

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF OCTOBER 4, 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 October 4, 2012. Board President Calvin Harwood called the meeting to order at 6:31 p.m.

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: No Closed Session

D. ANNOUNCEMENTS FROM CLOSED SESSION: None.

E. PATRIOTIC OBSERVANCE: Calvin Harwood led the pledge of allegiance to the flag.

F. ACCEPTANCE OF AGENDA:

- **Motion** to approve the Agenda by Shannon Ford, seconded by Mitzi Pierson, unanimously approved.

G. CORRESPONDENCE: Mrs. Potter presented a letter from Vicki Todd, Associate Superintendent at the Mendocino County Office of Education, which referenced the 2012/2013 Budget in regards to deficit spending, cash flow, and reserves. Additionally, Mrs. Potter presented a letter accompanying the Williams Quarterly Report from Paul Tichinin, County Superintendent of Schools, certifying that LUSD has sufficient text books and instructional materials for students and that all facilities are clean and in good repair.

H. PUBLIC INPUT: None

I. REPORTS AND COMMENTS:

Superintendent's Report:

- Mrs. Potter introduced Malila Gordon, the new Administrative Assistant, who will be starting at the District Office on October 22nd.

The following reports were given:

Elementary Principal

LES/LMS Site Council

Student Representative

High School Principal

LHS Site Council – no report

LVTA – no report

Healthy Start

DAC

CSEA – no report

J. ACTION: CONSENT AGENDA

- **Motion** to accept the Consent Agenda by Meagen Hedley, seconded by Cecelia Gillespie, unanimously approved.

K. ACTION:

K.1. Students of the Month:

- Mr. Regelbrugge introduced Tayla Sanderson and Anthony Adkisson as the students of the month.
- Mr. Regelbrugge presented Evan Steel the National Merit Scholar Award.
- **Motion** to recognize the Students of the Month, National Merit Scholar, and their families by Tina Tineo, seconded by Meagen Hedley, unanimously approved.

K.2. Resolution #422-Honoring Retiree:

- Calvin Harwood presented Resolution #422 appreciating Libby Manion after 19 years of service in this district. Libby has worked in a variety of capacities, including in the lunchroom, as an Instructional Assistant, a Clerk/Typist Registrar and most recently as the District Administrative Assistant. She is retiring effective October 31, 2012.
- **Motion** to adopt Resolution #422 by Mitzi Pierson, seconded by Tina Tineo unanimously approved.

L. DISCUSSION / ACTION:

L.1. Unaudited Actuals Update:

- Mrs. Potter presented the revised unaudited actuals, stating that the County further scrutinized the previous unaudited actuals, which had been approved at the September Board meeting, and found an additional \$3,064.88 more than what was stated in the September report.
- **Motion** to accept the Revised Unaudited Actuals by Cecelia Gillespie, seconded by Tina Tineo, unanimously approved.

M. INFORMATION ITEMS:

M.1. Employee Recognition Program:

- Mrs. Potter presented the Employee Recognition Program. Each year the Board recognizes two employees for their contributions to the improvement and effectiveness of the District's educational program. The Board is now accepting nominations for this Employee Recognition Award. Nomination forms will be located in each office and can be returned to the district. Nominations are due in November and the Board will select the award recipient in December for recognition in January. The Recipient will be presented a certificate and a special gift at the January Board meeting.

M.2 Facilities and Modernization:

- Mrs. Potter provided an overview of the facilities, their current conditions, and the actions that are being taken to begin modernization of these facilities. She shared that the majority of the buildings at the Elementary School are currently over 50 years old, making them eligible for additional funding (over 50% of the total project costs). Mrs. Potter said that she has been speaking with the Office of Public School Construction and Eastshore Consulting about helping the district with modernization projects. One of the functions of our District Advisory Committee is to advise on facilities projects. Mrs. Potter met with DAC on September 25, 2012 and discussed modernization ideas, meanwhile proposing that the LUSD facilities be one of the major goals for the 2012/2013 year. In addition to the Elementary School there are several other facilities with needs, many of which are now eligible for state funding (between 40% and 60% of the total project costs).
- Years that facilities were built: LES Incline rooms – 1950; Multipurpose Room and Rooms 8, 9, 10 – 1957; Kindergarten, Office, LMS, etc – 1987; Library, Arena and Rooms 13, 14, – 1995; Spy Rock School and Rooms 11, 12 – 1992; LHS – 2003.
- Other needs: tear down old High School gym, build a woodshop and performing arts facility at the new High School site, weatherize the tin gym, and either implement a solar system and/or improve energy efficiency.
- Next Steps
 - Mrs. Potter will continue to meet with the state regarding funding/paperwork requirements.
 - Mrs. Potter will arrange to meet with architect(s) to give a preliminary recommendation regarding modernization/rebuilding of the elementary site.
- Eastshore Consulting will be attending the November Board meeting to give an overview of their financial thoughts regarding our facilities needs.

M.3. Music Program

- Lorre Stange shared that she has been in contact with Tai Evans to begin teaching the younger grades at the Elementary School in rhythm, singing, and percussion instruments. Tai would also like to start a guitar group and a 7th/8th grade singing group once the program develops. Ultimately, Ms. Stange would like to incorporate Tai into the afterschool group to begin teaching music there as well. Tai will hopefully be attending next week's staff meeting to get a sense of possible schedules and availability with teachers. Currently there are 12 7th/8th grade students that are going to Dennis Hogan for Rock Band at the High School, which Ms. Stange has reported as going very well.
- Dan Regelbrugge shared that there is an Advanced Band class and a Beginning Band class at the High School this year. Both band classes will be having their first performance next Wednesday, October 10th, during Homecoming. Mr. Regelbrugge acknowledged how well the band class is doing.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS:

- Cecilia Gillespie would like to introduce the idea of a newsletter to help get involvement from the parents. Mrs. Potter shared that Malila will soon be starting a Facebook page and updating the website on a regular basis to begin addressing this issue and to improve communication with parents. A monthly Newsletter will also be a consideration that will continue to be discussed. The most favorable idea that was discussed at this meeting was the creation of an email Newsletter for the majority of parents that is supplemented by a hard copy that could be mailed to those who don't have internet/email access. It was decided that at this time this was an item that would not be put on any future agendas, but that for now frequent updates would be given on what is happening in this realm.

O. COMMENTS FROM THE BOARD:

- Mitzi Pierson announced that the community blood drive is scheduled for October 8th and encouraged anyone interested to please come by and participate.
- Meagan Hedley thanked Libby Manion for her many years of services to the district. Meagan also shared that personally she is very excited for the Homecoming game and encourages everyone to attend.
- Cecelia Gillespie shared her excitement for the implementation of music program.
- Shannon Ford welcomed Malila Gordon to the District. Shannon also shared that DAC is a great way to get your voice heard and encouraged everyone to please come to the meetings.
- Mrs. Potter paid tribute to Richie Robinson. She expressed how great of a person he was and how much he helped the kids. He will be missed by all. Services are October 5th.

P. ADJOURNMENT:

Motion to adjourn the meeting, by Tina Tineo, seconded by Meagan Hedley, unanimously approved. The meeting was adjourned at 7:28 p.m. The next regular meeting will be held November 8, 2012.

Respectfully submitted,

Adopted as Final
November 8, 2012

Joan Viada Potter
Secretary to the Board

Shannon Ford
Clerk of the Board