

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF NOVEMBER 8, 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 November 8, 2012. In Board President Calvin Harwood's absence, Board Clerk Shannon Ford called the meeting to order at 6:33pm.

ROLL CALL:

Trustees Present: Shannon Ford, Cecelia Gillespie, Meagen Hedley and Tina Tineo. Calvin Harwood arrived late at 7:42pm.

Administrators Present: Joan Potter and Lorre Stange.

Student Representative: Mitzi Pierson.

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

C. CLOSED SESSION AGENDA: No Closed Session.

D. ANNOUNCEMENTS FROM CLOSED SESSION: None.

E. PATRIOTIC OBSERVANCE: Shannon Ford led the pledge of allegiance to the flag.

F. ACCEPTANCE OF AGENDA:

- **Motion** to approve the Agenda by Tina Tineo, seconded by Mitzi Pierson, unanimously approved.

G. CORRESPONDENCE: None.

H. PUBLIC INPUT: None.

I. REPORTS AND COMMENTS:

Superintendent's Report:

- Mrs. Potter reported that the District is working to improve communication with parents. One way of achieving this is through a Facebook page, which is expected to launch on the week of November 12th. The Facebook page will be used to convey announcements, events, and district activities to parents, students and community members. The page will be used as an informational tool only and will only allow the page administrator to post, as to limit any conflicts. Additionally, both principals released Newsletters last week to inform the parents of school activities that are happening in November. Lastly, Parent/Teacher conferences will begin November 14th and continue throughout the week. This is another tool that increases communication between parents and the District.
- Mrs. Potter announced that Proposition 30 has passed, which should have positive effects on the District. The School Board will be reviewing the first interim budget in December. Mrs. Potter is hopeful that we will have a 3 year reserve. Unfortunately, the federal programs (i.e. Title I) is looking at sequestering up to 20% of the funds they have

previously given, but the District won't know any more about this until January. Meanwhile, the County Office of Education will be giving their recommendations on how to budget for the next year.

- Mrs. Potter announced that it is becoming very apparent that our facilities are aging. In order to address this issue we will be discussing how to modernize our current facilities. With the rain, the District is experiencing leaks, including at the new high school. We received a facilities report for the Elementary school. All facilities were rated fair, mostly because of the age of the bathrooms, the stains from leaks on the ceilings and the age of carpets. The District was however, commended on the upkeep of the tile floors.
- Mrs. Potter announced that Malila has prepared the Snow Tree (Staff Phone Tree for Snow Days), which will be distributed to the staff shortly, in preparation for the winter weather that is ahead of us.
- Lastly, Mrs. Potter reported that the Support Staff Committee had their monthly meeting to discuss the students and services provided. She said that currently the support staff committee is made of some very good people, including two mental health representatives who are funded through BRONCO, a counselor through TAPA, two women who come in to work specifically with children ages 0 to 5, and Mary Gulyas who works specifically with IEP students.

The following reports were given:

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

J. ACTION: CONSENT AGENDA

- **Motion** to accept the Consent Agenda by Cecelia Gillespie, seconded by Meagen Hedley, unanimously approved.

K. ACTION:

K.1. Students of the Month:

- Mr. Regelbrugge was not present. No Students of the Month were recognized this month. Students of the Month will resume next month in December.

K.2. Scheduling of Annual Organizational Meeting

- Education Code Section 35143 requires the Board of Trustees to hold an annual organizational meeting, which traditionally occurs in December during the regularly scheduled Board meeting. At this meeting a President and Clerk will be elected, committee assignments will be made, a calendar of meeting dates for 2013 will be adopted, and signatures from each Board member will be obtained.
- **Motion** to Schedule the Annual Organizational Meeting on the regularly scheduled December 13th Board Meeting by Tina Tineo, seconded by Meagen Hedley, unanimously approved.

K.3. Adoption of AP Environmental Science Book

- An AP Environmental Science sample textbook has been on display at the District Office for the past two months for review. After reviewing a few different texts which meet the California State Academic Content Standards, the high school is recommending the text, Living in the Environment, 17th Edition, Miller/Spoolman, 2012. This textbook is in compliance with Education Code 60422 and CCR Title V, Section 9531(a) which require that textbooks are aligned with the State Academic Content Standards.
- No questions were asked from the audience.
- **Motion** to adopt the AP Environmental Science Book by Cecelia Gillespie, seconded by Meagen Hedley, unanimously approved.

