

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE SPECIAL MEETING June 28, 2012**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a Special Meeting in the Board Room on June 28, 2012. Board President Harwood called the meeting to order at 5:36 p.m.

ROLL CALL:

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

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

Student Representative: Kaitlan Whitely was absent.

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

C. CLOSED SESSION AGENDA:

1. Public Employee Performance Evaluation: Superintendent/Director of Maintenance & Transportation

2. Public Employee Performance Evaluations: LHS and LEMS Principals

3. Confidential Employee Request for Leave of Absence

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 Cecelia Gillespie, and unanimously approved to grant Jayma Shields' request for a .3 leave of absence.

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

F. ACCEPTANCE OF AGENDA: **Motion** by Shannon Ford, seconded by Meagan Hedley, and unanimously approved to accept the agenda with the movement of closed session to the end of the open session.

G. CORRESPONDENCE: None

H. PUBLIC INPUT: None

I. REPORTS AND COMMENTS: None

J. ACTION: CONSENT AGENDA

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

K. ACTION:

K.1. PUBLIC HEARING: 2012-13 Budget:

- Discussion of 2012-13 Budget- There was no public input during the public hearing.

K.2. Approval of 2012-13 Budget:

- **Motion** by Cecelia Gillespie, seconded by Meagan Hedley and unanimously accepted to approve the 2012-13 Budget as presented.

K.3. Peer Assistance Review (PAR):

- Mrs. Potter reviewed the 2011-12 PAR program and no action was taken.

K.4. Change in Board Meeting Dates for 2012:

- **Motion** by Tina Tineo, seconded by Meagan Hedley and unanimously approved to change the Board Meeting Dates from November 1, 2012 to November 8, 2012 and from December 6, 2012 to December 13, 2012.

L. DISCUSSION/ACTION

L.1. BP 3513.3-Tobacco Use, Second Reading and Adoption:

- **Motion** by Shannon Ford, seconded by Cecelia Gillespie and unanimously approved to adopt the revised BP 3513.3-Tobacco Use.

L.2. BP 6163.4, AR 6163.4 and E 6163.4-Student Use of Technology, Second Reading and adoption:

- **Motion** by Shannon Ford, seconded by Meagan Hedley and unanimously approved to adopt the revised BP 6163.4 and AR 6163.4-Student Use of Technology. E 6163.4 needed no revisions.

M. INFORMATION ITEMS: None

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: None

O. COMMENTS FROM THE BOARD: None

P. ADJOURNMENT:

Motion to adjourn the meeting by Tina Tineo, seconded by Cecelia Gillespie and unanimously approved. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Adopted as Final August 16, 2012

Joan Viada Potter, Superintendent

Shannon Ford, Clerk of the Board

LAYTONVILLE UNIFIED SCHOOL DISTRICT
PERSONNEL ASSIGNMENT ORDER #1 2012-13

August 16, 2012

<u>Effective</u>	<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	
<u>Certificated Appointment</u>				
Walczak, Jason	LHS Teacher	Intern	\$41,196	8/23/12
Workman, Shayla	LHS Teacher	Intern	\$41,196	8/23/12
<u>Certificated Resignation</u>				
<u>Certificated Leave of Absence:</u>				
<u>Certificated Transfer</u>				
<u>Classified Appointment</u>				
Gatson, Cheryl	Health Tech/Regis.(5hrs/5days)	Permanent	\$10.73	8/24/12
Bauer, Ray	Bus Driver (3.5 hrs/5 days)	Permanent	\$16.29	8/24/12
<u>Classified Resignation</u>				
<u>Classified Layoff</u>				
<u>Coaching Positions</u>				
Frost, Abbe	LMS Volleyball Coach	Season	\$1400	8/1/12

LAYTONVILLE UNIFIED SCHOOL DISTRICT

REVOLVING CASH FUND

1

August 16, 2012

<u>DATE</u> <u>AMOUNT</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	
6/08/12	1979	U.S.P.S.	postage	\$180.00
7/17/12	1980	U.S.P.S.	postage	\$180.00
8/01/12	1981	Lionesses	calendar & ads	\$13.50

