEMS: No public input.

C. CLOSED SESSION AGENDA:

CS-1: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED
LITIGATION (*No Additional Information Required*)

CS-1

CS-2: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
(*No Additional Information Required*)

CS-2

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that no actions were 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 Cecelia Gillespie, seconded by Shannon Ford, unanimously approved.

G. CORRESPONDENCE: Gil Lemmon, Commissioner of Athletics, North Coast Section, CIF Letter: Mrs. Potter presented the letter from North Coast Section, CIF regarding the necessary training for coaches and other individuals in regards to concussion injuries during sports. She then reported that we are in compliance with the new regulations.

H. PUBLIC INPUT: None.

I. REPORTS AND COMMENTS:

Superintendent's Report: Mrs. Potter shared that the Governor's new proposal includes a "Local Control Funding Formula," meaning that schools will receive a set "base" dollar amount and additional sums for ELL, Free and Reduced Lunch, etc. With this formula schools are guaranteed to not receive anything less than they are currently getting. Currently, the amount that Laytonville Unified School District receives includes a 22% deficit. Mrs. Potter reiterated that this is only in regards to state funds. Federal funds are proposed to be reduced by 8% or more. Mrs. Potter shared that at the high school everybody was back in their own classrooms after break, except for the science room, which was back in by the end of that week. She commended ServPro for doing a great job and completing the project on time. Additionally, she commended

the “First Responders,” Sue Carberry, Pedro Salmeron, Mike Kotte, and Anna Salmeron. In addition to repairing the damaged classrooms, the District has put in new drainage systems at the high school, which seem to be working thus far. Mrs. Potter shared that she is currently working with a civil engineer to get an opinion for the cause of the flooding. Mrs. Potter announced that last Friday she held a P-12 All Staff meeting to discuss mandated reporting, the internet use policy and school safety.

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 accept the Consent Agenda by Meagen Headley, seconded by Tina Tineo, unanimously approved.

K. ACTION:

K.1. Students of the Month:

- Mr. Regelbrugge introduced Hannah Dale and Russell Kaser as the students of the month.
- **Motion** to recognize the Students of the Month and their families by Tina Tineo, seconded by Meagen Hedley, unanimously approved.

K.2. Employee Recognition Award – Resolution No. 425:

- 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 Anna Salmeron.
- **Motion** to adopt Resolution No. 425 by Shannon Ford, seconded by Cecelia Gillespie, 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, including water damage. Laytonville High School was closed on December 3rd, December 5th and December 6th because of the extensive water damage and the need to move to temporary facilities.
- **Motion** to approve the request for Allowance of Attendance Because of Emergency Conditions by Tina Tineo, seconded by Mitzi Pierson, unanimously approved.

K.4. Workers' Compensation Coverage for Volunteer Personnel – Resolution No. 426

- Keenan, Laytonville Unified School District's Workers' Compensation Insurance Company, is requiring all districts to adopt a resolution that approves providing Workers' Compensation for volunteer personnel. The current BP 1240 supports this practice.
- **Motion** to adopt Resolution No. 426 – Workers' Compensation Coverage for Volunteer Personnel by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

L. DISCUSSION / ACTION:

L.1. AR 3543 for Transportation Safety and Emergencies, First Reading

- In meeting with the CHP to review the District's Transportation Policy it was discovered that the District has not adopted AR 3543. This policy is necessary in order to support CHP requirements.
- **Motion** to bring back AR 3543 to the March Board Meeting for a Second Reading/Approval by Meagen Hedley, seconded by Tina Tineo, unanimously approved.

L.2. BP and AR 1240 for Volunteer Assistance, First Reading

- The current BP 1240 needs revising and currently the District does not have an AR 1240.
- **Motion** to bring back BP and AR 1240 by Mitzi Pierson, seconded by Shannon Ford, unanimously approved.

L.3. Audit Certification: 2011-12 Financial Report & 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 certain deficiencies in internal control over financial reporting that are considered to be "significant deficiencies." These deficiencies are less severe than a material weakness, but are important for us to address and pay attention to.
- Bette is again to be commended for her commitment to keeping our district in excellent standing.
- Report highlights include:
 - Assets & Expenses

▪ District's Total Net Assets:	\$8,747,457
▪ Overall Revenues:	\$5,227,529
▪ Expenses:	\$5,328,370
 - Resource Allocation

▪ Curriculum & Inst.	58%
▪ Pupil services	12%
▪ Administration	8%
▪ Maint. & Operations	9%
▪ Ancillary&Long-term debt	13%
 - Issues Affecting Future Budgets: It is unclear how the Governor's proposed Local Control Funding Formula will impact the District; for the budget year it is expected to be revenue neutral but in future years it may result in lost

revenue. The federal sequestration is still a concern as our federal dollars continue to decrease.

