

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF AUGUST 14, 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 August 14, 2014. Board President Calvin Harwood called the meeting to order at 6:07 pm.

ROLL CALL:

Trustees Present: Calvin Harwood, Shannon Ford, Cecelia Gillespie, Tina Tineo and Meagen Hedley.
Administrators Present: Joan Potter and Lorre Stange.
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: Elementary School Teacher

CS-2: PUBLIC EMPLOYEE APPOINTMENT
Title: High School Teacher

CS-3: PUBLIC EMPLOYEE APPOINTMENT
Title: Coaches

CS-4: PUBLIC EMPLOYEE APPOINTMENT
Title: Custodian

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

D. ANNOUNCEMENTS FROM CLOSED SESSION: Calvin Harwood announced that on Closed Session Item CS-1, Public Employee Appointment/Employment of Elementary School Teacher the Board approved hiring Garnet Empyrion, Joni Kirvin, Melissa Martinez and Woodland Schultze as elementary school teachers, each with a 5-0 vote. On Closed Session Item CS-2, Public Employee Appointment/Employment of High School Teacher the Board approved hiring Daniel Pecheur as a high school English teacher, Edward Keelan as high school Social Studies teacher and Margaret Agnew as a Special Ed teacher, each with a 5-0 vote. On Closed Session Item CS-3, Public Employee Appointment/Employment of Coaches the Board hired Corey James as the football coach, Mary "KT" Cabezut as the Varsity volleyball coach, Evonne Elliott as the JV volleyball coach, Abbe Arkelian as the middle school volleyball coach, and Jose Reyes as the high school co-ed soccer coach, each with a 5-0 vote. On Closed Session Item CS-4, Public Employee Appointment/Employment of Custodian the Board hired Karl Mahurin with a 5-0 vote. On Closed Session Item CS-5, Public Employee Discipline/Dismissal/Release, the

Board accepted Lucy Kyne and Rhonda Ivasku's resignations each with a 5-0 vote and rejected Ray Bauer's request for leave with a 5-0 vote.

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 with a 5-0 vote.

G. CORRESPONDENCE: Mrs. Potter shared a letter from Paul Tichinin regarding the annual Williams Monitoring.

H. PUBLIC INPUT: Meadow Shere shared her appreciation to the District for showing how much it cares about its students, staff and community.

I. REPORTS AND COMMENTS:

Superintendent's Report:

Mrs. Potter shared that the old high school gym demolition has been completed as planned. She thanked Jim Shields for his cooperation and extra help in dealing with all of the water issues that came with the demolition. Next, Mrs. Potter shared that bond, Measure "Q", is set to be on the November ballot. Additionally, she announced that the Branscomb School will not be operating this next year due to the fact that the District was unable to obtain a qualified teacher for the site. Mrs. Potter shared that we have done a lot of interviewing and hiring this year and thanked everyone who participated and helped in this process. Currently, the District has one more position to fill. Lastly, Mrs. Potter shared the LCAP has been approved by the County Office.

The following reports were given:

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

J. ACTION: CONSENT AGENDA

- **Motion** to accept the Consent Agenda by Tina Tineo, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

K. ACTION:

K.1. Declaration of Need for Fully Qualified Teachers

- This Declaration of Need must be filed with the California Commission for Teacher Credentialing (CCTC) when a District anticipates having to employ teachers who are not fully credentialed. With this Declaration on file the district may consider teacher interns who have met certain minimum requirements. The Board's approval of the Declaration of Need provides the Board and public an *"opportunity to see the number of emergency permits that the district reasonably expects to request in each category and understand the reasons for such requests."*

- The application is for 5 permits that will provide certification for the 3 interns at Laytonville Elementary School and two possible interns at Laytonville High School. Additionally we are applying for 4 emergency CLAD permits, 1 Emergency Resource Specialist Permit, and 5 potential Limited Assignment Permits.
- **Motion** to approve the attached Declaration of Need by Cecelia Gillespie, seconded by Shannon Ford, unanimously approved with a 5-0 vote.

