

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF AUGUST 12, 2021**

A. CALL TO ORDER/ROLL CALL:

The Governing Board of the Laytonville Unified School District held a regular meeting in the Board Room on August 12, 2021. Board President Calvin Harwood called the meeting to order at 6:15 pm.

ROLL CALL:

Trustees Present: Calvin Harwood Meagen Hedley, Elina Agnoli, Erin Gamble & Mat Paradis
Administrators Present: Joan Potter, Lorre Stange and Tim Henry
Student Representative: None

B. PUBLIC INPUT re CLOSED SESSION ITEMS:

C. CLOSED SESSION AGENDA:

CS-1: PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT **CS-1**

CS-2: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE **CS-2**

*Adjourned to Closed Session at 6:16 p.m.
Meeting called back to order at 6:30 p.m.*

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that on Closed Session Item 1, Public Employee Appointment/Employment, the Board voted unanimously to hire William Vandermark as a Probationary 6th Grade Teacher instead of a Temporary 8th Grade Teacher. On Closed Session Item 2, Public Employee Discipline/Dismissal/Release, the Board voted 4-0 (Erin Gamble abstained) to allow Sara Gamble to take a one year unpaid leave of absence. No other action was taken in Closed Session

E. PATRIOTIC OBSERVANCE: Board President Calvin Harwood led the Pledge of Allegiance to the flag.

F. ACCEPTANCE OF AGENDA:

- **Motion** to approve the Agenda by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 5-0 vote.

G. PUBLIC INPUT: None

H. REPORTS AND COMMENTS:

Superintendent's Report:

No report

The following reports were given:

Elementary Principal-	High School Principal-	Healthy Start- None
LES/LMS Site Council-None	LHS Site Council- None	DAC- None
Student Representative- None	LVTA-None	CSEA- None

I. ACTION: CONSENT AGENDA

- **Motion** to accept the Consent Agenda, pulling Patrick Keough as the 6th grade teacher and replacing with William Vandermark by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 5-0 vote.

J. INFORMATION ITEMS:

J.1. Facilities Report

- Mrs. Potter gave a report on Classroom 10

J.2. Summer School Report

- Summer School focused on addressing learning gaps for our students and strategies for reintegrating students into the school setting, working collaboratively, and any special needs that may have occurred during the school year due to school closures. We had good participation in the elementary school, 45 students, but of course would like to have had even more participation. The high school offered its program through Independent Study and focused on graduation requirements and credit recovery with a focus on catching students up who fell behind during the past year. Twenty-five students were served at the high school. The summer school teachers, Gaia Reid, ME Miles, Larry Coles and Suzie Dunham, deserve special recognition for their above and beyond efforts to help our students especially during these ever so challenging times. We also offered Aikido to our students and we had outstanding participation in that program especially in the beginning program. A high school student assisted the teacher, Izzy Arkin, enhancing the experience for all involved.

J.3. Summer Maintenance Projects Report

- Completion of new classroom 10 at LES
- Refurbishing the MPR kitchen- New floors, new counters and storage, new sanitizer and steam table, LED lighting. Unfortunately, some of the equipment is back ordered so we will be improvising in some areas though health and safety will not be compromised.
- Ongoing maintenance of all fields, grounds and irrigation systems
- Roof repairs were planned however the contractor backed out this past week. I am now in the process of finding someone else. Meanwhile, Pedro will do the repairs that he can.
- Painting of preschool and kindergarten classrooms
- Deep cleaning and sanitizing of all rooms
- New flooring in the MPR and kitchen, preschool, kindergarten, rooms 13 and 14, the high school office and the gym concession/locker room entries.
- General rearranging of classrooms and furnishings to accommodate more distancing.
- Replaced windows at middle school with windows that open.

J.4. Superintendent's Goals

The Superintendent's goals this year are focused on helping the District staff transition back to in person learning while continuing to navigate the COVID-19 requirements. There are many facets to this challenge.

