

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF APRIL 7, 2016**

**A. CALL TO ORDER/ROLL CALL:**

The Governing Board of the Laytonville Unified School District held a regular meeting in the Board Room on April 7, 2016. Board President Calvin Harwood called the meeting to order at 6:02 p.m.

**ROLL CALL:**

Trustees Present: Calvin Harwood, Shannon Ford, Meagen Hedley, Tina Tineo, Shelagh Deveney  
Administrators Present: Joan Potter, Lorre Stange and Tim Henry.  
Student Representative: Harmony Hardwick

**B. PUBLIC INPUT re CLOSED SESSION ITEMS:**

**C. CLOSED SESSION AGENDA:**

CS-1 EMPLOYEE RECOGNITION AWARD

CS-2 CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION  
*Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9*

CS-3 CONFERENCE WITH LABOR NEGOTIATOR:  
*Name of Agency Negotiator: Superintendent*  
*Name of Organization Representing Employees: CSEA*

CS-4: CONFERENCE WITH LABOR NEGOTIATOR  
*Name of Agency Negotiator: Superintendent*  
*Name of Organization Representing Employees: LVTA*

**D. ANNOUNCEMENTS FROM CLOSED SESSION:** Board President Calvin Harwood announced that the Board voted on an employee for the Employee Recognition Award in Closed Session.

**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 Meagen Hedley, unanimously approved with a 5-0 vote.

**G. CORRESPONDENCE:**

**H. PUBLIC INPUT:** Susan Bradley shared with the Board the ongoing determination of the "Friends of the Library" to get a library in Laytonville. Susan talked to the Board about their plans to continue raising money and gathering people to help with their goals.

## I. REPORTS AND COMMENTS:

### Superintendent's Report:

Mrs. Potter shared with the Board that over Spring Break the Cal Fire convict crew did a great job on the grounds, from weed eating to working in the gardens. Also during Spring Break the district maintenance crew did a wonderful job of cleaning the classrooms and the grounds and our new bus mechanic has been working hard on getting all of our buses, vans, and tractors in good repair. Next, Mrs. Potter shared with the Board that she has been attending the monthly LAMAC meetings and informs LAMAC what is happening with the Bond and the building projects. Mrs. Potter also encouraged everyone to come to the LAMAC meetings.

The following reports were given:

Elementary Principal	High School Principal	Healthy Start
LES/LMS Site Council	LHS Site Council	DAC
Student Representative	LVTA- None	CSEA

## J. ACTION: CONSENT AGENDA

- **Motion** to accept the Consent Agenda by Tina Tineo, Seconded by Shelagh Deveney, unanimously approved with a 5-0 vote.

## K. ACTION:

### K.1. Students of the Month

- Mr. Henry presented the Student of the Month, O'Bryon Simmons and asked him to introduce his family.
- **Motion** to recognize O'Bryon Simmons as Student of the Month by Tina Tineo, Seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

## L. DISCUSSION / ACTION:

### L.1. School Level Parent Involvement Plan, School-Parent Compact

- Our Board Policy and Administrative Regulations 6020 require that Title 1 schools have parent involvement policies and procedures, including school-parent compacts that participating parents and school staff agree to abide by. The principals reviewed their policies and compacts for the Board and interested members of the community.
- LES Site Council discussed making a modification to wording in the School-Parent Compact to add tardiness to first bullet regarding monitoring attendance in "Parent Responsibilities." The bullet now reads "attendance/tardiness."
- Board Member Shannon Ford suggested if that change is to be made in LES School-Parent Compact it should also be added in LHS School-Parent Compact.
- **Motion** to approve wording on 2<sup>nd</sup> bullet of "Parent Involvement Annual Notification" to read "Participate in the Local Control Accountability Plan budget development of categorical education funds such as Title I, Title IV, Title VI, etc." by Shelagh Deveney, Seconded by Tina Tineo, Unanimously approved with 5-0 vote.

- **Motion** to approve the school level policies and school-parent compacts with the changes that were discussed by Shannon Ford, Seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

#### L.2. Approve 2016 Summer School Program

- LES will be offering a four week program between July 11th and August 5th. The program will focus on academic intervention in Language Arts and Math for students in 1st-8th grade. Students with IEPs are offered a program called “Extended School Year” so they can continue making progress.
- LHS will offer a four week Independent Study program starting July 13th and ending August 10th. Students will meet the instructor 1 day/week to receive and turn in assignments. Additionally, the high school will offer a Freshman Academy August 1st-4th and 8th-11th.
- Healthy Start will continue their summer activities program three days per week, on Mondays, Tuesdays and Wednesdays beginning on June 20th and ending on July 13th.
- **Motion** to approve the 2016 Summer School Program by Tina Tineo, seconded by Shelagh Deveney, unanimously approved with a 5-0 vote.

