

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF MARCH 3, 2022**

**A. CALL TO ORDER/ROLL CALL:**

The Governing Board of the Laytonville Unified School District held a regular meeting in the District Board Room on March 3, 2022. Board President Calvin Harwood called the meeting to order at 5:01 p.m.

**ROLL CALL:**

Trustees Present: Calvin Harwood, Meagen Hedley, Mat Paradis, Elina Agnoli and Erin Gamble.

Administrators Present: Joan Potter, Lorre Stange, and Tim Henry.

Student Representative: Mahaila Reighter

**B. PUBLIC INPUT re CLOSED SESSION ITEMS: None**

**C. CLOSED SESSION AGENDA:**

- |             |  |             |
|-------------|--|-------------|
| <b>CS-1</b> | <b>PUBLIC EMPLOYEE APPOINTMENT</b><br>(4-8 Intervention Specialist and Coaches)  | <b>CS-1</b> |
| <b>CS-2</b> | <b>CONFERENCE WITH LABOR NEGOTIATOR:</b><br>Name of Agency Negotiator: Superintendent<br>Name of Organization Representing Employees: CSEA   | <b>CS-2</b> |
| <b>CS-3</b> | <b>CONFERENCE WITH LABOR NEGOTIATOR:</b><br>Name of Agency Negotiator: Superintendent<br>Name of Organization Representing Employees: LVTA   | <b>CS-3</b> |
| <b>CS-4</b> | <b>PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE</b>  | <b>CS-4</b> |
| <b>CS-5</b> | <b>CONFERENCE WITH LABOR NEGOTIATOR:</b><br>Name of Agency Negotiator: LUSD Board<br>Name of Organization Representing Employees: Scott Mahoney,<br>Superintendent Search Advisor<br>a. For the purposes of the next Closed Session agenda item, I.b., the Board will identify its Designated Representative who will participate in the Closed Session. The Designated Representative is: Scott Mahoney, Superintendent Search Advisor.<br>b. Closed Session in accordance with California Government Code Section 54957.6.(a): The Board will meet with its designated representative regarding the salary, or compensation paid in the form of fringe benefits for the position of superintendent, an unrepresented employee.<br>c. Closed session in accordance with California Government Code Section 54957 (b)(1): The Board will meet in closed session to discuss an employment contract with the new superintendent. | <b>CS-5</b> |
| <b>CS-6</b> | <b>CONFERENCE WITH LABOR NEGOTIATOR:</b><br>Name of Agency Negotiator: LUSD Board<br>Name of Organization Representing Employees: Mrs. Potter, Superintendent<br>a. Closed Session in accordance with California Government Code Section 54957.6.(a): The Board will meet with its designated representative regarding the salary, or compensation paid in the form of fringe benefits for the position of LES Principal, an unrepresented employee.<br>b. Closed session in accordance with California Government Code Section 54957 (b)(1): The Board will meet in closed session to discuss an employment contract with the new LES Principal.  | <b>CS-6</b> |

**D. ANNOUNCEMENTS FROM CLOSED SESSION:** Board President Calvin Harwood announced that on Closed Session Item CS-1, Public Employee Appointment, the Board voted unanimously to hire Nikki Waluk as 4-8 Intervention Specialist, Sarah Davis as LMS Co-Ed Soccer Coach, Dawn Kanthack as LMS Softball Coach, Melissa Rosenthal as LHS Softball Coach, and Jason Walczak as LHS Baseball Coach. Board President Calvin Harwood announced that in Closed Session item CS-5, Conference with Labor Negotiator, the Board discussed an employment agreement for the new superintendent, including potential compensation. No action was taken. Board President Calvin Harwood announced that in Closed Session item CS-6, Conference with Labor Negotiator, the Board discussed an employment agreement for the LES principal, including potential compensation. No other action was taken in Closed Session.