- General Obligation Bonds: issued 2000-01: \$3,646,096 payments ending 2026. Total Gen. Bond Obligation: \$5,661,347.
- Leases (Loans): Zion Public Finance Serv's: issued 2003-04: \$600,000; \$71,525/yr; pmnts end 2013. Total Lease Purchase Obligations: \$71,524 remaining.
- Net OPEB Obligation/Long Term Obligation: Covering other Post Employment Benefit Plan: \$51,435.
- Control Deficiencies: None.
- **Motion** to approve the 2011-12 Financial Report & Audit by Cecelia Gillespie, seconded by Meagen Hedley, unanimously approved.

L4. Review & Internet Distribution of 2011-12 LHS, LES, Branscomb, Spy Rock, Community Day and Continuation High School Accountability Report Cards (SARC)

- The principals each reviewed their School Accountability Report Cards (SARC) highlights for the Board. The reports provided an overview of the schools, including statistics regarding the number of students and staff, credentialing information, test results, facilities, budgets and much more. Ed Code requires that the Board review each school's SARC and approve its posting on the Internet.
- **Motion** to approve the posting of the 2011-12 LHS, LES, Branscomb, Spy Rock, Community Day and Continuation High SARC's on the Internet by Shannon Ford, seconded by Tina Tineo, unanimously approved.

L5. Potential G.O. Bond Election

- Mrs. Potter shared that she has spoken with Eastshore Consulting regarding the timeline for holding a Bond Election. She explained that if the District wanted to make the decision to move forward with their services and recommendations it had to be made then.
- She gave her recommendation, which was that the District proceeds with the bond election. She went on to explain that in order to be eligible to apply for Hardship Funding the district would need to hold at least two bond elections, (prior to applying,) in order to try to get the bond to pass.
- When questioned about Eastshore Consulting's reputation, Mrs. Potter explained that she has spoken with 3 other schools that have used Eastshore Consulting recently and that they come highly recommended. Additionally, she expressed that Eastshore Consulting seems to have extensive knowledge about Mendocino County and are very transparent with their work. Lastly, explained that Eastshore Consulting's fees were reasonably in line with other firms, and they are very willing to work with the District and its goals.
- Mrs. Potter explained that the next step in this bond process would be to determine what facilities the District would want to improve/build, determine costs for those projects, and prioritize building. She explained that committing to use Eastshore Consulting to consult with the District would only be to get the bond process going, but that there would be no commitment to hold bond election at a specific date.
- **Motion** to move forward with Eastshore Consulting's services and recommendations by Tine Tineo, seconded Mitzi Pierson, unanimously approved.

M. INFORMATION ITEMS:

M1. Safety Plan

- California *Education Code* mandates that each school site have a current, effective, and comprehensive safe school plan. This plan must be drafted in consultation with representatives from law enforcement and emergency services personnel, and must be updated by March 1 of each year. The plan shall contain, but not be limited to, an assessment of current school crime, appropriate strategies and programs that maintain a high level of school safety, discrimination and harassment policies, and procedures to ensure the creation of a safe and orderly environment conducive to learning. An integral part of each safe school plan is the crisis preparedness and response component.
- In addressing the above mandates as well as addressing concerns related to the recent school shooting in Connecticut all schools are reviewing crisis preparedness and updating the district's Safe School Plan. The fire department, the tribal police and the sheriff's office are integral to Laytonville Unified School District's safe school planning and are involved with our efforts. Mrs. Potter explained that currently she has met with Sheriff's Department and that they have given her examples of what materials they need for various emergency scenarios. She will continue to work with each agency to come up with a plan that addresses all the most recent concerns.
- In addition, Mrs. Potter explained that already the District has begun to take safety precautions by changing gate locks around the campuses, continually practicing emergency evacuation drills at each site, and working on each site individually to minimize hazards.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: None.

O. COMMENTS FROM THE BOARD: Mitzi Pierson encouraged everyone to come to the last few basketball games. Cecelia Gillespie congratulated the Laytonville High School Mock Trial team on their recent victory and advancing to the State Competition in Riverside, California. Additionally, Cecelia commended the Rock Band on their recent rock concert that they performed for the community. Shannon Ford congratulated the Fall 2012 football team on the scholastic award that they received and congratulated the LHS Mock Trial team on their victory at the Mendocino County Competition. Shannon expressed that she is concerned about the future of Booster Club and reiterated that they need volunteer help. Calvin Harwood thanked Mrs. Potter for taking care of the High School flood damage and getting everything repaired in a timely manner. Mrs. Potter congratulated the LHS Mock Trial team on their victory at the County Competition.

P. ADJOURNMENT:

Motion to adjourn the meeting, by Cecelia Gillespie, seconded by Tina Tineo, unanimously approved. The meeting was adjourned at 8:31p.m. The next regular meeting will be held March 7, 2013.

Respectfully submitted,

Adopted as Final

March 7, 2013

Joan Viada Potter
Secretary to the Board

Shannon Ford
Clerk of the Board