

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING June 21, 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 June 21, 2012. Board President Harwood called the meeting to order at 5:40 p.m. The Board adjourned to Closed Session and returned to Open Session at 6:30 p.m.

ROLL CALL:

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

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

Student Representative: Kaitlan Whitely was absent.

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

C. CLOSED SESSION AGENDA:

1. Conference with Labor Negotiator: CSEA
2. Conference with Labor Negotiator: LVTA
3. Certificated Request for Leave of Absence
4. Administrative Request for Reduction of Days
5. Public Employee Discipline/Dismissal/Release
6. Public Employee Discipline/Dismissal/Release

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

CS-1: No action taken.

CS-2: No action taken.

CS-3: **Motion** by Shannon Ford, seconded by Meagan Hedley, and unanimously approved to grant Sue Carberry's request for a one period per day leave of absence.

CS-4: **Motion** by Shannon Ford, seconded by Tina Tineo, and unanimously approved to grant Libby Manion's request for a contract reduction of one day per week for the 12-13 school year.

CS-5: No action taken

CS-6: **Motion** by Shannon Ford, seconded by Tina Tineo, and unanimously approved to dismiss Jessica Teem.

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

F. ACCEPTANCE OF AGENDA: **Motion** by Cecelia Gillespie, seconded by Meagan Hedley, and unanimously approved to accept the agenda with the exception of repositioning Item L 9 to the beginning of the Discussion/Action portion of the agenda.

G. CORRESPONDENCE: Letter from MCOE, letter from Spy Rock parent.

H. PUBLIC INPUT: None

I. REPORTS AND COMMENTS:

Superintendent's Report:

- Mrs. Potter pointed out the beautiful photographs on the Board Room walls and explained about Stacey Patton's photography class.

- Mrs. Potter reported that budget-wise, things seem to be gradually looking better, but the governor's budget has not yet been solidified. The 2012-13 budget was created with a \$441 per student drop in ADA funding as advised by MCOE.
- Mrs. Potter said the graduations were great and complimented the maintenance crews who worked so hard to make the campuses look nice. She also complimented the Principals for doing such a nice job with the graduations.
- Mrs. Potter reported that interviews for high school math teacher, high school English teacher and varsity football coach were held yesterday.
- Mrs. Potter thanked the Board members for attending the Career Tech Ed Forum at Mendocino College and gave a brief overview of what the workshop was about.
- Mrs. Potter said that the fire crews were here this week to weedeat and mow, and that they were going to Spy Rock school tomorrow to do more of the same.
- Mrs. Potter commented on the fact that we had lost four wonderful people this year due to retirements.

The following reports were given:

Elementary Principal	High School Assistant Principal	Healthy Start
DAC	LVTA	LES Site Council
CSEA	LHS Site Council	

J. ACTION: CONSENT AGENDA

- **Motion** by Cecelia Gillespie, seconded by Shannon Ford and unanimously approved to accept the consent agenda.

K. ACTION:

K.1. Resolution #416-Appropriating the Ending Balance to a Reserve:

- **Motion** by Tina Tineo, seconded by Shannon Ford and unanimously approved to adopt Resolution #416-Appropriating the Ending Balance to a Reserve.

K.2. Resolution #417-Authorizing Budgetary Transfers:

- **Motion** by Shannon Ford, seconded by Cecelia Gillespie and unanimously approved to adopt Resolution #417-Authorizing Budgetary Transfers.

K.3. Board Action Calendar:

- **Motion** by Meagan Hedley, seconded by Tina Tineo and unanimously approved to adopt the Board Action Calendar for 2012-13.

K.4. Approval of Instructional Minutes for 2012-13 for Laytonville Unified School District:

- **Motion** by Shannon Ford, seconded by Cecelia Gillespie and unanimously approved to accept the Instructional Minutes for 2012-13 for Laytonville Unified School District.

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L. DISCUSSION/ACTION

L.9. (Moved to this agenda position by Board Member Request) Spy Rock School Enrollment:

A. Motion by Shannon Ford, seconded by Tina Tineo and unanimously approved to change the Spy Rock School enrollment area to: Tier I-Spy Rock Road and Tier II-North of Spy Rock Road. Tier I students would have first priority at enrollment. If space is available, Tier II students may enroll.

B. Motion by Cecelia Gillespie, seconded by Meagan Hedley, vote 4-aye, 1 no (Harwood) to cap enrollment at 20 students, no reserved spots, with Spy Rock Road students having priority, then north of Spy Rock Road students should space be available. Enrollment would be required of new students by May 31st of the prior school year to secure a space; should no spaces be available (cap reached), then a waiting list would be established on a first come, first served basis. If enrollment exceeds cap and all students are Spy Rock Road students, then elimination of the highest grade(s) would occur until cap is once again maintained.

