

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING May 3, 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 May 3, 2012. Board President Harwood called the meeting to order at 6:15 p.m. The Board adjourned to Closed Session and returned to Open Session at 6:35 p.m.

**ROLL CALL:**

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

Administrators Present: Joan Potter, Dan Regelbrugge and Lorre Stange

Student Representative: Kaitlin Whitely was absent.

**B. PUBLIC INPUT re CLOSED SESSION ITEMS:** No public input.

**C. CLOSED SESSION AGENDA:**

1. Public Employee Discipline/Dismissal/Release

**D. ANNOUNCEMENTS FROM CLOSED SESSION:** Calvin Harwood announced that:

CS-1: **Motion** by Shannon Ford, seconded by Tina Tineo and unanimously approved to grant Lucy Kyne an unpaid leave of absence for the 2012/13 school year.

**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 to accept the agenda,

**G. CORRESPONDENCE:** None

**H. PUBLIC INPUT:** None

**I. REPORTS AND COMMENTS:**

Superintendent's Report:

- Mrs. Potter reported that the budget revise in mid-May is probably not going to be a good thing and that we are still looking at ways to reduce costs without reducing student services. She is negotiating with both unions.
- Mrs. Potter will be conducting a certificated staff meeting tomorrow, May 5, to discuss common core standards and other items.
- Mrs. Potter said there had been 2 crews working over spring break; one crew doing the usual mowing and weed whacking, the other crew painting the inside of the Ramsey Road house, which will be ready to rent by July 1<sup>st</sup> and will bring in some income.
- Mrs. Potter reported that there were new roof leaks during the last rain, and that the roofs will need major repairs soon.
- Mrs. Potter said she and Bette had been working on Federal Program Monitoring.
- Mrs. Potter invited the Board to Mendocino College on May 21<sup>st</sup> for a Career Tech Education forum.

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- Mrs. Potter announced that LMS promotion day is June 7, LHS graduation day is June 8.
- Mrs. Potter said there would be a Special Board Meeting held on June 28, 2012.

The following reports were given:

Elementary Principal	High School Principal	Healthy Start
DAC	Student Representative-no report	LVTA-no report
CSEA	LHS Site Council	LES Site Council

A short presentation by the Odyssey of the Mind group was given, with each student receiving a certificate from Ms. Stange.

### J. ACTION: CONSENT AGENDA

- **Motion** to accept by Shannon Ford, seconded by Cecelia Gillespie and unanimously accepted.

### K. ACTION:

#### K.1. Recognition of Students.

- Mrs. Hawkins' students and Mrs. Longcrier's students presented their first place posters from the Redwood Region Logging Conference.
- **Motion** by Tina Tineo, seconded by Meagen Hedley and unanimously adopted to recognize Mrs. Hawkins' and Mrs. Longcrier's students and their accomplishments.

#### K.2. Resolution #407-Employee Recognition Award:

- **Motion** by Shannon Ford, seconded by Tina Tineo and unanimously approved to adopt Resolution #407-Employee Recognition Award. The award goes to Sue Carberry who was presented with the resolution and a gift of appreciation.

#### K.3. Resolution #408-Classified Employees Week and Resolution #409-Teacher Appreciation Day:

- **Motion** by Meagen Hedley, seconded by Shannon Ford to adopt Resolution #408-Classified Employee Week and Resolution #409-Teacher Appreciation Day and unanimously approved.

#### K.4. Presentation of Retiree Recognition Awards:

- **Motion** by Cecelia Gillespie, seconded by Tina Tineo and unanimously approved to adopt Resolution #412 (Lynne Robertson), #413 (Penny Comer), and #414 (Kris Shelton). The retirees were presented with the resolutions and gifts of appreciation.

A short recess was called to celebrate and have refreshments.

K.5. Resolution #410-Participation in Staywell Health Plan JPA:

- **Motion by** Shannon Ford, seconded by Tina Tineo and unanimously approved to adopt Resolution #410-Participation in Staywell Health Plan JPA.