K.2. Staff Development Plans for 2014/15

- Staff development days this year include:
 - August 20, 21, and 22, 2014, May 15, 2015, and June 12, 2015 for Certificated Staff and
 - August 21 and 22, 2014 for Classified Instructional Staff
- Staff development activities meet Education Code section 52127 requirements for training (and apportionment) in:
 - Individualized instruction
 - Effective teaching and classroom management strategies
 - Identifying and responding to pupil needs
 - Opportunities for building on the individual strengths of students
 - Implementing the Common Core
- On August 20th all certificated staff will participate in Common Core Instructional techniques. There will be follow up sessions throughout the school year. On August 21st all staff will attend an in-service that will provide an overview of safety procedures, the budget, and mandated reporting. Certificated staff will then continue with work focused on the Common Core Standards and Classified instructional staff will attend an in-service focusing on school culture and effective positive discipline techniques. On August 22nd staff will be working to prepare the classrooms for the students' arrival on August 25th. Throughout the school year, the staff will also continue to utilize the Tuesday minimum day schedules to survey their academic programs, as well as strategies which promote a positive school climate, including intervention techniques and project based learning. The Common Core standards will be the focus of the Professional Learning Communities (PLC) process.
- **Motion** to approve the 2014/15 staff development program by Tina Tineo, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

K.3. Approval of Provisional Internship Permit Request for Melissa Martinez, 6th/7th/8th Grade Elementary Teacher at Laytonville Elementary School for the 2014/2015 School Year

- The Provisional Internship Permit (PIP) was created in response to the phasing out of emergency permits and became available on July 1, 2005. It allows an employing agency to fill an immediate staffing need by hiring an individual who has not yet met the subject matter competence requirement needed to enter an internship program.
- Melissa Martinez will be employed teaching 6th, 7th, and 8th grade at Laytonville Elementary School for the 2014/15 School Year on the basis of a Provisional Internship Permit.

- This PIP is based on the applicant having previously completed a minimum of 40 semester units spread over four core areas. Ms. Martinez is currently enrolled in a Multiple Subject Credential Program at Dominican University. She will be completing the Multiple Subject California Subject Examinations for Teachers (CSET) at the next offering.
- By approving this Provisional Internship Permit request it will allow this teacher to teach while completing the remaining requirements for her credential.
- **Motion** to Approve the Provisional Internship Permit Request for Melissa Martinez by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved with a 5-0 vote.

K.4. Approval of Provisional Internship Permit Request for Joni Kirvin, 6th/7th/8th Grade Elementary Teacher at Laytonville Elementary School for the 2014/2015 School Year

- The Provisional Internship Permit (PIP) was created in response to the phasing out of emergency permits and became available on July 1, 2005. It allows an employing agency to fill an immediate staffing need by hiring an individual who has not yet met the subject matter competence requirement needed to enter an internship program.
- Joni Kirvin will be employed teaching 6th, 7th, and 8th grade at Laytonville Elementary School for the 2014/15 School Year on the basis of a Provisional Internship Permit.
- This PIP is based on the applicant having previously completed a minimum of 40 semester units spread over four core areas. Ms. Kirvin is currently enrolled in a Multiple Subject Credential Program by CalStateTEACH at CSU Monterey Bay. She will be completing the Multiple Subject California Subject Examinations for Teachers (CSET) at the next offering.
- By approving this Provisional Internship Permit request it will allow this teacher to teach while completing the remaining requirements for her credential.
- **Motion** to Approve the Provisional Internship Permit Request for Joni Kirvin by Meagen Hedley, seconded by Cecelia Gillespie, unanimously approved with a 5-0 vote.

K.5. Approval of Provisional Internship Permit Request for Woodland Schultze, 6th/7th/8th Grade Elementary Teacher at Laytonville Elementary School for the 2014/2015 School Year

- The Provisional Internship Permit (PIP) was created in response to the phasing out of emergency permits and became available on July 1, 2005. It allows an employing agency to fill an immediate staffing need by hiring an individual who has not yet met the subject matter competence requirement needed to enter an internship program.
- Woodland Schultze will be employed teaching 6th, 7th, and 8th grade at Laytonville Elementary School for the 2014/15 School Year on the basis of a Provisional Internship Permit.
- This PIP is based on the applicant having previously completed a minimum of 40 semester units spread over four core areas. Mr. Schultze is currently enrolled in a Single Subject Credential Program at Dominican University. He will be completing the California Subject Examinations for Teachers (CSET) in Math at the next offering.
- By approving this Provisional Internship Permit request it will allow this teacher to teach while completing the remaining requirements for his credential.

- **Motion** to Approve the Provisional Internship Permit Request for Woodland Schultze by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved with a 5-0 vote.

L. DISCUSSION / ACTION:

L.1. BP 2300 for Conflict of Interest Code, Review

- Public Reform Act of 1974 (Government code Section 87306.5) requires the school district to review its conflict of interest code biennially prior to October 1.
- The Board reviewed the current BP 2300 and Appendix A for Conflict of Interest Code. No changes were necessary.

