

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF MARCH 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 March 7, 2013. Board President Calvin Harwood called the meeting to order at 6:03pm.

**ROLL CALL:**

Trustees Present: Calvin Harwood, Shannon Ford, Cecelia Gillespie 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: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE CS-1  
(No Additional Information Required)

CS-2: CONFERENCE WITH LABOR NEGOTIATOR: CS-2  
Name of Agency Negotiator: Superintendent  
Name of Organization Representing Employees: LVTA

**D. ANNOUNCEMENTS FROM CLOSED SESSION:** Board President Calvin Harwood announced that Cecelia Gillespie made a motion to approve a Memorandum of Understanding with the Long Valley Teacher's Association for 2013/2014 school year, which was seconded by Tina Tineo and unanimously approved.

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

**F. ACCEPTANCE OF AGENDA:**

- **Motion** to move Agenda Item M3 to follow immediately after Agenda Item K2 by Shannon Ford, seconded by Tina Tineo, unanimously approved.
- **Motion** to approve the Agenda by Cecelia Gillespie, seconded by Shannon Ford, unanimously approved.

**G. CORRESPONDENCE:** None.

**H. PUBLIC INPUT:** None.

**I. REPORTS AND COMMENTS:**

Superintendent's Report: Mrs. Potter shared that both the elementary and high school will receive salad bars from a grant. Rachel McEvoy, the AmeriCorps worker, is writing a Farm to School grant to help get funds to establish relationships with local farmers with the intentions that they would provide supplies for the salad bar. Mrs. Potter discussed the upcoming Common Core Conference that is scheduled for this summer, which will focus on staff development and developing curriculum. Next, Mrs. Potter shared that the Mendocino County Office of Education

will be holding their school board meeting in the Laytonville Unified School District Board Room on Monday, March 11<sup>th</sup> at 10am. Additionally, Mrs. Potter shared that on March 21<sup>st</sup> Supervisor John Pinches, (in conjunction with BRONCO,) will be hosting a SARB meeting at Harwood Hall. This meeting is expected to focus on student attendance with the goals of getting all students in school and on time. Next Mrs. Potter explained that the BRONCO grant is ending this year and that the district is looking at other ways to continue the program. Lastly, Mrs. Potter reported that during the last rain there was no water under any of the classrooms at the new high school where the drains had been installed, suggesting that the new drains are working properly. She proceeded to say that in all locations where no drains were installed the water was pooling and thus has to still be dealt with. Mrs. Potter shared that she had a civil engineer come on site who explained that while the drains being installed will work, the district should really install French drains for the best solution. Mrs. Potter shared that currently she is working with legal on how to proceed.

The following reports were given:

Elementary Principal	High School Principal	Healthy Start
LES/LMS Site Council	LHS Site Council	DAC
Student Representative	LVTA	CSEA

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

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

#### **K. ACTION:**

##### K.1. Students of the Month:

- Mr. Regelbrugge introduced Shiloh Long and Dylan Rosenthal as the students of the month.
- **Motion** to recognize the Students of the Month and their families by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

##### 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, 2013.
- Budget highlights at the Second Interim include:
  - Revenues are up \$35,586
  - Expenditures are up \$43,518, mostly due to Title I.
  - The district is currently maintaining an economic uncertainty/stabilization reserve of 9.89% (\$460,914)
  - The district projects a 9.76% economic uncertainty/stabilization reserve in 2013/14 (\$441,146)
  - A 9.23% economic uncertainty/stabilization reserve is projected for 14/15(\$420,847)
- Overview of revenue reductions for 2012/2013 thru 2014/2015
  - 12/13 revenue limit deficit: 22.272% (\$747,564)
  - 13/14 revenue limit deficit: 22.272% (\$745,729)
  - 14/15 revenue limit deficit: 22.272% (\$701,425)

- The district has the required 4% economic uncertainty reserve for all three years. However in 2014/2015 the district falls 0.77% short of the board's policy of a 6% stabilization reserve.
- It was explained that cash flow continues to be an issue for the schools throughout the county, however the county has contingency plans.
- **Motion** to adopt the Second Interim Budget Report by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

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

### L.1. AR 3543 for Transportation Safety and Emergencies, Second Reading/Approval

- At last month's meeting the proposed AR 3543 was reviewed. This was the second reading.
- **Motion** to approve AR 3543 by Shannon Ford, seconded by Tina Tineo, unanimously approved.