K.6. Resolution #411-Continued Placement of Community Day School at Old LHS:

- **Motion by** Meagen Hedley, seconded by Tina Tineo and unanimously approved to adopt Resolution #411-Continued Placement of Community Day School at Old LHS.

K.7. Resolution #415-State Categorical Funds Flexibility Authorized by SBX 3 4:

- **Motion by** Cecelia Gillespie, seconded by Meagen Hedley and unanimously approved to adopt Resolution #415-State Categorical Funds Flexibility Authorized by SBX 3 4.

**L. DISCUSSION/ACTION**

L.6. Transportation: Reductions in Service.

- No action taken, discussion regarding consolidating the North and South bus runs and shortening both. The Branscomb run would also be shortened slightly. The evening buses would only do one run made possible by extending the elementary school day until 3:15 p.m. Negotiations are continuing.

L.2. Second Reading and Adoption-BP 3551: Food Service Operations/Cafeteria Fund:

- **Motion by** Meagen Hedley, seconded by Tina Tineo and unanimously approved to adopt BP 3551: Food Service Operations/Cafeteria Fund.

L.3. Summer School Program:

- **Motion by** Shannon Ford, seconded by Meagen Hedley and unanimously accepted to adopt the summer school program as outlined by Mrs. Potter.

L.4. Athletic Programs:

- No action taken, discussion of various cost saving measures regarding the athletic programs.

L.5. Single School Plans for Student Achievement:

- Ms. Stange outlined the Single School Plans for LES, Branscomb, Spy Rock and CDS.
- **Motion by** Tina Tineo, seconded by Meagen Hedley and unanimously accepted to approve the Single School Plans for Student Achievement.

L.6. Annual Review of Williams Act Exceptions: Inst. Materials & Program Funds, Facilities, Teacher Assignments:

- **Motion by** Shannon Ford, seconded by Cecelia Gillespie and unanimously approved to accept the 2011-12 2<sup>nd</sup> Quarterly Williams Report.

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L.7. First Reading of BP & AR 6145-Extra and Co-curricular Activities:

- No action taken. Discussion of revisions to AR 6145-Extra and Co-curricular Activities.

**M. INFORMATION ITEMS:**

M.1. Title VII Indian Ed. Formula Grant Application:

- Ms. Stange gave a report on the Title VII Indian Ed. Formula Grant Application.

M.2. BP 5123 & AR 5123-Promotion/Acceleration/Retention:

- Mrs. Potter and the Board discussed the Promotion/Acceleration/Retention policy.

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

- None

**O. COMMENTS FROM THE BOARD:**

- Meagen said she loved having the students at the meeting.
- Tina said it was a long meeting and she was tired.
- Cecelia said she would like to have student presentations every month.
- Shannon thought the OM presentation was cool and thanked Sue for everything she does.
- Calvin thanked all the retiring employees for all their years of service.
- Mrs. Potter said yahoo!

**P. ADJOURNMENT:**

**Motion** to adjourn the meeting by Shannon Ford, seconded by Meagen Hedley, and unanimously approved. The meeting was adjourned at 9:02 p.m. The next regular meeting will be held June 21, 2012.

Respectfully submitted,

Adopted as Final June 21, 2012

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Joan Viada Potter, Superintendent

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Shannon Ford, Clerk of the Board

**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**PERSONNEL ASSIGNMENT ORDER #11 2011-12**

June 21, 2012

<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
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Certificated Appointment

Certificated Resignation

Certificated Leave of Absence:

Classified Transfer

Cabezut, Katy	Special Ed Instr. Asst.	Permanent	\$13.47	8/27/12
Workman, Kathy	Cafeteria Helper	Permanent	\$14.09	8/27/12

Classified Appointment

Gatson, Cheryl	Special Ed. Inst. Assist.	Summer	\$10.24	7/23/12
Grimes, Shirley	Special Ed. Inst. Assist.	Summer	\$10.49	7/23/12
Grimes, Shirley	Special Ed. Instr. Asst.	Permanent	\$10.49	8/27/12
Elliott, Evonne	Instr. Asst. (3.5 hrs)	Permanent	\$15.18	8/27/12