1. Staff Development focused on Accelerated Learning. Positive Behavior supports, English Language Learner supports.

2. Supporting and providing the appropriate training for seven new teaching staff members.
3. Supporting and providing the appropriate training for many new classified staff members.
4. Safe Cleaning Procedures- training staff and scheduling to implement COVID-19 cleaning procedures
5. Curriculum and Instruction-working with staff to deliver high quality curriculum
6. Facilities
 - Update our Facilities Master Plan. Work on a new five year plan.
 - New paving for playgrounds and elementary parking lot
 - Research new funding opportunities for future building projects
7. Negotiations-work with both unions to address changes due to COVID-19 regulations
8. **Financial Stability**
Work closely with the Business Manager in accessing COVID-19 funds and ensuring that our budget is fiscally sound
9. **Leadership**
 - Work with Site Principals in establishing strategies for improving attendance district wide.
 - Build on communication strategies and develop a plan for improving
 - Work closely with the Board in good governance practices and seek out training and conferences
 - Ensure ongoing communication with all board members in a timely manner
 - Work closely with both unions, site administrators, the Board and other district staff by modeling and providing support for attainment of our district goals will be central to my activities.
 - Assist in the recruitment and transitioning of a new Superintendent for the 2022 school year.

J.5. Budget Update

Revisions in Revenues and Expenditures to the adopted 2021/2022 LUSD Budget

- Since the board adopted the budget on June 24, 2021, the Governor signed the state budget. There are a few changes from the May Budget Revision. As a result of these changes, districts are required to share at a public meeting in August 2021, the effect of the revenue changes on the adopted budget.
- Deferrals have been eliminated for 21-22
- Deferrals from February-May 2021 projected to be paid back in August 2021
- Concentration Grant component of LCFF increased from 50% to 65% of the adjusted base LCFF grant. Approximately \$18,000
- Lottery funding has increased combined with 20/21 carryover for an estimate of: \$30,000
- Included in the State adopted budget is one-time funding for the following programs:

Community Schools Partnerships	Classified Summer Assistance Program
Expanded Learning Opportunities	A-G Completion Improvement
Pre-K Planning and Implementation	School Kitchen Upgrades
Educator Preparation, Retention and Training	Youth Behavioral Health
Special Education Technical Assistance	Broadband

- In a nut shell we can expect more funding from the state, but do not yet know how much or what will be needed to receive it.
- Changes will be reflected at 1st interim.

K. ACTION:

K.1. Declaration of Need for Fully Qualified Teachers

- 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.”*
- **Motion** to approve the Declaration of Need for Fully Qualified Educators by Meagen Hedley, seconded by Elina Agnoli, unanimously approved with a 5-0 vote.

K.2. Staff Development Plans for 2019/20

- Staff development days this year include:
- August 18th, 19th, November 1, 2021, and June 10th, 2022 for Certificated Staff and
- August 19th and 20th, 2021 for Classified Instructional Staff.

LES Certificated and instructional classified staff will also be involved in staff development on August 16th and 17th, 2021.

(Other dates may be utilized and staff will receive supplemental pay for participating.)

Many staff have participated in various staff development activities over the summer.

- Staff Development activities for 2021/2022 will focus on return to in person instruction strategies such as Accelerated Learning, Trauma informed practices, English Language Learner strategies and Positive Behavior Support including social emotional learning.
- The following areas from our most recent LCAP will be integral to our plans though the deliver model of working with students via the Internet will be the focus. Many staff members have already participated in a variety of trainings.
 - Provide a variety of professional development opportunities for both classified and certificated staff including but not limited to: the use of math and ELA newly adopted curriculum, integrating curriculum, Socratic Seminar, NGSS, VPA, World Languages, use of the new social studies framework, ERWC and articulation, ELD strategies for access and use of technology
 - Trauma Informed Practices
 - Strategies for increasing attendance and student achievement
 - Provide professional development for both classified and certificated staff with a focus on attaining common core curriculum
 - Provide staff development for CTE teachers to integrate standards based curriculum into their programs
 - Support for the implementation of a Multi-tiered System of Support/PBIS
- **Motion** to approve the 2021/22 Staff Development Plan by Erin Gamble, seconded by Mat Paradis, unanimously approved with a 5-0 vote.

L. DISCUSSION / ACTION:

L.1. District Goal Setting

- The goals of the district have taken on a new focus. Our overriding goal for the district is to support all staff, students and parents in providing a strong education that emphasizes safe and healthy practices for our students while we return to full in-person instruction during these unprecedented times with the COVID-19 Pandemic. The District will continue to focus on the following goals while putting energy into the safe reopening of our schools and the successful transition of new staff members.

