

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF NOVEMBER 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 November 7, 2013. Board President Calvin Harwood called the meeting to order at 6:02 pm.

ROLL CALL:

Trustees Present: Calvin Harwood, Shannon Ford, Cecelia Gillespie, and Meagen Hedley. Tina Tineo arrived late at 6:13pm.

Administrators Present: Joan Potter 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: 1st/2nd Grade Teacher

CS-2: PUBLIC EMPLOYEE APPOINTMENT
Title: Preschool Assistant

CS-3: PUBLIC EMPLOYEE APPOINTMENT
Title: Computer Lab Assistant

CS-4: PUBLIC EMPLOYEE APPOINTMENT
Title: Building Trades/Sustainable Construction Technology Instructor

CS-5: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
(No Additional Information Required)

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that the Board approved the following items: CS-1 for Public Employee Appointment of 1st/2nd Grade Teacher, Mary Joens-Poulton; CS-2 for Public Employee Appointment of Preschool Assistant, Hailey Trahan; CS-3 for Public Employee Appointment of Computer Lab Assistant, Tai Evans; and CS-4 for Public Employee Appointment of Building Trades/Sustainable Construction Technology Instructor, Emidio Cantalupo.

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 Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

G. CORRESPONDENCE: None.

H. PUBLIC INPUT: Christina Mackey, LHS Vice President announced a request to mount the projector in Mr. Hogan's room, which Mrs. Potter shared is already underway.

I. REPORTS AND COMMENTS:

Superintendent's Report:

Mrs. Potter shared that the District has gotten final approval for broadband internet service through AT&T, which is expected to be installed at all sites by April, 2014. She announced that the Cafeteria now serves grass-fed beef, which is part of a project headed by the profits from the Crawfish Boil in an effort to get local foods and meats in the school system. Additionally, the new greenhouse is almost complete at the high school. Lastly, Mrs. Potter shared that both Susan Shields and Diane Zucker had passed away and reflected on their contributions to the District and community.

The following reports were given:

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

J. ACTION: CONSENT AGENDA

- **Motion** to accept the amended Consent Agenda by Tina Tineo, seconded by Meagen Hedley, unanimously approved.

K. ACTION:

K.1. Students of the Month

- Mr. Henry presented the Students of the Month, Jordan Foster and Anita Salmeron, for Laytonville High School and introduced their families.
- **Motion** to recognize Jordan Foster and Anita Salmeron as the Students of the Month by Tina Tineo, seconded by Meagen Hedley, unanimously approved.

K.2. Adoption of 9th-12th Grade Core Literature Books

- Shayla DeWolf is proposing the adoption of the following books for grades 9 through 12:
 - The Hunger Games (Book 1), Suzanne Collins, 2008
 - Catching Fire (Book 2), Suzanne Collins, 2009
 - Mockingjay (Book 3), Suzanne Collins, 2010
 - Between a Rock and a Hard Place, Aron Ralston
- The four books have been on display in the District Office for the last 30 days and have been presented to the Laytonville High School Site Council for a recommendation of approval.
- Motion to Adopt the The Hunger Games (Book 1), Catching Fire (Book 2), Mockingjay (Book 3), and Between a Rock and a Hard Place as core literature books by Cecelia Gillespie, seconded by Shannon Ford, unanimously approved.

K.3. Scheduling of Annual Organizational Meeting

- Education Code Section 35143 requires the Board of Trustees to hold an annual organizational meeting; this traditionally occurs in December during the regularly scheduled Board meeting. The Board will elect a President and Clerk, make committee assignments, adopt a calendar of meeting dates for 2014, and obtain signatures from each Board member.
- Motion to schedule the Board's annual organizational meeting for December 12, 2013 by Meagen Hedley, seconded by Shannon Ford, unanimously approved.

L. DISCUSSION / ACTION:

L.1. Presentation of Facilities Master Plan

- Donald Alameida has completed the Facility Assessment and Master Plan for Laytonville Unified School District. The document includes a needs assessment of the elementary/middle school and the old and new high school facilities. Branscomb and Spy Rock Schools have not been included at this point. Also included in the report is an overview of potential energy reduction strategies as well as funding information.
- Michael Riemenschneider and Shin Green have been working with Don Alameida in preparing this plan.
- Donald Alameida and Michael Riemenschneider shared the Facilities Master Plan.