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

**F. ACCEPTANCE OF AGENDA:**

- **Motion** to approve the Agenda by Meagen Hedley, Seconded by Elina Agnoli, unanimously approved with a 5-0 vote.

**G. CORRESPONDENCE:** Letter from Michelle Ebert – Director, External Fiscal Services, Re: County Office Review of the 2021/2022 1<sup>st</sup> Interim Report

**H. PUBLIC INPUT:** None

**I. REPORTS AND COMMENTS:**

Superintendent’s Report:

- Mrs. Potter began by saying we have had a lot of interviews this month and she wanted to thank the Board for their commitment to the District and arranging their schedules to be here.
- We have been looking at a lot of our data and updating our LCAP.
- We are trying to open up Spy Rock School next year. We sent a survey out by text message to see what enrollment may look like and we have 5 students that would attend the school. Sara Gamble plans to return to Spy Rock School next year.
- Mrs. Potter has been working with both Unions on negotiations and hopes to have it wrapped up by our April Board Meeting. It would be great to have these figures in place for our budget planning next year.

The following reports were given:

Elementary Principal	High School Principal	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 Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

## **K. INFORMATION ITEMS:**

### K.1. Parking Lot Project Update

- Donald Alameida provided an update on the parking lot project.

### K.2. Masking Requirements

- Mrs. Potter provided an update on the most recent State guidelines regarding masking.

### K.3. Employee Appreciation Award – Notification & Forms

- The Governing Board recognizes two employees each year for their contributions to the improvement and effectiveness of the District's educational program. One award is presented in May. The Governing Board recognizes employees who:
  - by exemplary service over an extended period of time have contributed to the improvement or effectiveness of the district educational program.
  - perform special acts or services in the public interest.
  - by superior accomplishments, make exceptional contributions to the effectiveness, efficiency, economy or improvements of district operations.
  - propose ideas or procedures which eliminate or reduce district expenditures or improve the efficiency of district operations.
- Nominations are due at the end of March and the Board will select the award recipient in April for recognition in May. Recipients are presented a certificate and a special gift.

## **L. DISCUSSION / ACTION:**

### L.1. Students of the Month

- Mr. Henry and Ms. Stange presented the Laytonville High School and Laytonville Middle School Students of the Month for February and asked them to introduce their families.
- **Motion** to recognize Mason Kelly and Aniela Rogers as the February Students of the Month by Erin Gamble, Seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

### L.2. Approval of Superintendent Contract

- The interview committee (the LUSD School Board) convened on February 24, 2022 to interview candidates for the position of Superintendent. After extensive input and review of applicants and their qualifications, the board has selected Bruce Peters as the final candidate.
  - Mr. Peters will join us with over seventeen years of school leadership experience in both elementary and middle schools. He began his career in Sacramento as a first grade teacher. He then moved to El Dorado Hills and started his long tenure at Lake Forest Elementary School. Bruce taught third grade for five years before moving to the office as Vice Principal. After a one-year Vice Principal position at Marina Village Middle School he returned to Lake Forest School and was hired as principal in 2007. Mr. Peters has been an administrator at the highly successful school ever since, which has received recognition as both a California Distinguished School and a National Blue Ribbon School during his time there.

- Mr. Peters values strong relationships with students, families, and staff for the good of all student growth. He sees the importance of collaboration and communication, and is excited to work in an environment where he can know every student by name and have a close connection to all stakeholders he serves.
- Mr. Peters was drawn to Laytonville for its rural environment and natural beauty. He is also looking forward to contributing to our tight knit community, which is something he has valued since childhood. He is honored by the opportunity to serve in LUSD, and eager to fully integrate into this community.
- **Motion** to approve a three-year contract with Bruce Peters to be our full-time 225 day per year superintendent for \$150,000 a year with the same health, dental, and vision benefits as other certificated employees in the district beginning July 1, 2022 by Elina Agnoli, Seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