L.2. District Goal Setting

- The following goals were created as a part of our Local Accountability planning process. The Board discussed and reviewed these goals to ensure that they encompass what the Board views as central to its mission.
 - Recruit and retain caring, committed, exemplary, qualified credentialed staff to teach in our district.
 - Provide standards aligned instructional materials including technology to support implementation of these materials for all students.
 - Provide well maintained, safe facilities, and provide structures that support positive learning environments on all campuses.
 - Provide high quality professional development in Common Core implementation.
 - Provide access to a broad course of study to all students inclusive of both college and career pathways.
 - Provide support for all students to achieve proficiency of the Common Core standards, ensuring that they are prepared to pursue any avenue of their choosing.
 - Provide a variety of venues to build strong connections between parents and their child's educational experience in LUSD.
 - Provide social, emotional, and academic skills and support for all students and provide for individual students needing additional support such as mental health services.
 - Provide a safe environment in which our students can achieve the knowledge, skills and attitudes necessary for success now and in the future.
 - Provide a comprehensive program promoting health education and physical activity for all students in order to strengthen the link between student health and learning.
- Mrs. Potter will put together a 1 page sheet summarizing the goals

L.3. Resolution No. 460 for Layoffs & Reductions, Classified Positions

- The District needs to eliminate two classified positions as a result of the closing of Branscomb School and the uncertainty of Special Ed transportation needs.
- Motion to approve Resolution No. 460 for Layoffs & Reductions, Classified Position by Cecelia Gillespie, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

L.4. Review of Middle School Math Textbooks

- A sample 8th grade math textbook and 6th and 7th grade supplemental math materials have been on display at the District Office for review. After reviewing a few different texts which meet the California State Common Core Standards, the elementary school is recommending the following Math texts for adoption:
 - 8th Grade Mathlinks, 1st Edition, Center of Mathematics and Teaching, Inc., 2014
 - 6th and 7th Grade Supplemental Materials, Center of Mathematics Teaching, Inc., 2013
- Principal Stange will bring these materials to the Elementary School Site Council for review and approval prior to our September 11, 2014 board meeting. Pending Site Council approval, the textbooks will be brought to the September 11th meeting for adoption.

M. INFORMATION ITEMS:

M.1. Summer School Report

- Summer school focused on both Language Arts and Math at the Elementary level and on graduation requirements at the High School level. The high school offered its program through Independent Study due to a smaller number of students needing to take summer school, and to reduce costs to the District. Healthy Start also offered their after-school summer program, now in its fourteenth year. Additionally, the high school offered a Freshman Academy which concluded today with a field trip to Sonoma State and U.C. Berkeley.
- All programs were once again extremely successful and well attended.

M.2. Summer Maintenance Projects Report

- The custodial, grounds and maintenance staff have worked extremely hard this summer to make our campuses clean and inviting places for our school community. This is a status report on current and recent projects.
 - **Grounds/Facilities** - Melody, Gloria and Pedro kept both of the campuses green and mowed and filled with beautiful flowers throughout the summer while they waxed floors, cleaned carpets, painted walls and ceilings, and washed windows in all of the classrooms and other facilities. In August Karl Mahurin joined the team and is learning all the tricks of the trade. They are to be commended for their hard work and dedication to our school sites. Sparky had the task of doing many different things at once including keeping the irrigation going, replacing many light bulbs, mowing fields and a variety of other things. The Chamberlain Creek Crew was here for a couple of weeks to help with cutting down weeds, painting some structures, including the new high school, and general fire prevention maintenance.
 - **Old Gym Demolition** - In July the gym was successfully taken down. Walberg Construction was very easy to work with and did an outstanding job. The District still needs to address siding the remaining high school building.
 - **Roofing** - The Laytonville Elementary School foam roofs were repaired.
 - **Painting/Drywall Repair** - Many walls and ceilings throughout the campus needed drywall repair as a result of leaking roofs. Repairs were all complete and

the facilities are in much better shape as a result. Those areas were all treated with a fresh coat of paint as well.

- **Spy Rock** - Regular summer maintenance will be completed next week. Two of the water tanks had leaks in them and we are currently dealing with those repairs.
- **Buses/Vans** - Thanks to the additional efforts of Sue Carberry, Transportation Coordinator, the buses/vans are all up to date with maintenance and inspections. The bus mechanic position is still being advertised.