### L.2. BP and AR 1240 for Volunteer Assistance, Second Reading/Approval

- At last month's meeting an updated proposed BP and a proposed new AR 1240 were reviewed. This was the second reading.
- **Motion** to approve BP and AR 1240 by Mitzi Pierson, seconded by Cecelia Gillespie, unanimously approved.

### L.3. Revised AR 4040 for Employee Use of Technology

- The current AR 4040 does not include a signature line. All employees are required to read and sign this use policy before using District technology.
- **Motion** to waive the second reading of the revised AR 4040 by Shannon Ford, seconded by Tina Tineo, unanimously approved.
- **Motion** to approve the revised AR 4040 by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

### L.4. Revised BP and AR 1312.3 for Uniform Complaint Procedures

- The revised BP and AR 1312.3 include the most recent state required revisions.
- **Motion** to waive the second reading of the revised BP and AR 1312.3 by Tina Tineo, seconded by Mitzi Pierson, unanimously approved.
- **Motion** to approve the revised BP and AR 1312.3 by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

### L.5. BP and AR 6020 for Title I Parent Involvement Policy, Annual Review

- The Board Policy and Administrative Regulations 6020 require that Title 1 schools have parent involvement policies and procedures that participating parents and school staff agree to abide by. The policies are required to be reviewed annually.
- The board reviewed BP and AR 6020.

### L.6. Revised BP and E 4112.9/4212.9/4312.9

- The current Board Policy and Exhibit regarding Child Abuse Reporting have not been updated since 1990. This policy and exhibit have been revised to include current guidelines.

- **Motion** to waive the second reading of BP and E 4112.9/4212.9/4312.9 by Tina Tineo, seconded by Cecelia Gillespie, unanimously approved.
- **Motion** to approve the revised BP and E 4112.9/4212.9/4312.9 by Shannon Ford, seconded by Cecelia Gillespie, unanimously approved.

## **M. INFORMATION ITEMS:**

### **M1. 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.
- Nominations for this award are due in March and the Board will select the award recipient in April for recognition in May. The recipient will be presented a certificate and a special gift.

### **M2. Physical Fitness Report**

- The 2011-2012 Physical Fitness Report for the District was reviewed by Principal Lorre Stange.

### **M3. Facilities Needs/Potential Bond Timeline**

- Michael Riemenschneider of Eastshore Consulting visited all district sites during February and prepared a presentation with photos that document many of the facilities needs throughout the district.
- Needs that were identified are listed below:
  - Repair/replace/upgrade elementary school classrooms and facilities that are over 50 years old
  - Modernize kindergarten and middle school buildings constructed in 1987
  - Replace/repair outdated portables
  - Improve classroom access to technology
  - Install renewable energy
  - Old high school
- Mr. Riemenschneider spoke about several different methods that can be used to estimate a dollar amount for each proposed project, including hiring architects and/or looking at similar projects.
- Two proposed timelines were discussed, including one that resulted in a November 5<sup>th</sup>, 2013 bond election and one that resulted in a June 3<sup>rd</sup>, 2014 bond election.
- The board discussed potential limitations for hosting an election, different ways that the community oversight committee will be utilized to assist the board, and ways that community feelings will be assessed prior to any election.

## **N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS:**

- Calvin Harwood requested that the board draft a letter regarding the upcoming facilities meeting.
- Cecelia Gillespie requested that at the April board meeting she be allotted time to give a parent volunteer group report.

**O. COMMENTS FROM THE BOARD:**

Cecelia Gillespie shared that she thought the talent show was fantastic. Shannon Ford expressed that she is excited to see that the Odyssey of the Mind team had a successful year and can't wait to see what next year brings. Additionally, Shannon Ford thanked the Odyssey of the Mind coaches and commended them on their hard work. Calvin Harwood thanked everyone for their time and coming to the meeting.

**P. ADJOURNMENT:**

**Motion** to adjourn the meeting, by Shannon Ford, seconded by Mitzi Pierson, unanimously approved. The meeting was adjourned at 9:21p.m. The next regular meeting will be held on April 11, 2013.

Respectfully submitted,

Adopted as Final

April 11, 2013

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Joan Viada Potter  
Secretary to the Board

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Shannon Ford  
Clerk of the Board