BOARD ACTION ITEM K 1

Board Meeting Date: August 16, 2012

Subject: Declaration of Need for Fully Qualified Teachers

From: Joan Potter, Superintendent

Explanation

This Declaration of Need must be filed with the California Commission for Teacher Credentialing (CCTC) when a District anticipates having to employ teachers who are not fully credentialed. With this Declaration on file the district may consider teacher interns who have met certain minimum requirements. The Board's approval of the Declaration of Need provides the Board and public an "*opportunity to see the number of emergency permits that the district reasonably expects to request in each category and understand the reasons for such requests.*"

Our application is for two permits that will provide certification for the two interns we are hiring at Laytonville High School and two permits to provide for the possibility of a vacancy or mid-year leave at either the elementary or secondary level.

Recommendation

Approve the attached Declaration of Need

Attachments

Declaration of Need

BOARD ACTION ITEM K 2

Board Meeting Date: August 16, 2012

Subject: Staff Development Plans for 2012-13

From: Joan Viada Potter, Superintendent

Explanation

Staff development days this year include:

August 24, 2012 for Certificated Staff
and

August 24 and 27, 2012 for Classified Instructional Staff

Staff development activities meet Education Code section 52127 requirements for training (and apportionment) in:

- Individualized instruction
- Effective teaching and classroom management strategies
- Identifying and responding to pupil needs
- Opportunities for building on the individual strengths of students.

On August 24 all staff will attend an inservice that will provide an overview of safety procedures and the Common Core Standards. Certificated staff will then continue with work focused on the Common Core Standards and Classified Instructional staff will attend an inservice on differentiated and small group instruction strategies.

On Monday, August 27, 2012, a first aid/CPR certification class will be provided for all Classified staff. Certificated staff will have the option to attend the class.

Throughout the school year, the staff will also continue to utilize the Friday minimum day schedules to survey their academic programs, as well as strategies which promote a positive school climate, including intervention techniques and project based learning. The Common Core standards will be the focus of the Professional Learning Communities (PLC) process.

Recommendation:

Approve the 2012-13 staff development program.

BOARD ACTION ITEM K 3

Board Meeting Date: August 16, 2012

Subject: BP/AR 5112.1 and BP/AR 5113-Attendance (First Reading)

From: Joan Potter, Superintendent

Explanation:

BP/AR 5112.1 and BP/AR 5113 have not been updated since 1990. I have included both our current BP's and AR's and the CSBA sample policies, which have current Ed. Code cited, for your review.

Recommendation:

I recommend reviewing the policies and bringing them back for a second reading at the September 2012 Board Meeting.

Attachment:

BP/AR 5112.1 and BP/AR 5113(current)

BP/AR 5112.1 and BP/AR 5113 (CSBA sample)

BOARD ACTION ITEM K 4

Board Meeting Date: August 16, 2012

Subject: BP 5123 and AR 5123 – Promotion/Acceleration/Retention
(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 BP 5123 and AR 5123 as revised.

Attachment:

BP 5123 and AR 5123.

BOARD ACTION ITEM K 5

Board Meeting Date: August 16, 2012
Subject: Resolution # 419-SIGNAL JPA
From: Joan Potter, Superintendent

Explanation:

Our district, like most others in the County belongs to an insurance consortium known as SIGNAL (School Insurance Group Northern Alliance) JPA (Joint Powers Agreement).

The attached Resolution No. 419 provides for our district's continued participation in the JPA.