M.3. Superintendent's Goals

- Each year the Superintendent presents the Board with specific goals for the upcoming school year. The following outlines Mrs. Potter's goals:
 - **Student Achievement**
 - Provide access to a broad course of study to all students inclusive of both college and career pathways.
 - Provide support for all students to achieve proficiency of the Common Core standards, ensuring that they are prepared to pursue any avenue of their choosing.
 - Provide a comprehensive program promoting health education and physical activity for all students in order to strengthen the link between student health and learning.
 - Provide standards aligned instructional materials including technology to support implementation of these materials for all students.
 - In order to support the above LCAP goals, Mrs. Potter will work closely with all staff to ensure that there is a strong focus on student achievement.
 - **Support Services**
 - Provide well maintained, safe facilities, and provide structures that support positive learning environments.
 - Provide social, emotional, and academic skills and support for all students and provide for individual students needing additional support such as mental health services.
 - Provide a safe environment in which our students can achieve the knowledge, skills and attitudes necessary for success now and in the future.
 - Working with all support staff from maintenance to mental health services, Mrs. Potter will help find and maintain the necessary resources to achieve the above goals.
 - **Human Resources-**
 - Recruit and retain caring, committed, exemplary, qualified staff
 - This will continue to be a focus. Mrs. Potter will work closely with site principals to maintain adequate support and resources to ensure that the District maintains a highly qualified staff.
 - **Financial Stability-**
 - Continue to work toward facilities modernization and to access all possible financial support for rebuilding/refurbishing our aging facilities.
 - Mrs. Potter will continue to work closely with the Business Manager to achieve our LCAP goals while maintaining financial stability.

- **Leadership-**

- Provide a variety of venues to build strong connections between parents and their child's educational experience in LUSD.
- Provide high quality professional development in Common Core implementation.
- Working closely with both unions, site administrators and other district staff by modeling and providing support for attainment of the district goals will be central to Mrs. Potter's activities.

M.4. Budget Update

- Since the board adopted the budget on June 26, 2014, changes in LCFF revenue have occurred. As a result of these changes, districts are required to share at a public meeting in August 2014, the effect of the revenue changes on the adopted budget.
- The change in revenue was primarily due to a revamping of how the gap funding would be addressed. "Gap Funding" is the term given for the percentage of change in revenue that districts will get each year until 2020/2021 to get districts back to the un-deficit 2012/2013 funding levels and to try and equalize the amount of revenue that districts throughout the state are receiving.
- For LUSD the changes in revenue compared to the revenue that was budgeted in June of 2014 are noted in the following chart:

Revenue change over PY 14-15 @ 29.56% +1.5%	Change over Prior Year 15-16 @ 20.68% -9.71%	Change over Prior Year 16-17 @ 25.48% +5.98%
\$ 12,848	\$ (69,392)	\$ 47,519

- In addition to the small increase in LCFF funding, the governor has created a "Mandated Costs: Debt repayment" that will provide the district with approximately \$24,000 of one time funds. This money is scheduled to get to districts in November of 2014.
- Preschool funding has received a 5% rate increase and parent fees have been removed. This is great news for Preschool. For our district this means a possible increase of \$6,000 depending upon enrollment.
- While there have been revenue increases, there have also been expenditure increases related to the May revision. The largest increase is in the district's contribution to the State Teacher's Retirement System or STRS. The impact of the change is reflected in the following chart:

Year	Budgeted	Projected	Difference
2014/2015	\$162,872	\$152,243	-10,629
2015/2016	\$188,876	\$197,722	+8,846
2016/2017	\$213,890	\$239,176	+25,286

- **Overall Difference over 3 years \$25,503**
 - No change in PERS increase since our budget was adopted.

- Local increases in expenditures include the hiring of a full time Custodian with benefits and increased seasonal summer work. We are also exploring increasing yard/detention supervision time at the elementary school.
- The increases in revenue will hopefully offset our increased expenditures and will be used for personnel.
- Important areas to keep in mind regarding how we budget our revenue:
 - Final legislative actions and compromises with the Governor are likely to impact LCFF estimations every year (Risk Example: 2015-16 Gap Closure Change).
 - Cap on Local Reserves: In November, 2014 there is legislation proposing that school districts will not be allowed to carry any more than their minimum reserves. For us this is 4%. This could have devastating repercussions on district budgets especially for looking to the future.

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

O. COMMENTS FROM THE BOARD: Meagen shared that she is excited that school is starting soon and all the changes and new teachers that will entail. Cecelia thanked Meadow Shere for helping to put the new greenhouse up. Shannon shared that she has heard lots of positive feedback from the community about the new employees. Mrs. Potter thanked the Board for being such a wonderfully supportive board.

P. ADJOURNMENT:

Motion to adjourn the meeting by Cecelia Gillespie, seconded by Meagen Hedley, unanimously approved with a 5-0 vote. The meeting was adjourned at 8:03 pm. The next regular meeting will be held on September 11, 2014.

Respectfully submitted,

Adopted as Final
September 11, 2014

Joan Viada Potter
Secretary to the Board

Shannon Ford
Clerk of the Board