

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF APRIL 5, 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 April 5, 2012. Board President Harwood called the meeting to order at 6:05 p.m.

ROLL CALL:

Trustees Present: Calvin Harwood, Shannon Ford and Tina Tineo. Meagen Hedley and Cecelia Gillespie were absent.

Administrators Present: Joan Potter and Dan Regelbrugge. Lorre Stange was absent.

Student Representative: Kaitlin Whitely was present at open session.

B. PUBLIC INPUT re CLOSED SESSION ITEMS: None

C. CLOSED SESSION AGENDA:

CS-1: Public Employee Recognition Award

CS-2: Public Employee Discipline/Dismissal/Release

CS-3: Conference with Labor Negotiator re CSEA

CS-4: Conference with Labor Negotiator re LVTA

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D. ANNOUNCEMENTS FROM CLOSED SESSION:

CS-1: An employee was selected for recognition.

CS-2: Employee B.P. was granted an unpaid leave of absence.

CS-3: No action taken.

CS-4: No action taken.

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

F. ACCEPTANCE OF AGENDA: Motion by Shannon Ford, seconded by Tina Tineo, and unanimously approved.

G. CORRESPONDENCE: The Board received letters from Elina Agnoli's law firm with a donation of \$1500 to Mock Trial and from James G. Cummings of Fort Bragg with a donation of \$500 for Mock Trial.

H. PUBLIC INPUT: None.

I. REPORTS AND COMMENTS:

Superintendent's Report:

- Mrs. Potter reported the exciting news that the new bus is coming tomorrow. The old bus must be demolished.
- Mrs. Potter said that Sparky and Pedro are preparing the Church House for rental.

- Mrs. Potter reported that the CDF crews are coming next week and will clean and paint the house. Another crew will be doing outside work at the LHS and LEMS campuses.
- Mrs. Potter said there was no new news on the budget.
- Mrs. Potter said that she is meeting with a representative to get a quote for purchasing security cameras by the district through the BRONCO grant to help deter vandalism.

The following reports were given:

Elementary Principal

High School Principal

Healthy Start

LHS Site Council

DAC

Student Representative

LVTA

J. ACTION: CONSENT AGENDA

- **Motion** to accept consent agenda by Shannon Ford, seconded by Tina Tineo and unanimously approved.

K. ACTION:

K.1. Students of the Month:

- Mr. Regelbrugge presented Colten Gover and Matti Matheson as Students of the Month. Mr. Regelbrugge and Ms. Carberry also recognized the varsity basketball teams for their scholastic pennant awards (girls, 3.5 GPA) (boys, 3.28 GPA).
- **Motion** to approve the Students of the Month by Tina Tineo, seconded by Shannon Ford and unanimously passed.

L. DISCUSSION/ACTION:

L.1. 2012 Summer School Program:

- In light of the current budget the district is looking closer at the summer program. ISOP is working at LHS and expenses have already been reduced. LEMS costs close to \$11,000 but the program is valuable. The district is looking at continuing the program with reductions. Mrs. Potter recommends that this item be brought back for discussion at the May meeting.

L.2. Graduation Waiver Request for Students with IEP'S:

- **Motion** to by Tina Tineo, seconded by Shannon Ford and unanimously approved.

L.3. First Reading BP 3551-Business and Non-instructional Operations, Food Service Operations/ Cafeteria Fund:

- Mrs. Potter recommended the Board review and bring back this item at the May meeting for a second reading and approval.

L.4. Food Service Increase in Breakfast/Lunch Prices:

- **Motion** to increase the Food Service Breakfast/Lunch prices for 2012/13 by Tina Tineo, seconded by Shannon Ford and unanimously approved (Breakfast will be \$1.75 and lunch will be \$2.50)
- **Motion** to increase the Food Service Breakfast/Lunch prices for 2013/14 by Shannon Ford, seconded by Tina Tineo and unanimously approved (Breakfast will be \$1.75 and lunch will be \$2.50)
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L.5. 2012/2013 and 2013/2014 Calendar Adoption:

- **Motion** to approve by Shannon Ford, seconded by Tina Tineo and unanimously approved
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L.6. Consideration of Resolution #406 Regarding Reduction/Elimination of Classified Employee Services:

- **Motion** to adopt Resolution #406 Reduction/Elimination of Classified Employee Services by Shannon Ford, seconded by Tina Tineo and unanimously passed.