Recommendation:

Approve Resolution # 419-SIGNAL JPA

Attachment:

Resolution #419-SIGNAL JPA

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Resolution Number 419

SIGNAL JPA

In order to ensure the continued operations of the SIGNAL (School Insurance Group Northern Alliance) JPA and to support the participating management unique in this plan;

BE IT RESOLVED that the Board of Education commits itself to support the SIGNAL JPA by:

1. supporting attendance of one representative to the SIGNAL Board;
2. enforcing all policies of the JPA in accordance with its by-laws;
3. adhering to the amended JPA; amended November 2011

THIS RESOLUTION WAS ADOPTED at a public meeting on August 16, 2012.

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Attested by: _____
Shannon Ford, Clerk of the Board

Joan Potter, Superintendent

BOARD DISCUSSION/ACTION ITEM L 1

Board Meeting Date: August 16, 2012

Subject: CTE Course Option for Graduation

From: Joan Potter, Superintendent

Explanation:

The passage of AB 1330 (Furutani) adds the completion of a course in Career Technical Education (CTE), as an alternative to the California high school graduation requirement that a pupil complete a course in visual or performing arts or foreign language. This law creates an option for local education agencies (LEA's) beginning in the 2012-13 school year.

Laytonville High School currently offers the following CTE courses:

1. Woodworking
2. Graphic Design (meets UC/CSU requirement)
3. Graphic Arts I (meets UC/CSU requirement)
4. Graphic Arts II (meets UC/CSU requirement)
5. Computer Literacy
6. Jr. Computers/Careers
7. Public Safety
8. Book Arts (meets UC/CSU requirement)

Recommendation:

I recommend for the purpose of meeting high school graduation requirements, that the above listed courses, with the exception of Computer Literacy and Jr. Computer/Careers, be adopted as an alternative for pupil completion of the visual or performing arts or foreign language requirement.

Attachment:

SIA Client Issue Brief

BOARD DISCUSSION/ACTION ITEM L 2

Board Meeting Date: August 16, 2012

Subject: Conflict of Interest Code-BP 2300 (First Reading)

From: Joan Potter, Superintendent

Explanation:

Public Reform Act of 1974 (Government code Section 87306.5) requires the school district to review it's conflict of interest code biennially prior to October 1.

I have attached fact sheets regarding this requirement as well as our current conflict of interest policy. After my review of both documents I don't believe that any amendments are necessary to our current policy.

Recommendation:

I recommend not making any amendments to our current conflict of interest code.

Attachment:

Letter from County

Fact Sheet

2012 Biennial Notice

LUSD BP 2300 and Appendix A

BOARD DISCUSSION/ACTION ITEM L 3

Board Meeting Date: August 16, 2012

Subject: Course Descriptions: AP Spanish, Public Safety and AP
Environmental Science

From: Joan Potter, Superintendent

Explanation:

Course descriptions for AP Spanish, Public Safety and AP Environmental Science are attached for your review.

Recommendation:

Adopt the course descriptions for AP Spanish, Public Safety and AP Environmental Science.

Attachments:

Course descriptions for AP Spanish, Public Safety and AP Environmental Science.

BOARD INFORMATION ITEM M 1

Board Meeting Date: August 16, 2012

Subject: Summer School Report (Potter, Stange & Shields)

From: Joan Potter, Superintendent

Explanation

Summer school focused on both Language Arts and Math at the Elementary level and on graduation requirements at the High School level. The high school offered its program through Independent Study due to a smaller number of students needing to take summer school, and to reduce costs to the District. Healthy Start also offered their after-school summer program, now in its thirteenth year.

All programs were once again extremely successful and well attended.

BOARD INFORMATION ITEM M 2

Board Meeting Date: August 16, 2012
Subject: Facilities Update
From: Joan Potter, Superintendent

Explanation

The custodial, grounds and maintenance staff have worked extremely hard this summer to make our campuses clean and inviting places for our school community. This is a status report on current and recent projects.

Grounds

Many repairs were made on the well water irrigation system for the playing fields. Students performing community service helped with the watering of flower beds and lawns at the Elementary School.

General Clean Up

The fire crew from Chamberlain Creek was here to help with cutting down weeds, painting some structures and general fire prevention maintenance.