Classified Resignation

Nelson, Christy	Cafeteria Helper			6/07/12
McKinley, Steve	Custodian			6/30/12

Classified Layoff

Coaching Positions

Elliott, Evonne	JV Volleyball	Season	\$1400	6/21/12
Cabezut, Katy	Varsity Volleyball	Season	\$1800	6/21/12

**LAYTONVILLE UNIFIED SCHOOL DISTRICT**

**REVOLVING CASH FUND**

**# 11**

June 21, 2012

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
5/11/12	1976	Home Depot	Measure floors	\$65.00
5/30/12	1977	Ropes Course	ISOP Trip	\$180.00
6/05/12	1978	Assoc. of Stu. Councils	DeMartini	\$480.00

BOARD ACTION ITEM K 1

Board Meeting Date: June 21, 2012

Subject: Resolution #416-Appropriating the Ending Balance to a Reserve

From: Joan Potter, Superintendent

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Explanation:

Article XIII B of the California Constitution requires we appropriate our ending balance to our reserve account at the end of each school year. This resolution provides for the appropriation.

Recommendation

Approve Resolution #416 –Appropriating the Ending Balance to a Reserve.

Attachment:

Resolution #416-Appropriating the Ending Balance to a Reserve.

**LAYTONVILLE UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 416**

**APPROPRIATING THE ENDING BALANCE TO A RESERVE**

WHEREAS, all public agencies including school districts must appropriate revenues pursuant to Article XIII B of the California Constitution; and,

WHEREAS, Section 2 of Article XIII B requires that any revenues not appropriated in compliance with the Article be returned through a revision in tax rates or fee schedules; and,

WHEREAS, Section 5 of Article XIII B allows an entity of government, including a school district, to establish a reserve and that contributions made to such a reserve are considered to be the year in which the contribution is made and that expenditures of withdrawals from such a reserve are not subject to the limitations of Article XIII B; and,

WHEREAS, the District wishes to ensure that all revenues received during the 2011-12 fiscal year have been appropriated and, furthermore, that such revenues not be subject to limitation in any future fiscal year;

NOW, THEREFORE, BE IT RESOLVED that, at the close of the 2011-12 fiscal year any monies from revenues and beginning balances not expended during the fiscal year are hereby appropriated to a Reserve Account within the General Fund, as authorized by Section 5 of Article XIII B of the California Constitution.

PASSED AND ADOPTED, on this 21st day of June, 2012, by the Governing Board of the Laytonville Unified School District by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Joan Potter, Superintendent

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Shannon Ford, Clerk

## BOARD ACTION ITEM K 2

Board Meeting Date: June 21, 2012

Subject: Resolution #417-Authorizing Budgetary Transfers

From: Joan Potter, Superintendent

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Explanation:

Education Code 42601 requires a resolution authorizing the County Superintendent of Schools to make transfers between expenditure classifications, and to balance expenditure classifications as deemed necessary to permit payment of obligations of the District. Resolution #417 provides for this authorization.

Recommendation

Adopt Resolution #417 – Authorizing Budgetary Transfers.

Attachments

Resolution #417 – Authorizing Budgetary Transfers.

**LAYTONVILLE UNIFIED SCHOOL DISTRICT**

**RESOLUTION #417**

**RESOLUTION AUTHORIZING BUDGETARY TRANSFERS**

The Governing Board of the Laytonville Unified School District, pursuant to Education Code 42601 - Transfer Between Funds to Permit Payment of Obligations at Close of Year - hereby authorizes the County Superintendent of Schools to make such transfers between any expenditure classification or classifications or balance any expenditure classifications of the budget of the district for the fiscal year 2011-12 deemed necessary to permit the payment of obligations of the district incurred during such year.

