

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF APRIL 7, 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 April 7, 2022. Board President Calvin Harwood called the meeting to order at 4:59 p.m.

ROLL CALL:

Trustees Present: Calvin Harwood, Meagen Hedley, Erin Gamble and Mat Paradis & Elina Agnoli (Absent)

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

Student Representative: Mahaila Reighter (Absent)

B. PUBLIC INPUT re CLOSED SESSION ITEMS: None

C. CLOSED SESSION AGENDA:

CS-1	CONFERENCE WITH LABOR NEGOTIATOR: Name of Agency Negotiator: Superintendent Name of Organization Representing Employees: CSEA	CS-1
CS-2	CONFERENCE WITH LABOR NEGOTIATOR: Name of Agency Negotiator: Superintendent Name of Organization Representing Employees: LVTA	CS-2
CS-3	CONFERENCE WITH LABOR NEGOTIATOR: Name of Agency Negotiator: Superintendent Representing Employees: Administrative/Confidential/School Psychologist	CS-3
CS-4	EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE	CS-4
CS-5	EMPLOYEE RECOGNITION AWARD	CS-5

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that in Closed Session item CS-4 the Board voted unanimously to accept Nathaniel Rodriguez's resignation effective March 30th, 2022. The Board also unanimously voted to approve Mary Joens-Poulton's leave of absence for the 2022-23 school year. Board President Calvin Harwood announced that in Closed Session item CS-5 the Board voted on the recipient of the Employee Recognition Award. That award will be presented at the May board meeting. No other action was taken during 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 Mat Paradis, unanimously approved with a 4-0 vote.

G. CORRESPONDENCE: Letter from Michelle Hutchins regarding Williams Settlement Findings for 2021-22 Site Visits

H. PUBLIC INPUT: Mercy Polson wondered if anyone put any thought into putting a stop sign coming on to Ramsey while we are putting in the new parking lot. Mrs. Potter said the County did a study years ago and they determined that a stop sign wasn't recommended. We can bring the stop sign up to the County as a consideration when we speak to them about the parking lot project.

I. REPORTS AND COMMENTS:

Superintendent's Report:

- Mrs. Potter said all of the items she would like to talk about are in the board packet so she will share the information throughout the meeting.

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 Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

K. INFORMATION ITEMS:

K.1. Facilities Update

- Mrs. Potter gave an update on the status of the parking lot project and discuss the need for a new exhaust hood in the cafeteria. Mrs. Potter also spoke about our Ten Mile Creek property and an electric bus grant that we are going to apply for. There is an infrastructure grant that we can apply for to put in the charging station for an electric bus.

K.2. LCAP Updates

- School staff, site councils and the District Advisory Committee are working on updating the 2021-2022 LCAP goals and developing new goals and a budget for the 2022-2023 school year.

K.3. A-G Completion Grant

- The state is allocating funding to qualified school districts in order to provide additional supports to increase the number of students, particularly unduplicated students, who graduate with A-G eligibility. Funds are available for expenditure or encumbrance through the 2025-26 fiscal year. The funds are provided within three grants:
- These funds must be used for activities that directly support pupil access to, and successful completion of the A-G course requirements, including:
 - Professional Development opportunities to teachers, administrators and counselors to improve the LEA's A-G completion rate

- Developing comprehensive advising plans and pupil supports, including tutoring programs
- Expanding access to coursework to satisfy A-G course requirements to all students, not limited to unduplicated students
- Advanced Placement and International Baccalaureate fees for unduplicated students
- Laytonville was awarded \$150,000 in funds and the plan outlines how funds will be used. The plan was developed with input from staff, site councils and the District Advisory Committee.
- Part of the requirements include presenting the plan to the public as an information item and then following up with board approval and a subsequent meeting. We will bring the plan to our May meeting for Board approval.