L.1. PUBLIC HEARING: Tier III Categoricals:

- A public hearing was conducted to discuss the Tier III Categoricals.

L.2. Resolution #418-Tier III Categoricals:

- **Motion** by Shannon Ford, seconded by Meagan Hedley and unanimously approved to adopt the Tier III Categoricals for 2012-13.

L.3. Single School Plan for Student Achievement- Laytonville High and Laytonville Continuation High Schools:

- **Motion** by Cecelia Gillespie, seconded by Meagan Hedley and unanimously approved to accept the Single School Plan for Student Achievement as presented.

L.4. AR 6145-Extra and Cocurricular Activities, Second Reading:

- **Motion** by Shannon Ford, seconded by Meagan Hedley and unanimously approved to adopt the revised AR 6145-Extra and Cocurricular Activities.

L.5. AR 1312.4 and BP 1312.3-Uniform Complaints (Williams Supplement) Second Reading:

- **Motion** by Shannon Ford, seconded by Tina Tineo and unanimously approved to adopt the revised AR 1312.4 and BP 1312.3-Uniform Complaints (Williams Supplement).

L.6. BP 5123 and AR 5123- Promotion/Acceleration/Retention, First Reading :

- No action taken.

L.7. BP 3513.3-Tobacco Use, First Reading:

- No action taken.

L.8. BP 6163.4, AR 6163.4 and E 6163.4-Student Use of Technology, First Reading:

- No action taken.

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M. INFORMATION ITEMS:

None

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS:

None

O. COMMENTS FROM THE BOARD:

- Meagan commented that the Board was pretty efficient tonight and hopefully won't discuss Spy Rock School next week.
- Tina said she felt it was a good night.
- Cecelia thanked everyone for their input and encouraged people to be creative with ideas or funding.
- Shannon commented on Scholarship night, that 64 scholarships had been awarded and that our community is incredible generous. She also encouraged the other Board members to attend scholarship night next year. Shannon mentioned that maintenance will be done on the "L" next year and donations will be solicited.
- Calvin thanked all the employees for another great school year.
- Mrs. Potter thanked Lucy for her work with LVTA.

P. ADJOURNMENT:

Motion to adjourn the meeting by Shannon Ford, seconded by Meagan Hedley, and unanimously approved. The meeting was adjourned at 8:20 p.m. There will be a special meeting on June 28, 2012.

Respectfully submitted,

Adopted as Final June 28, 2012

Joan Viada Potter, Superintendent

Shannon Ford, Clerk of the Board

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

June 28, 2012

	<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
<u>Certificated Appointment</u>				
<u>Certificated Resignation</u>				
<u>Certificated Leave of Absence</u>				
Carberry, Sue	Physical Education	1 period		8/24/12
<u>Classified Transfer</u>				
<u>Classified Appointment</u>				
Mara Neuroth	Yard Supervisor	Permanent	\$10.12	8/24/12
Rhonda Ivasku	Instr. Asst. (3.0 hrs)	Permanent	\$13.27	8/24/12
<u>Classified Resignation</u>				
<u>Classified Dismissal</u>				
Jessica Teem	Instr. Asst. (3.0)			6/7/12
<u>Coaching Positions</u>				
James, Corey	Varsity Football Coach	Season	\$1800	6/28/12
<u>Administrative Leave of Absence</u>				
Libby Manion	District Admin. Assist.	1 day/week		7/1/12

BOARD ACTION ITEM K 1

Board Meeting Date: June 28, 2012

Subject: PUBLIC HEARING: Projected 2012-13 Budget

From: Joan Potter, Superintendent

Explanation:

LUSD is on a single adoption budget cycle, whereby a preliminary or projected budget for 2012-13 is adopted by June 30. If our budget must be revised due to revisions in the State budget, we must make the revisions within 45 days of the Legislature's vote. This is usually referred to as the September revise, but it may occur later.

The Board must conduct a public hearing on the LUSD proposed budget and comments received from the community will be recorded. The public hearing notice was posted for 10 days. The 2012-13 proposed budget may be modified at the Board's discretion. Such modifications and other corrections to the budget would be reflected in the September budget review. I will refer to budget information during the public hearing.

Recommendation

Conduct the Public Hearing on the Preliminary Budget for 2012-13.

Attachments

Preliminary Budget for 2012-13.