PASSED AND ADOPTED, on this 21<sup>st</sup> day of June, 2012, by the Governing Board of the Laytonville Unified School District by the following vote:

AYES:	_____
NOES:	_____
ABSTAIN:	_____
ABSENT:	_____

\_\_\_\_\_  
Joan Potter, Superintendent

\_\_\_\_\_  
Shannon Ford, Clerk

### BOARD ACTION ITEM K 3

Board Meeting Date: June 21, 2012  
Subject: 2012-13 Board Action Calendar  
From: Joan Potter, Superintendent

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Explanation:

The 2012-13 Board Action Calendar is attached for your review and approval. This calendar evolves throughout the year. Its purpose is to keep us on track with Board business and to provide an overview of future meetings.

Recommendation

Adopt the 2012-13 Board Action Calendar, with the understanding that it will be updated throughout the year.

Attachments

Board Action Calendar for 2012-13.

BOARD ACTION ITEM K 4

Board Meeting Date: June 21, 2012

Subject: Approval of Laytonville Unified School District Instructional Minutes for 2012-13

From: Joan Potter, Superintendent

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Explanation:

The State requires minimum instructional minutes for each grade level. Our instructional minutes schedules for 2012-13 are attached.

Recommendation

Approve the 2012-13 Instructional Minutes Schedules for Laytonville Unified School District.

Attachments

Instructional Minutes Schedules for 2012-13 for Laytonville Unified School District.

BOARD DISCUSSION/ACTION ITEM L 1

Board Meeting Date: June 21, 2012

Subject: PUBLIC HEARING: Tier III Categoricals

From: Joan Potter, Superintendent

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**Explanation:**

Education Code 42605 grants districts flexibility in Tier III categorical programs and authorizes districts to use these funds for any educational purpose. For the 2008-09 fiscal year through the 2014-15 fiscal year, inclusive, local educational agencies that use the flexibility provision of this section shall be deemed to be in compliance with the program and funding requirements contained in statutory, regulatory and provisional language. As a condition of receipt of the funds, the governing board is required, at a regularly scheduled open public hearing held prior to and independent of a meeting where the governing board of the district adopts the annual budget, to take testimony from the public, identify any program that is proposed to be closed, discuss, approve or disapprove the proposed use of funding, and make explicit the purposes for which the funding will be used.

**Recommendation:**

Conduct the Public Hearing

**Attachment:**

Tier III Categorical Programs

BOARD DISCUSSION/ACTION ITEM L 2

Board Meeting Date: June 21, 2012

Subject: Resolution # 418, Tier III Categorical Funds Flexibility

From: Joan Potter, Superintendent

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Explanation:

Attached is a list of the proposed uses of the 2012-13 Tier III State Categorical Funds. Resolution # 418 provides for flexibility in use of Tier III Categorical Funds.

Recommendation

Adopt Resolution #418 – Tier III Categorical Funds Flexibility and approve the proposed uses of the 2012-13 Tier III State Categorical Funds.

Attachments

Tier III Categoricals

Resolution #418 – Tier III Categorical Funds Flexibility

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE LAYTONVILLE UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. 418**

**Tier III Categorical Flexibility**

**Whereas**, as added and amended by SBX3 4, ABX4 2, and SB 70, Education Code 42605 grants districts flexibility in “Tier III” categorical programs and authorizes districts to use these funds for “any educational purpose, to the extent permitted by federal law.” For the 2008-09 fiscal year to the 2014-15 fiscal year, inclusive, local educational agencies that use the flexibility provision of this section shall be deemed to be in compliance with the program and funding requirements contained in statutory, regulatory and provisional language.

**Whereas**, as a condition of receipt of the funds, the governing board is required, at a regularly scheduled open public hearing, to take testimony from the public, discuss, and approve or disapprove the proposed use of funding and to make explicit the purposes for which the funding will be used.

**Whereas**, Assembly Bill (AB) 189 became effective January 2, 2012, and requires the Tier III public hearing to be held prior to and independent of a meeting at which the budget is adopted. AB 189 also requires a governing board to identify in the notice of the public hearing any Tier III program that is proposed to be closed.

**Whereas**, attached to this resolution is a list of specific programs, the estimated funding amounts, and the proposed activities for which the funds are to be expended.