M. INFORMATION ITEMS:

M.1. Annual Review of Dress Codes-BP 5132 and E 5132:

- Mr. Regelbrugge said the majority of staff feel current policy is adequate to enforce rules. He is looking at some issues.

M.2. Annual Review of AR 6145 & BP 6145-Extra and Co-curricular Activities.:

- Mr. Regelbrugge asked for clarity on maintaining a 2.0 GPA with regard to CIF requirements versus Laytonville High School requirements. Mrs. Potter proposed a first reading at the May meeting.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS:

- AR & BP 6145-Extra and Co-curricular Activities.

O. COMMENTS FROM THE BOARD:

- Tina congratulated the student athletes and students of the month.
- Shannon also congratulated the students.
- Calvin congratulated the student athletes, Mock Trial and the students of the month.
- Kaitlin also congratulated the student athletes and Mock Trial participants.
- Mrs. Potter thanked Bette for filling in and also thanked Judy Pinches for her help. She also thanked Kaitlin for her hard work at the Fashion Show.

P. ADJOURNMENT:

Motion to adjourn the meeting by Tina Tineo, seconded by Shannon Ford and unanimously approved. The meeting was adjourned at 8:15 p.m. The next regular meeting will be held May 3, 2012.

Respectfully submitted,

Adopted as Final May 3, 2012

Joan Viada Potter, Superintendent

Shannon Ford, Clerk of the Board

LAYTONVILLE UNIFIED SCHOOL DISTRICT
PERSONNEL ASSIGNMENT ORDER #10 2011-2012

May 3, 2012

<u>Effective</u>	<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>
<u>Certificated Appointment</u>			
<u>Certificated Resignation</u>			
<u>Certificated Leave of Absence</u>			
<u>Classified Appointment</u>			
<u>Classified Resignation</u>			
McCaffrey, Stacey	Instructional Assistant		4/27/12
<u>Athletic Coaches:</u>			

LAYTONVILLE UNIFIED SCHOOL DISTRICT

REVOLVING CASH FUND

10

May 3, 2012

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	
				<u>AMOUNT</u>
4/25/2012	1974	USPS	postage	\$225.00
4/24/2012	1975	Bank of America	credit card pmt.	
				\$2730.43

BOARD ACTION ITEM K 1

Board Meeting Date: May 3, 2012

Subject: Recognition of Students

From: Joan Potter, Superintendent

Explanation:

Ms. Stange will recognize Mrs. Longcrier's and Ms. Hawkins' students for winning the Redwood Region Logging Conference Poster Contest. Ms. Hawkins' students will also share a proposal for repainting the elementary school backboard murals.

Recommendation:

Recognize Ms. Hawkins' and Mrs. Longcrier's students.

BOARD ACTION ITEM K 2

Board Meeting Date: May 3, 2012

Subject: Presentation of Employee Recognition Award

From: Joan Potter, Superintendent

Explanation:

Twice a year the Board of Trustees receives recommendations for the Board's Employee Recognition Awards. Staff, students and community members can recommend employees for the award. The award recipients are recognized with a Board Resolution in their honor, a gift, and their name is placed on a perpetual plaque which hangs in the District Office.

We are very pleased to present this year's Employee Recognition Award.

Recommendation

Adopt Resolution # 407 and present the Employee Recognition Award.

Attachments

Resolution # 407

BOARD ACTION ITEM K 3

Board Meeting Date: May 3, 2012

Subject: Resolution No. 408—Classified Employees Week
Resolution No. 409—Teacher Appreciation Day

From: Joan Potter, Superintendent

Explanation:

May is the traditional month for honoring school employees. The Governing Board has asked that we recognize the hard work, dedication and caring all staff provide to the students of our community. The Board notes that although the district is going through trying budgetary times that seriously affect the staff, their worth and value to the District is still appreciated.

Resolution No. 408 recognizes our classified staff and declares the week of May 20-27 to be Classified Employees Week.

Resolution No. 409 recognizes our teachers and declares Tuesday, May 8 as Teacher Appreciation Day in the Laytonville Unified School District.

The School Site Councils, the Board and the community traditionally celebrate these days and honor our employees by providing a delightful banquet.

Recommendation

Adopt Resolution No.408 recognizing Classified Employees Week & Resolution No. 409 recognizing Teacher Appreciation Day.