BOARD DISCUSSION/ACTION ITEM K 2

Board Meeting Date: June 28, 2012
Subject: Adoption of Projected 2012-13 Budget
From: Joan Potter, Superintendent

Explanation:

We reviewed the proposed 2012-13 budget at the Public Hearing and it is ready for adoption. Changes to the budget now or at the August meeting will be reflected in the September budget review. Budget highlights are listed below:

Revenue changes:

a COLA of 3.24%;
\$441 per ADA reduction
revenue limit deficit of 22,272%

Financial impact:

\$ 45,580
-\$211,310
-\$730,314

This results in \$941,624 less in revenues than we otherwise would have received.

Revenue neutral: LHS remains in the band for budget year

Other reductions and expenses:

- increase in rates for Worker's Compensation
- decrease in rates for Unemployment Insurance
- 0% increase in health benefits costs.
- increase in PERS rate

- major component of the budget is employee costs

- economic uncertainty reserves of 4% in 12-13 and 13-14.
- stabilization of 6% in 12-13.

We do not have adequate reserves for 13-14 and beyond.

Some accounts may not be closed even by the September Review. Changes, including the adjustments described above, final expenditures, additional revenues and carryovers will be reflected at that time.

Recommendation

Adopt the proposed 2012-13 budget as presented.

Attachments

Proposed 2012-13 budget.

BOARD DISCUSSION/ACTION ITEM K 3

Board Meeting Date: June 28, 2012

Subject: Peer Assistance Review Program (PAR)

From: Joan Potter, Superintendent

Explanation

The Peer Assistance Review Program (PAR) provides support to new as well as veteran teachers. It also requires an annual year-end report to the Board. PAR is the District's umbrella program for coordinating instructional support services to staff. New teachers also participate in the BTSA program as part of their credentialing requirements. Experienced and trained teachers help the novice teachers become accustomed to the curricular and instructional expectations of the profession. Occasionally, other teachers may also ask for support or a principal may recommend that a teacher receive support from peers who serve in this kind of mentor capacity.

The mentors review lesson plans, observe in the classroom, and debrief lessons with the participating teachers. New teachers spend two years in the PAR program. Veteran teachers may participate for a semester or longer. The goal is instructional improvement. The mentors receive a stipend which varies with the funding source. Our district PAR program provides up to \$2,500 for mentoring two teachers for a year.

We had no teachers participating in the PAR program during the 2011-12 year, however we had two teachers participate in BTSA.

BOARD DISCUSSION/ACTION ITEM K 4

Board Meeting Date: June 28, 2012

Subject: Change in Board Meeting Dates for 2012

From: Joan Potter, Superintendent

Explanation

I am proposing to change the November meeting from November 1, 2012 to November 8, 2012 because November 1, 2012 is a non-school day. As previously discussed last year, the December meeting was changed from December 6, 2012 to December 13, 2012.

Recommendation:

I recommend changing the November 1, 2012 board meeting to November 8, 2012.

Attachments:

2012 Board Meeting Calendar.

BOARD DISCUSSION/ACTION ITEM L 1

Board Meeting Date: June 28, 2012

Subject: BP 3513.3 –Tobacco Use
(Second Reading and Adoption)

From: Joan Potter, Superintendent

Explanation

We reviewed this policy at our June 21, 2012 meeting. Attached is an updated policy that meets current legislation guidelines.

Recommendation:

I recommend you adopt the revised BP 3513.3-Tobacco use.

Attachments:

BP 3513.3- Tobacco use.

Business and Noninstructional Operations

Tobacco Use

The Governing Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. (cf. 4159/4259/4359 – Employee Assistance Programs) (cf. 5131.62 – Tobacco) (cf. 6142.8 – Comprehensive Health Education) (cf. 6143 – Courses of Study)

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.

Smoking or use of any tobacco related products and disposal of any tobacco related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)

Legal References:

Education Code
48900 Grounds for Suspension/Expulsion
48901 Prohibition against tobacco use by students

Health and Safety Code;
39002 Control of air pollution from nonvehicular sources
104350-104495 Tobacco use prevention
104495 Prohibition of smoking and tobacco waste on playgrounds

Labor Code
6404.5 Occupational safety and health; use of tobacco products

United States Code, Title 20
6083 Nonsmoking policy for children's services
7111-7117 Safe and Drug Free Schools and Communities Act

PERB Rulings
Eureka Teachers Assn v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Adopted:

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Laytonville California

BOARD DISCUSSION/ACTION ITEM L 2

Board Meeting Date: June 28, 2012

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

From: Joan Potter, Superintendent

Explanation

We reviewed this policy at our June 21, 2012 meeting. Attached is an updated policy that meets current legislation guidelines.

Recommendation:

I recommend adopting the updated versions of 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.