#### L.3. Annual Review: BP 6145 & AR 6145—Extra & Cocurricular Activities

- Education Code Section 35160.5 calls for an annual review of the District’s extracurricular policies. These are found in BP 6145 and AR 6145 which are attached. We revised BP 6145 in 2011 and have reviewed it annually since. AR 6145 was revised last year. Both of these policies remain pertinent to the program. School sites are making efforts to ensure that everyone is aware of and adhering to these policies.
- No changes were made to BP 6145 or AR 6145

#### L.4. Annual Review: BP and E 5132—Dress Codes

- Education Code Section 35183 provides for school dress codes that address gang related attire and school safety. BP 5132 and Exhibit 5132 outline the dress code for the district. BP 5132 was last revised in 2013 and Exhibit 5132 was last revised in April of 2015; they require an annual review by the Board. Mr. Henry and Ms. Stange shared the school community’s thoughts related to the current policy.
  - Some new options were discussed at LES Site Council and will be researched further. The results of this research will be brought to the Board at a later date.
  - The topic of adding the requirement of appropriate attire for P.E. class was discussed.

#### L.5. Resolution No. 488 for Education Protection Account Requirements

- “Pursuant to Article XIII, Section 36 of the California Constitution, school districts, county offices of education, and community college districts are required to determine how the money received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided that the governing board makes the spending determinations in an open session of a public meeting. The language in the constitutional amendment requires that funds shall not be used for the salaries or benefits of administrators or any other administrative costs... There is also a requirement that

districts must annually post on its website an accounting of how much money was received from EPA and how that money was spent.” We have budgeted these funds to be used for teacher’s salaries.

- **Motion** to adopt Resolution No. 488 for Education Protection Account by Meagen Hedley, Seconded by Shannon Ford, unanimously approved with a 5-0 vote.

#### L.6. Resolution No. 489 for Layoffs, Classified Position

- Due to the uncertainty of Branscomb school’s funding and enrollment for the 2016/17 school year we will be eliminating the following two (2) positions:
  - Instructional Assistant
  - Custodian
- **Motion** to approve Resolution No. 489 for Layoffs, Classified Position by Shelagh Deveney, Seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

#### L.7. PUBLIC HEARING: LUSD-LVTA 80 2014-2017 Collective Bargaining Contract

- The Long Valley Teachers Association would like to sunshine the following items
  - Short Term Contracts
  - Health and Welfare Benefits
  - Summer School and Independent Study Options
- Conduct the Public Hearing
- No input from the public
- Public Hearing was Closed

#### L.8. Approval of S.A.B. 50-03: Eligibility Determination and 50-04: Application for Funding

- As part of the State requirements for Public School construction, the Board needs to approve S.A.B. 50-03 and 50-04. Both forms are attached for the Board to review.
- **Motion** to approve the submission of S.A.B. 50-03 for Eligibility Determination and S.A.B. 50-04 for Application for Funding by Shannon Ford, Seconded by Tina Tineo, unanimously approved with a 5-0 vote.

#### L.9. Approval of Measure Q Bond Audit

- The District is required to annually conduct an external audit of the Measure Q Bond funds. The audit is complete and there are no exceptions noted.
- **Motion** to approve the Measure Q Bond Audit by Shelagh Deveney, Seconded by Shannon Ford, unanimously approved with a 5-0 vote.

#### L.10. BP 3514 for Business and Noninstructional Operations

- To stay current with new legislation the district needs to revise BP 3514
- Mrs. Potter recommended the Board wave the first reading of BP 3514 and replace it with the CSBA BP 3514
- **Motion** to accept Mrs. Potter’s recommendation by Shannon Ford, Seconded by Tina Tineo, unanimously approved with a 5-0 vote.

L.11. Comprehensive School Safety Plan

- School Districts are required to adopt Comprehensive School Safety Plans. The plan essentially compiles many already existing documents in one plan. The attached plan will be presented to both Site Councils and the DAC in April and upon approval will come back to the Board for final approval in May.

**M. INFORMATION ITEMS:**

M.1. Facilities Update

- Don Alameida provided us with an update on the Elementary project.

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

**O. COMMENTS FROM THE BOARD:** Shelagh thought the banner project was great to see. Meagen said that her favorite part is when the kids come to present to the Board.

**P. ADJOURNMENT:**

**Motion** to adjourn the meeting by Shannon Ford, Seconded by Meagen Hedley, unanimously approved with a 5-0 vote. The meeting was adjourned at 8:26 p.m. The next regular meeting will be held on May 5, 2016.

Respectfully submitted,

Adopted as Final  
May 5, 2016

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Joan Viada Potter  
Secretary to the Board

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Shannon Ford  
Clerk of the Board