Attachments

Resolutions No. 408 and 409

BOARD ACTION ITEM K 4

Board Meeting Date: May 3, 2012

Subject: Presentation of Retiree Recognition Awards

From: Joan Potter, Superintendent

Explanation:

Three dedicated and loyal employees will be retiring at the end of this school year. They each have brought incredible skills and have shown an inordinate amount of care for our students. We will miss them.

Recommendation

Adopt Resolutions # 412, # 413 and # 414 and present the Retiree Recognition Awards.

Attachments

Resolutions # 412, # 413 and # 414.

BOARD ACTION ITEM K 5

Board Meeting Date: May 3, 3012

Subject: Resolution No. 410-Participation in Staywell Health Plan JPA

From: Joan Potter, Superintendent

Explanation:

Our district, like most others in the County belongs to a health plan consortium known as the Staywell Health Plan JPA (Joint Powers Agreement). Staywell sets the policies and plan benefits and negotiates with Blue Shield for the member districts. This is the third year that Staywell and its Districts are self-funded. This means our own premiums pay for the members' claims, although claims which exceed \$175,000 are paid by a secondary insurance fund.

The attached Resolution No. 410 provides for our district's continued participation in the JPA.

Recommendation

Adopt Resolution No. 410-Participation in Staywell Health Plan JPA

Attachments

Resolution No. 410

BOARD ACTION ITEM K 6

Board Meeting Date: May 3, 2012

Subject: Resolution No. 411-Continued Placement of Community Day School at Old LHS

From: Joan Potter, Superintendent

Explanation:

EC 48661 Provides for the placement of a Community Day School on a school campus if authorized by the local Board of Education with an appropriate resolution. We moved CDS from the Garden Club location in August of 2006 because it was not financially feasible to remain there any longer. There are not many public or private meeting spaces in rural and remote locations such as Laytonville and those that exist do not have space for a school.

The CDS location is the former Continuation High School building at the old high school campus. CDS students access their building from east of the old campus and Continuation students access their building from west of the old campus and they are separated by buildings and fences.

Resolution #411 provides the findings supporting the relocation. We must annually approve the resolution, unless a suitable off campus facility is obtained in future years.

Recommendation

Adopt Resolution # 411-Continued Placement of Community Day School at Old LHS

Attachments

Resolution # 411

BOARD ACTION ITEM K 7

Board Meeting Date: May 3, 2012

Subject: RESOLUTION #415: State Categorical Funds Flexibility
Authorized by SBX 3 4

From: Joan Potter, Superintendent

Explanation:

The Board conducted a public hearing in December, 2011, which was posted 10 days in advance of the meeting, for the purpose of allowing members of the school community an opportunity to comment on the proposed redesignation of certain restricted categorical funding as unrestricted. The hearing also provided the public an opportunity to discuss the categorical programs under consideration.

Resolution #415 provides for the redesignation of Tier 3 categorical program money (as described in the public hearing) and on the attached documents as unrestricted and for any educational purpose.

Recommendation

Approve Resolution #415

Attachments

Tier 3 categoricals
Resolution #415

BOARD DISCUSSION/ACTION ITEM L 1

Board Meeting Date: May 3, 2012
Subject: Transportation: Reductions in Service
From: Joan Potter, Superintendent

Explanation

In anticipation of possible elimination of transportation funds, and in efforts to reduce costs wherever possible, I have been talking with staff about possible solutions.

1. Eliminate 1 bus driver thus consolidating 3 bus runs into 2. In order to make this work timewise, runs would be as follows:

North/South
Branscomb

2. Only have 1 afternoon pick up schedule. The elementary staff is discussing possible strategies for lengthening their school day to 3:15. This would change the teachers' prep time and will ultimately need to be negotiated with LVTA as it would be a change to their contract language.

Recommendation

Attachments:

BOARD DISCUSSION/ACTION ITEM L 2

Board Meeting Date: May 3, 2012

Subject: Second Reading and Adoption-BP 3551: Business and Non
Instructional Operations. Food Service Operations/Cafeteria Fund

From: Joan Potter, Superintendent

Explanation:

Last month we conducted a first reading of BP 3551. We have modified the California School Boards Association's recommended BP 3551 and it is attached for your review.