Painting

Various rooms have been painted inside throughout the district.

Spy Rock and Branscomb

Regular summer maintenance at both sites has been completed.

Buses/Vans

Thanks to the additional efforts of Sue Carberry, Transportation Coordinator, the buses/vans are all up to date with maintenance and inspections. The bus mechanic position is still being advertised.

Ramsey House

A lot of work has been completed to get the house ready to be rented.

BOARD INFORMATION ITEM M 3

Board Meeting Date: August 16, 2012

Subject: Superintendent's Goals

From: Joan Viada Potter, Superintendent

Explanation

Each year the Superintendent presents the Board with specific goals for the upcoming school year. The following outlines my goals:

- Budget: Continue to work closely with the Business Manager to keep the district in a financially sound position, establish a strategy for increasing our committed Fund Balance (stabilization). This year may prove to be particularly challenging in light of the state's budget and that we are already working with minimal staffing. Writing and seeking out grants for additional funding to support and enhance our programs will be a priority.
- Employee Relations: Continue to build a culture of trust, caring and commitment between all employee groups to ensure that our students receive an outstanding educational program. Embedded in this culture will be Shared Decision Making. Develop strategies for increased communication with all employees. Maximize productivity and job performance amongst all staff members.
- Student Learning: Lead the District in moving towards full understanding and implantation of the Common Core Standards. Access resources for and develop strategies to integrate the Arts into all grade levels. Explore the potential for alternative learning programs within the district. Continue to monitor and assess our student performance levels and support instructional strategies that address identified student needs based on the results of this monitoring and assessment. Work with MCOE and other agencies in building on Career Tech Ed opportunities for our community.
- Infrastructure: Take all steps necessary to apply for modernization/new construction funding. Meanwhile, continue to upgrade/maintain our facilities within a limited budget. Reductions in deferred maintenance have greatly affected the scope of projects we are able to address. Continue to work closely with the union and all custodial/maintenance staff to work efficiently.

- Student Attendance: Supporting strategies to promote attendance will be emphasized as attendance rate directly affects student learning and our budget. Continue this work. Communicate with parents about what qualities help students WANT to be in school, i.e. alternative programs, the arts, teachers, etc. Create programs that will engage our students and their families.
- Negotiations- Continue negotiations with both LVTA and CSEA.

Performance Standards- I will adhere to the Superintendent's Governance Standards adopted by the Board and to the following:

- Provide the Board of Trustees with information and advice needed to make decisions in the best interests of the District.
- Professional Growth- Attend a variety of conferences and informational meetings pertinent to my assignment: budget, legal, negotiations, curriculum, and ACSA School Leadership Development.
- Provide sound financial oversight of the District's budget.
- Support and serve as a guide and mentor to both Principals.
- Work with Maintenance, Custodial and Transportation Department on continued job efficiency skills.
- Ensure that LUSD recruits and retains only qualified personnel. Monitor our current staff and be sure they are continuing to meet our performance expectations.
- Promote community ownership in the district by involvement with school events and community forums (Lions, Fire Department, LMAC, Boosters, and Healthy Start).

BOARD INFORMATION ITEM M 4

Board Meeting Date: August 16, 2012
Subject: Budget Update
From: Joan Potter, Superintendent

Explanation:

Since our June 28, 2012 adoption of the 2012-2013 LUSD budget, the state has released clarifications and recommendations. At this time the recommendations do not necessitate substantial changes to our budget.

Changes made will be reflected in the First Interim Budget in December.

Clarifications include:

- No flexibility allowed in Transportation Fund results in larger contribution from the general fund
- Option for receiving block grant funding for Mandated costs
- Reinstatement of Transitional Kindergarten
- Further revenue reductions if November ballot measure does not pass (increase from \$441.00 to \$457.00/ADA)
- Preschool reduction between 7% & 9%

“Districts must continue to be cautious and focus on a multi-year strategy when recommending decisions and obtaining agreements.”