**Now, Therefore Be It Resolved**, that, following a public hearing in which public testimony was taken, discussion regarding the proposed uses of the funds took place, and programs proposed to be closed were identified, the Laytonville Unified School District adopts this Resolution approving the proposed uses of the funds as shown on the attached list.

**PASSED AND ADOPTED THIS \_\_\_\_\_ day of June 2012 by the following vote:**

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstained: \_\_\_\_\_

Absent: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

### BOARD DISCUSSION/ACTION ITEM L 3

Board Meeting Date: June 21, 2012

Subject: Single School Plan for Student Achievement

From: Joan Potter, Superintendent

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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. Mr. Regelbrugge will review his Single School Plan for Student Achievement for the Board.

Recommendation

Approve the LHS Single School Plan for Student Achievement.

Attachments

LHS Single School Plan for Student Achievement.

BOARD DISCUSSION/ACTION ITEM L 4

Board Meeting Date: June 21, 2012

Subject: AR 6145-Extra and Cocurricular Activities, Second Reading and Adoption of Revisions

From: Joan Potter, Superintendent

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Explanation:

At the May meeting we discussed minor changes to AR 6145. These changes have been included in this final reading.

Recommendation:

Adopt AR 6145 – Extra and Cocurricular Activities as revised.

Attachments:

AR 6145 – Extra and Cocurricular Activities

BOARD DISCUSSION/ACTION ITEM L 5

Board Meeting Date: June 21, 2012

Subject: AR 1312.4, BP 1312.3 and AR 1312.3–Uniform Complaint  
Procedures  
(Williams Supplement) Second Reading and Adoption

From: Joan Potter, Superintendent

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Explanation:

As part of our Federal Program Monitoring process we are required to make some minor revisions to AR 1312.4, BP 1312.3 and AR 1312.3. I have revised the documents and they are attached for your review and approval.

Recommendation:

I recommend that you approve AR 1312.4, BP 1312.3 and AR 1312.3

Attachments:

AR 1312.4, BP 1312.3 and AR 1312.3

BOARD DISCUSSION/ACTION ITEM L 6

Board Meeting Date: June 21, 2012

Subject: BP 5123 and AR 5123 – Promotion/Acceleration/Retention  
(First Reading)

From: Joan Potter, Superintendent

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Explanation

The current BP 5123 and AR 5123 were last revised in 2000. I have attached our current policy and a sample policy from GAMUT.

Recommendation:

I recommend reviewing both policies and creating a revised policy that reflects current practices and laws.

Attachment:

BP 5123 and AR 5123.

BOARD DISCUSSION/ACTION ITEM L 7

Board Meeting Date: June 21, 2012

Subject: BP 3513.3 –Tobacco Use  
(First Reading)

From: Joan Potter, Superintendent

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Explanation

In order to qualify for certain funding opportunities we must regularly update our tobacco use policy. Our current policy and an up to date sample are attached for your review.

Recommendation:

I recommend you update/revise BP 3513.3-Tobacco use.

Attachments:

Current BP 3513.3-Tobacco use  
Sample BP 3513.3-Tobacco use

BOARD DISCUSSION/ACTION ITEM L 8

Board Meeting Date: June 21, 2012

Subject: BP 6163.4, AR 6163.4 and E 6163.4-Student Use of Technology (First Reading)

From: Joan Potter, Superintendent

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Explanation

Our policies need to be updated to reflect current issues regarding use of technology.

Recommendation:

I recommend updating BP 6163.4, AR 6163.4, and E 6163.4, Student Use of Technology

Attachments:

BP 6163.4, AR 6163.4 and E 6163.4.

BOARD DISCUSSION/ACTION ITEM L 9

Board Meeting Date: June 21, 2012  
Subject: Spy Rock School Enrollment  
From: Joan Potter, Superintendent

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Explanation

Board Member Cecelia Gillespie has asked that this item be placed on the agenda. The Board had a lengthy discussion regarding this item in April. Some concerns have been raised that may not have been addressed in April.

**Recommendation:**

**Attachments:**

Letter from Patrice Krieling