Local Control and Accountability Plan Goals and Actions 2021-2024

Goal 1: Provide basic services including clean, safe and functional facilities; fully credentialed teachers; and standards aligned instructional materials in order to support the implementation of state standards and access to a broad course of study for all students

Actions:

1. Provide and maintain clean, safe and functional school facilities
2. Recruit and retain fully credentialed teachers
3. Provide Standards Aligned instructional materials for all students
4. Support the implementation of state standards
5. Provide a broad course of study to all

Goal 2: Optimize student engagement through creating positive school climates and using a variety of strategies for involving parents and engaging families, while providing a safe environment in which our young people can achieve the knowledge, skills and attitudes necessary for success now, and in the future, recognizing that varied needs require varied programs;

Actions

1. Improve attendance and chronic absentee rate
2. Improve suspension rate
3. Increase students' sense of safety and school connectedness
4. Increase parent participation in all programs including unduplicated pupils and students with exceptional needs

Goal 3: Develop and implement strategies to support and optimize pupil achievement and college/career readiness for all students

Actions:

1. Increase students ELA and Math skill attainment
2. Provide opportunities and supports for College/Career readiness
3. Provide support for English Learners
4. Provide a strong Physical Education program

L.2. Safe Return to School Guide

- As COVID Safety guidelines are continually evolving, Mrs. Potter created a Safe Return to School Guide for Staff and Students based on the most recent CDC, CDPH and Local Public Health guidelines.

- **Motion** to Approve the Safe Return to School Guide by Meagen Hedley, Seconded by Mat Paradis, unanimously approved with a 5-0 vote.

L.3. Revised Board Policy and Administrative Regulation 6158 for Independent Study, First Reading and Adoption

Board Policy 6158 - Independent Study

- Policy updated to reflect NEW LAW (AB 130, 2021) which requires all districts, for the 2021-22 school year, to offer independent study to meet the educational needs of students unless a waiver is obtained and to adopt policy with specified components in order to generate apportionment for independent study. Policy updates the minimum period of time permitted for independent study to be three consecutive school days, requires an evaluation to determine if the student should continue in independent study if the student fails to make satisfactory educational progress, and requires that content be aligned to grade level standards including the requirement for high schools to offer access to all courses offered by the district for graduation and approved as creditable for A-G admission criteria. Policy also updated to include the requirement for live interaction and/or synchronous instruction based on grade level, tiered reengagement strategies for students not generating attendance for a specified period of time, expeditious transition for students whose families wish to return to in-person instruction, notice to parents/guardians of specified information, the provision of a student-parent-educator conference, upon request, prior to enrollment and/or disenrollment, and the keeping of additional records including documentation of each student's participation in live interaction and synchronous instruction on each school day, as applicable. Policy updated to include material formerly in the AR regarding requirements for independent study and written agreements as well as new requirements regarding the same, including that written agreements must include a detailed statement of academic and other supports that will be provided to address the needs of particular students, that the agreement may be signed electronically as specified, and that, for the 2021-22 school year, the written agreement must be signed no later than 30 days after the first day of instruction. Policy updated to include material formerly in the AR regarding course-based independent study and to generally align the requirements of course-based independent study with the requirements for general independent study.

Administrative Regulation 6158 - Independent Study

- Regulation updated to reflect NEW LAW (AB 130, 2021) which includes, adding definitions for "live interaction," "student-parent-educator conference" and "synchronous instruction," the requirement for all districts for the 2021-22 school year to offer independent study to meet the educational needs of students unless the district has obtained a waiver, that independent study may be offered to students whose health would be put at risk by in-person instruction as determined by the parent/guardian, the assurance of access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work, and the documentation of each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable. Material regarding requirements for independent study, written agreements and course-based independent study moved to BP.
- **Motion** to adopt BP and AR 6158 with no changes by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

L.4. Approval of LHS Campus Safety Support/Yard Supervision – Job Description

- Following the recommendation of the WASC committee, a new position is being created at the High School.
- **Motion** to Approve the LHS Campus Safety Support/Yard Supervision Job Description by Mat Paradis, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: None

O. COMMENTS FROM THE BOARD: Everyone is anxious to see how these first few weeks go. Erin would like to look at the School Master Plan before Mrs. Potter retires. Meagen is looking forward to getting the kids back in school. Mrs. Potter thanked Jenna, Tim and Lorre for their hard work.

P. ADJOURNMENT:

Motion to adjourn the meeting by Meagen Hedley, seconded by Erin Gamble, unanimously approved with a 5-0 vote. The meeting was adjourned at 7:44 P.M. The next regular meeting will be held on September 9, 2021.

Respectfully submitted,

Adopted as Final
September 9, 2021

Joan Viada Potter
Secretary to the Board

Calvin Harwood
President of the Board