L. DISCUSSION / ACTION:

L.1. PUBLIC HEARING: Federal Impact Aid Program, BP 1261 and AR 1261

- LUSD is one of approximately 630 school districts that receive Federal Impact Aid funding. Federal regulations including Section 8004 of the Elementary and Secondary Education Act and Board Policy 1261 call for an annual Public Hearing to be held in November to allow an opportunity for American Indian parents to discuss the educational programs supported by Impact Aid funds. A Public Hearing Notice has been posted for 10 days, including at the Tribal Center.
- Federal Impact Aid funding is provided to districts with tax free entities in their jurisdictions such as Indian reservations and military bases. The purpose of the money is to offset the loss of tax revenue, to support the district's instructional program and to ensure that Indian children receive educational services equal to those received by non-Indian children. The revenue is based on a complex formula and has ranged from \$25,000 to \$45,000 over the past 10 years. BP and AR 1261, known as Indian Policies and Procedures (IPP's), provide Indian parents with the opportunity to participate in the discussions related to their students' instruction, and they provide the Board an opportunity to gather information concerning the American Indian community and its views on education.
- In Board President Calvin Harwood's absence, Board Clerk Shannon Ford opened the public hearing.
- Public Hearing
 - A request was made that next year the Public Notice be mailed to parents of Indian children to increase awareness of the public hearing.
 - Ashley Smith, Tribal Education Director expressed that she is having difficulty getting permission slips back from parents to allow her to check on students records at the school. She requested that the school tries to get the permission forms signed as well so she can help act as a mediator and ensure that students are completing homework and keeping up on their attendance. Ms. Stange will also assist by ensuring that all homework that is given is reported to the Education Director so she can track their progress. Ashley will be offering an incentive program for students who complete homework and succeed in class, but this is dependent on her ability to monitor their progress.

- Joe Smith, tribal member suggested that a new program be developed to utilize the funding that helps students complete homework, such as an afterschool program specific for Indian children. Currently, Heidi Wilson is working to tutor the older kids at the Middle School and from 2:30-3:15 p.m. there is an afterschool program for the younger kids at the Elementary school, but both programs are designed for children of all ethnicities and do not target the Indian children's needs specifically. In response, Ashley also suggested that we offer transportation from the afterschool programs for Indian students to increase their participation.
- It was expressed that students who are actively participating in sports are particularly having difficulty completing homework. Different methods to aid students in completing homework were discussed, including having a responsible coach to pick up students from the afterschool program so they would be able to attend, without it interfering with practices.
- Another issue that was addressed was that a lot of students were completing their homework, but forgetting to turn it in. Ashley suggested keeping the kids' homework if they complete it in her program, then turning it into the school for them so that it is not forgotten or misplaced. The idea of having Ashley available on campus after school was discussed as well.
- Mrs. Potter shared that although Native American test scores still have room for improvement, looking at the data, there has been a lot of growth in the test scores thus far.
- Ashley will continue to touch base at the DAC meetings to begin to work on these issues, as well as address new ones as they develop.
- Shannon Ford closed the public hearing.

L.2. Bus Routes

- Periodically the California Highway Patrol reviews our Transportation Records. One of the areas they review is our Bus routes and documentation showing CHP approval of bus stops that are in areas that require their approval. At this point we do not have any stops requiring their approval; however the CHP will be coming in December to review the list of approved stops. Any stop that does not require CHP approval is approved by the "Superintendent or Designee" pursuant to AR 3541. If a new stop is necessary, Mrs. Potter and Sue Carberry measure the distance between the proposed stop and preexisting stops and ensure that the proposed stop is legal and safe. If this is in question, the CHP will be called in for review.
- The Board reviewed all three lists of current bus routes.

L.3. BP and AR 3541: Transportation Routes and Services, First Reading

- As Mrs. Potter was reviewing the current BP and AR 3541 regarding Transportation Routes and Services, it became apparent that they are outdated. The Board was presented the new proposed BP and AR 3541, which they reviewed.