### L.3. Approval of LES Principal Employment

- The interview committee convened on February 18, 2022 to interview candidates for the position of LES Principal. The committee is delighted to recommend Suzie Dunham who has taught in the district for the past 21 years. Ms. Dunham has been working on her Administrative credential and Master's degree in recent years and comes to us with a wide range of knowledge and experience. She is an exemplary employee and we are grateful that she is continuing her career here in Laytonville. The staff, students and families will be well taken care of under her leadership and continued commitment to our communities' well-being.
- **Motion** to approve a three-year contract with Suzie Dunham to be our full-time 210 day per year LES Principal to begin on step one of the principal's salary schedule beginning July 1, 2022 with the same health, dental, and vision benefits as other certificated employees in the district by Meagen Hedley, Seconded by Elina Agnoli, unanimously approved with a 5-0 vote.

### L.4. BP & AR 6020 for Title I Parent Involvement Policies, First Reading

- Our Board Policy and Administrative Regulations 6020 require that Title I schools have parent involvement policies and procedures that participating parents and school staff agree to abide by. Attached is the District's current BP and AR 6020 with no new revisions for a first reading.
- BP and AR 6020 was reviewed by the Board and will be brought back to the regular meeting on April 7th for a final reading.

### L.5. Audit Certification: 2020/21 Financial Report and Audit

- The audit presents an examination of the district's books and operating procedures. The auditor's letter to the Board regarding internal control and compliance over financial reporting notes no reportable conditions considered to be material weaknesses and no instances of noncompliance to be reported under the Government Auditing Standards. The auditors did note four findings and/or questioned costs in their report. The attachment outlines all four items and the following paragraphs describes the only significant finding.

- **“ Basis for Qualified Opinion on State Compliance**

As described in Finding #2021-001 in the accompanying Schedule of Audit Findings and Questioned Costs, the District did not comply with requirements regarding Instructional Time. Compliance with such requirements is necessary, in our opinion, for the District to comply with the requirements applicable to the state laws and regulations applicable to the state laws and regulations referred to above.

- **Qualified Opinion on State Compliance**

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion paragraph, Laytonville Unified School District complied, in all material respects, with the types of compliance requirements referred to above that are applicable to the state programs noted in the table below for the year ended June 30, 2021.”

- **Report highlights include:**

<u>Revenue &amp; Expenses</u>	<u>Resource Allocation</u>	
○ District’s Total Net Position: \$7,879,042	Curriculum & Inst.	63.6%
○ Overall Revenues: \$8,936,938	Pupil services	12.1%
○ Expenses: \$6,476,962	Administration	8.5%
	Maint. & Operations	8.3%
	Ancillary& Long-term debt	7.5%

- Control Deficiencies: None.

- The one significant finding in this audit was:

- The District closed for 3 days during the 2020-21 school year and was thus short of the 180 days of instruction. The Mendocino County Office of Education has submitted a Form J-13A for the District to the California Department of Education for the days closed, but the District has not yet received approval for those days. The Mendocino County Office of Education did not submit the Form J-13A to the California Department of Education on a timely basis.

- Corrective Action has been made for the four findings from the 2019/2020 Audit.

- **Motion** to approve the 2020/21 Financial Report & Audit by Elina Agnoli, seconded by Erin Gamble, unanimously approved with a 5-0 vote.

**M. ACTION:**

M.1. Second Interim Budget Report and Adoption

- The second interim budget report provides the Board with an overview of changes to the financial status of the district through January 31, 2021. The annual budget adoption process includes the following:

- June: Proposed budget for the succeeding school year adopted
- September update: Within 45 days of the State’s budget adoption
- December: The 1st Interim represents the budget through Oct. 31 & compares the adopted budget with subsequent revenues and expenditures
- March: The 2nd Interim includes new revenues and expenditures through Jan. 31

- Budget details at the Second Interim include:

- Revenues are down -\$953,260; LCFF -120,460 (NSS Spyrock funding), Federal Revenue -\$1,138,294 (Covid allocations updated to reflect earned revenue only), State Revenue +300,738 (Mandate Block grant +277, ELO Program +78,672, Educator