L.2. PUBLIC HEARING: Federal Impact Aid Program, BP 1261 and AR 1261

- The public hearing was opened.
- LUSD is one of approximately 630 school districts that receive Federal Impact Aid funding. Federal regulations including Section 8004 of the Elementary and Secondary Education Act and Board Policy 1261 call for an annual Public Hearing to be held in November to allow an opportunity for American Indian parents to discuss the educational programs supported by Impact Aid funds. A Public Hearing Notice was posted for 10 days, including at the Tribal Center.
- Federal Impact Aid funding is provided to districts with tax free entities in their jurisdictions such as Indian reservations and military bases. The purpose of the money is to offset the loss of tax revenue, to support the district's instructional program and to ensure that Indian children receive educational services equal to those received by non-Indian children. The revenue is based on a complex formula and has ranged from \$25,000 to \$45,000 over the past 10 years. BP and AR 1261, known as Indian Policies and Procedures (IPP's), provide Indian parents with the opportunity to participate in the discussions related to their students' instruction, and they provide the Board an opportunity to gather information concerning the American Indian community and its views on education.
- There was no public input.
- The public hearing was closed.

L.3. BP and E 4133/4233/4333 for Travel Reimbursement, Second Reading and Approval

- At last month's meeting the Board reviewed the proposed BP and E 4133/4233/4333. This was the second reading.

- **Motion** to approve the revised BP 4133/4233/4333 and proposed E 4133/4233/4333 for Travel Reimbursement by Meagen Hedley, seconded by Cecelia Gillespie, unanimously approved.

L.4. E 4020 for Alcohol and Other Drug-Free Workplace, First Reading

- Exhibit 4020 regarding Alcohol and other Drug free workplace policy needed to be updated with current personnel and contact information.
- Motion to waive the first reading of E4020 and approve the changes as presented by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

L.5. Common Core Implementation Plan

- As a condition of receiving Common Core State Standards implementation funds school districts are required to:
 - *“Develop and adopt a plan delineating how the CCSS implementation funds will be spent. The plan must be explained in a public meeting of the governing board of the school district or county board of education, or governing body of the charter school, before its adoption in a subsequent public meeting.”*
 - *“On or before July 1, 2015, report detailed information to the California Department of Education (CDE), including, but not limited to, specific purchases made and the number of teachers, administrators, or paraprofessional educators that received professional development.”*
- The plan has been created and reviewed by staff, school site councils and the District Advisory Committee. The District Advisory Committee voted to recommend this plan for approval by the LUSD Board of Trustees.
- It is critically important to note that this funding plan only accounts for a *portion* of the funds that must be budgeted for Common Core Implementation. In the 2013/2014 budget the District has budgeted close to \$70,000 for professional development and ~ \$100,000 for instructional materials. Mrs. Potter anticipates needing to budget close to \$200,000 over the next three years for technology equipment and infrastructure. More specifics about the allocation of these funds will be addressed in the future through budget updates and the Local Control Accountability Plan.
- The Board reviewed the Laytonville Unified School District Plan for Common Core State Standards Implementation Funds 2013/14 and 2014/15. The plan will be brought back next month.

L.6. Suspensions

- The district’s drug and alcohol policy requires that students who are found to be in violation of the policy be suspended from school for 5 days. The district’s practice has been to assign out of school suspensions. The District has had a number of 5 day suspensions related to drug use/possession this school year. Concerns over students missing so many days of school and being unattended during the school day have been raised. In-school suspension is an alternative placement that may be more effective. Board President Calvin Harwood asked to have this item put on the agenda for discussion.
- The Board and site staff discussed each site’s current practices and discussed possible alternatives to out-of-school suspensions.

L.7. Resolution No. 442 for California Energy Commission's Bright Schools Program Application

- In order to apply for funding through PGE for technical assistance in energy savings projects the Board must pass a resolution verifying that the school district is actively working on energy efficiency programs.
- Motion to approve Resolution No. 442 for California Energy Commission's Bright Schools Program Application by Tina Tineo, seconded by Cecelia Gillespie, unanimously approved.

M. INFORMATION ITEMS: None.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: Calvin Harwood requested that the Board look into reducing the amount of paper used for Board Packet Attachments.

O. COMMENTS FROM THE BOARD: Shannon Ford reported that she enjoyed Mr. Alameida's Facilities Master Plan Presentation. Meagen Hedley wished Shannon a happy birthday. Cecelia Gillespie shared that she is excited about how the middle school is functioning and feels good about its current status. Calvin Harwood expressed his gratitude to Mr. Alameida and commended him on his presentation.

P. ADJOURNMENT:

Motion to adjourn the meeting by Cecelia Gillespie, seconded by Meagen Hedley, unanimously approved. The meeting was adjourned at 9:09pm. The next regular meeting will be held on December 12, 2013.

Respectfully submitted,

Adopted as Final
December 12, 2013

Joan Viada Potter
Secretary to the Board

Shannon Ford
Clerk of the Board