- **Motion** to return BP and AR 3541: Transportation Routes and Services for a second reading and final approval at the next regular board meeting by Shannon Ford, seconded by Meagen Hedley.

M. INFORMATION ITEMS:

M.1. Academic Performance Reports (APR)

- Mrs. Potter explained that for the past 10 years, Laytonville Unified School District has made steady progress in increasing student performance as measured by the California Standards Tests (CST's) and the California High School Exit Exam (CAHSEE). This year, however, for the second year in a row, neither the elementary nor the high school met the AYP. As a result, both schools have now entered into Program Improvement (PI). The County will continue to provide Program Improvement assistance to the district through their curriculum and instructional support staff. Mrs. Potter then shared a presentation that was created by Katie Sommer from MCOE that describes the accountability process and our results.
- Mrs. Potter began by explaining that in general, an Academic Performance Report (APR) represents a variety of data demonstrating student learning, performance levels and school achievement. She explained that there are two basic types of APRs that are used to evaluate our education in California. The first, the Academic Performance Index (API), is a state indicator measuring growth on a scale of 200-1,000; the target for each school is 5% growth from the school's previous API toward the 800 mark; the State expects all schools to exceed 800. The second, Annual Yearly Performance (AYP) are federal indicators measuring a school's progress; the California Standards Tests (CST'S) and the CAHSEE provide the elementary and high school benchmarks. Mrs. Potter explained that by looking at our individual scores, we have not met the standards for the past two years. In English Language Arts, we had a slight increase in our scores over the first few years, then a major decrease to today. Our Math scores are historically very low and continue to be. Our Science scores have been at a somewhat steady decline, while History has also taken a major decline. She explained that this means that we have entered into Program Improvement (PI), which is a special program for schools that do not meet the federal benchmarks (AYP). Schools in PI face various sanctions depending on how many years they are in the program. She explained that we are one of the last schools in the county to get put into PI. Round Valley, for example, has been in PI for 6 years and consequently have now been taken over by the state. We however, are currently in transition mode. Mrs. Potter explained that she does not expect us to have any difficulty pulling ourselves out of PI, or running any risk of being fully taken over by the state. She said that as a District, we will continue to try to improve student learning, improve instruction and prepare our students for the real world. She explained that as a Board, things to consider are what can be done better and how to change the current scenario.
- Possible problems that were discussed that could have led to the decrease in our scores were the curriculum, the availability of support staff, and staff turnover rates. All of these problems could very well be factors that have led to the

inadequate test scores. These problems are all being looked at as ways for improvement.

- After Mrs. Potter completed her presentation, the Board discussed what should be done now to improve test scores and meet the standards. Things that were discussed include looking at the current data, setting goals, reviewing current intervention methods, conducting an academic survey and looking at the PLC structure. Additionally, all schools will be making a transition to the common core state standards in 2014, which should help improve our score as it is designed to create a better understanding for the materials. Currently, staff is looking at how the common core standards overlap with what is being taught to better understand what needs to be supplemented before the transition can take place.

M.2 Presentation from East shore Consulting Regarding Facilities

- Michael Riemenschneider presented on behalf of Eastshore Consulting. Shin Green arrived late and participated in the second half of the presentation.
- Mr. Riemenschneider introduced himself and his company, Eastshore Consulting, which helps schools to obtain money for building new facilities or modernizing preexisting ones. He explained that a crucial part of this task is having the support of the community, which he said that regardless of the hard economic times is still possible, as seen with the recent passing of Proposition 30.
- He told the audience that one of the most important factors for funding facilities construction are bonds. He explained that in the past, the community has come together to support a \$3.5 million bond to construct the new high school, which shows that the community support and backing is there. At the time the previous bond was approved it needed a two-thirds majority vote to pass, whereas now the pass rate is only fifty-five percent, with a few minor stipulations.
- Other funding mechanisms that were discussed include state hardship, developer fees, or new construction and modernization fees. Mr. Riemenschneider explained that because developer fees are strictly tied to a new housing development being built in a community it is not realistic for Laytonville. Mr. Riemenschneider explained that although these other options are available, our focus should be on the passing of a new bond.
- With the creation of Proposition 39 a few years back, the types of projects that bonds can now fund has expanded to include capital improvements, maintenance, getting technology in the students' hands, and renewable energy. With this in mind, Mr. Riemenschneider described the needs that Eastshore Consulting has identified for Laytonville Unified School District, which include:
 - Repairing and upgrading the elementary classrooms and facilities that are over 50 years old
 - Modernization of the kindergarten and middle school buildings that were constructed in 1987
 - Replacement of outdated portable buildings with new classrooms
 - Improvement of classroom access to modern technology