- Effectiveness +134,608, CTEIG 21/22 allocation +87,259 .), Local Revenues +4,756.15 (payment for vandalism- wage garnishment +2,748, SPED +2,977, misc. Dist. Def. -969).
- Expenditures increased \$78,216; Salary/benefits +2,602 (inc.to classified staff), Books/supplies +40,610 (budget CTE allocation), Services/Op exp. +22,205 (budget CTE allocation), Capital Outlay +12,800 (woodshop ventilation).
- we are currently maintaining an economic uncertainty/stabilization reserve of 10% (4%/6%)
- we project a 10% (4%/6%) economic uncertainty/stabilization reserve in 22/23 and 23/24.
- COLA decrease, STRS/PERS costs continue to rise and special education continues to encroach on the general fund.
- Projected to drop a band at the High School in 22/23, Plan to reopen Spyrock 22/23.
- **Motion** to adopt the Second Interim Budget Report by Elina Agnoli, Seconded by Erin Gamble, unanimously approved with a 5-0 vote.

#### M.2. Ballot for Election to CSBA’s Delegate Assembly

- The California School Boards Association requested that all local school board’s take action on the attached ballot.
- Motion to “not nominate” and submit the 2022 Delegate Assembly Ballot by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

#### M.3. Resolution No. 620 for Skipping Rights

- In preparation for Certificated Layoffs it is necessary for our District to adopt a resolution for Skipping Rights.
- **Motion** to approve Resolution No. 620 for Skipping Rights by Elina Agnoli, seconded by Mat Paradis, unanimously approved with a 5-0 vote.

#### M.4. Resolution No. 621 for Classified Layoffs

- We are anticipating the following layoffs for the 2021/22 school year:
  - Preschool Assistant (1 position)
- **Motion** to approve Resolution No. 621 for Layoffs, Classified Position by Erin Gamble, seconded by Elina Agnoli, unanimously approved with a 5-0 vote.

#### M.5. Resolution No. 622 for Elimination of Classified Position

- The District had hired a 0.5 FTE Maintenance worker due to an increase of maintenance needs as a result of COVID. The employee has resigned from this position. I recommend that the position be eliminated as the needs of the District can be addressed with current staffing.
- **Motion** to approve Resolution No. 622 for Elimination of Classified Position by Meagen Hedley, seconded by Erin Gamble, unanimously approved with a 5-0 vote.

#### M.6. Resolution No. 623 for Discontinuance of Certain Services

- For the 2021/2022 school year we hired a full time K-8 independent study teacher to address new requirements for schools as a result of COVID. We anticipate that students

enrolled in the program will be returning to in-person instruction for the 2022/2023 school year.

- **Motion** to approve Resolution No. 623 for Discontinuance of Certain Services by Elina Agnoli, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

**N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS:** Elina said Josh may be reaching out to see who is interested in wrestling in an association with Willits and would like to discuss it further. Calvin said we need to talk about the property out Ten Mile. Mrs. Potter said the Board should venture out and look at the property this month.

**O. COMMENTS FROM THE BOARD:** Mat said he is sorry he couldn't be here in person to congratulate Bruce and Suzie. Mahaila said she is sad she will leave school before she sees Suzie and Bruce work for the school but that it is very exciting. Meagen said she is excited to see how everything changes and she thinks it will be great. Meagen also said she will really miss Mrs. Potter. Calvin agreed with Meagen.

**P. ADJOURNMENT:**

**Motion** to adjourn the meeting by Meagen Hedley, seconded by Elina Agnoli, unanimously approved with a 5-0 vote. The meeting was adjourned at 7:16 p.m. The next regular meeting will be held on April 7, 2022.

Respectfully submitted,

Adopted as Final  
April 7, 2022

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Joan Viada Potter  
Secretary to the Board

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Calvin Harwood  
President of the Board