Recommendation:

Approve the new BP 3551 as presented.

Attachments:

LUSD Board Policy 3551

BOARD DISCUSSION/ACTION ITEM L 3

Board Meeting Date: May 3, 2012
Subject: 2012 Summer School Program
From: Joan Potter, Superintendent

Explanation

As discussed during the April 5, 2012 Board meeting, we are hoping to reduce the expenses of our Summer School program. Both school site staffs have discussed how to accommodate the needs of our students while making cost reductions. They have come up with the following scenarios:

LHS will continue offering a four week Independent Study Program in which the students meet with the instructor 1 day per week to receive and turn in assignments. Cost \$2,000.

LES will conduct a four week daily program with one teacher providing academic intervention focused on language arts. Cost \$4,700.

Both programs will run from mid July to mid August. Specific dates to be determined.

Recommendation

Approve the summer school programs as outlined above.

BOARD ACTION/DISCUSSION ITEM L 4

Board Meeting Date: May 3, 2012

Subject: Athletic Program: Numbers of Participants

From: Joan Potter, Superintendent

Explanation

Periodically the board reviews our athletic programs and the numbers of students participating in the programs. As we are continuing to face difficult budgetary times it is also necessary to look at the expenses related to the programs and the viability of supporting them all.

Recommendation:

Attachments:

Athletic program student participation and associated costs.

BOARD DISCUSSION/ACTION ITEM L 5

Board Meeting Date: May 3, 2012

Subject: Single School Plans for Student Achievement

From: Joan Potter, Superintendent

Explanation:

Each site has a Single School Plan for Student Achievement which is revised annually by the Site Council and approved by the Board. The SSPSA's for next year have been revised by staff and the Site Councils. Ms. Stange will review the LES Single School Plans for Student Achievement for the Board and the LHS Single School Plan for Student Achievement will be reviewed at the June Board meeting.

Recommendation

Approve the LES Single School Plans for Student Achievement (the LES Plan includes the satellite schools).

Attachments

LES Single School Plans for Student Achievement

BOARD DISCUSSION/ACTION ITEM L 6

Board Meeting Date: May 3, 2012

Subject: Annual Review of Williams Act Exceptions: Inst. Materials & Program Funds; Facilities; Teacher Assignments

From: Joan Potter, Superintendent

Explanation:

Education Code provides for quarterly reports on a variety of school compliance issues including:

- Sufficiency of Instructional Materials
- Clean, Safe and Functional Facilities
- Appropriate Teacher Assignments
- CAHSEE Intensive Instruction & Services (referred to as the Valenzuela requirement)
- Uniform Complaints

The attached letters and forms provide the findings for LES, which is a 1-3 Decile school subject to this legislation. The first quarter report examined instructional materials, Uniform Complaints, and facilities and notes completed and pending repairs. The second quarter report only examined Uniform Complaints. The letters and forms are attached for your review.

Recommendation

Accept the 2011-12 2nd Quarterly Williams Report

Attachments

2011-12 2nd Quarterly Williams Report

BOARD ACTION/DISCUSSION ITEM L 7

Board Meeting Date: May 3, 2012

Subject: First Reading of AR 6145 & BP 6145-Extra and Co-curricular Activities

From: Joan Potter, Superintendent

Explanation

During the Annual Review of BP 6145 and AR 6145, the high school staff felt that the AR needed some clarification but that the BP is still applicable. I've attached the revised AR for the first reading.

Recommendation

Attachments:

AR 6145

BOARD INFORMATION ITEM M 1

Board Meeting Date: May 3, 2012

Subject: Title VII Indian Ed. Formula Grant Application

From: Joan Potter, Superintendent

Explanation:

Ms. Stange will present information regarding the Title VII Indian Ed. Formula Grant Application.

BOARD INFORMATION ITEM M 2

Board Meeting Date: May 3, 2012

Subject: BP 5123 & AR 5123- Promotion/Acceleration/ Retention

From: Joan Potter, Superintendent

Explanation

The subject of pupil retention and the schools' policies and practices has come up in recent discussions amongst staff, students, and parents. In light of these discussions I have brought these policies to the board for review. The board may want to consider revising/rewriting the policy as it was last revised in 2000.

Recommendation

Attachments:

BP 5123-Promotion/Acceleration/ Retention

AR 5123-Promotion/Acceleration/ Retention