- Renewable energy
 - Constructing a new woodshop
 - Demolishing old high school gym
 - Building a new performing arts center
 - Weatherizing the tin gym
 - Improving playing fields
- In exchange for the ability to spend bond money on a variety of new improvements, Proposition 39 made it so that when a bond is created there is a predefined limit on the tax rate, a pre-proposed specific project list, and a citizen's oversight committee to ensure that the bond money is spent correctly. Additionally, in order to pass a bond it has to be voted on during a regularly scheduled election day to increase voter participation.
 - One aspect that Mr. Riemenschneider emphasized is the importance to prioritize the proposed project(s) prior to the election and to be very clear and transparent with the community. In order for a bond to be passed, the community has to feel they can trust the Board.
 - Mr. Riemenschneider explained that the type of bond that would be used is dependent on the tax base of the community in Laytonville. Luckily, the Laytonville Unified School District has not had a negative year of growth within the last 5 years, regardless of current population trends in other areas. He explained that this means that Laytonville has a stable tax base that continues to sustain its growth rate, which is one of the main factors that determines bonding capacity. Currently, for Laytonville the tax base and assessed values are around \$4 million. Taking this figure into consideration, Mr. Riemenschneider expects Laytonville's bonding capacity to be \$7, 150,273. In order to reach this estimate, the tax rate was projected with the maximum being \$60 per \$100,000 of assessed values.
 - The Board raised the question of how to instill trust within the community, given the recent problems with the Willits Unified School District and their bond. Mr. Riemenschneider explained that the Board would need to preface any discussion with the community explaining why Willits got into trouble with their bond and how Laytonville would keep from getting into the same situation. He explained that the Board would need to be realistic with the community's growth rate, rather than inflate it so they could increase the bonding capacity to an unrealistic figure. He explained the importance of being fairly conservative with growth rates and making sure to involve the community in all discussions of the bond so they are comfortable with their decisions. He said that the Board must interact with the community to discover what they would like to see happen with bond money. Additionally, there is a public oversight committee, which is a public committee that gets to monitor what the Board does and who have the ability to recall the Board if they feel that the Board is not holding to their promises.
 - In addition to bond money, Eastshore Consulting suggested that Laytonville Unified School District apply for State Aid. State Aid can be used for modernization and new construction. Unfortunately, at this moment most of that money has dried up, but it could possibly be replenished in 2014, if the state passes another bond. In the meantime, he

explained that it doesn't hurt to get on the waiting list to ensure that if that money becomes available, the District doesn't miss the opportunity to receive funding.

- Additionally, there is Hardship Funding. For Hardship Funding, the state requires that there be a local match and that the institution must be over 60% of their total bonding capacity (currently the District is at 26%).
- To conclude their presentation, Eastshore Consulting discussed the next steps. They suggested that the District begin putting ballpark costs onto the proposed projects, prioritizing the list of proposed projects, and talking with the community about what the bond would fund for those projects.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS:

- Calvin Harwood requested that the Superintendent and Principals' contract extensions be put on the next agenda.

O. COMMENTS FROM THE BOARD:

- Cecelia expressed that she is very happy with the implementation of the music classes. Shannon Ford wanted to remind everyone that the Booster Club always needs help. Additionally, she suggested that the District Facebook page be linked to the Booster Club Facebook page, which is already underway. Mrs. Potter expressed her gratitude to Eastshore Consulting for making their presentation.

P. ADJOURNMENT:

Motion to adjourn the meeting, by Tina Tineo, seconded by Meagen Hedley, unanimously approved. The meeting was adjourned at 9:02 p.m. The next regular meeting will be held December 13, 2012.

Respectfully submitted,

Adopted as Final

December 13, 2012

Joan Viada Potter

Secretary to the Board

Shannon Ford

Clerk of the Board