K.4. Extended Learning Opportunity Program

- The Expanded Learning Opportunities Program (ELO-P) provides funding for afterschool and summer school enrichment programs for transitional kindergarten through sixth grade.
- “Expanded learning” means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.
- In the plan we will be addressing the following components:
 - 1—Safe and Supportive Environment
 - 2—Active and Engaged Learning
 - 3—Skill Building
 - 4—Youth Voice and Leadership
 - 5—Healthy Choices and Behaviors
 - 6—Diversity, Access, and Equity
 - 7—Quality Staff
 - 8—Clear Vision, Mission, and Purpose
 - 9—Collaborative Partnerships
 - 10—Continuous Quality Improvement
 - 11—Program Management
- The plan will be integrated into our existing ASES program but involves some requirements in addition to the ASES program requirements. Examples include offering the program on 30 non-school days and the 10:1 ratio for TK and K students enrolled in the program.
- For the 2021-2022 school year our district has received \$78,670 to support this program. We are scheduled to receive that amount. We are currently developing our plan and the final plan will be presented to the board prior to June 30, 2022.

K.5. Summer School

- We are currently developing our summer program for the summer of 2022. At the elementary school we are planning to offer a 9 hour day program to all K-8 students that will run for 6 weeks as part of the ELO-P grant. The high school plans to offer its Independent Study program for students needing credit recovery, an Algebra 1 class, and a freshman Academy. Specific plans for these programs will be brought to the board in May.

L. 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 March and asked them to introduce their families.
- **Motion** to recognize Hadyn Brennan and Dustin Comer as the March Students of the Month by Erin Gamble, Seconded by Mat Paradis, unanimously approved with a 4-0 vote.

L.2. Revision of Board Meeting Dates

- Our May meeting is currently scheduled for May 5th, 2022. A conflict with a county wide Superintendents' Conference has come up so I am proposing that we change the meeting day to May 19, 2022. This will also give us an opportunity to gain more input for the myriad of plans we are in the midst of developing.
- **Motion** to approve to change the May 5th, 2022 Board meeting to May 19th, 2022 by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

M. DISCUSSION / ACTION:

M.1. Measure Q Bond Audit

- The District is required to annually conduct an external audit of the Measure Q Bond funds. The audit is complete and there are no exceptions noted. We will be having a final Bond Oversight Committee meeting in April to finalize the expenditure of all Bond Funds and will create a final report at that time.
- **Motion** to approve the Measure Q Bond Audit by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

M.2. PUBLIC HEARING: Public Disclosure for Classified/Certificated/Administrative/School Psychologist & Confidential Employees Salary Schedules for 2022-2023

- Assembly Bill (AB) 1200 requires local education agencies to publicly disclose the provisions of all collective bargaining agreements before entering into a written agreement. Government Code (G.C.) Section 3547.5 states:
 - “Before a public employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer . . .”

- The intention is to ensure that the public is aware of the known costs associated with a proposed collective bargaining agreement before it becomes binding on the district.
- Public Hearing was opened
- No input was given
- Public Hearing was closed

M.3. PUBLIC HEARING: Public Disclosure for Classified/Certificated/Administrative/School Psychologist & Confidential Employees Stipend for 2021-2022

- Assembly Bill (AB) 1200 requires local education agencies to publicly disclose the provisions of all collective bargaining agreements before entering into a written agreement. Government Code (G.C.) Section 3547.5 states:
 - “Before a public employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer . . .”
- The intention is to ensure that the public is aware of the known costs associated with a proposed collective bargaining agreement before it becomes binding on the district.
- Public Hearing was opened
- No input was given
- Public Hearing was closed

M.4. PUBLIC HEARING: Public Disclosure for Classified Retirement Compensation for 2021-2022

- Assembly Bill (AB) 1200 requires local education agencies to publicly disclose the provisions of all collective bargaining agreements before entering into a written agreement. Government Code (G.C.) Section 3547.5 states:
 - “Before a public employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer . . .”
- The intention is to ensure that the public is aware of the known costs associated with a proposed collective bargaining agreement before it becomes binding on the district.
- Public Hearing was opened
- No input was given
- Public Hearing was closed

M.5. PUBLIC HEARING: Memorandum of Understanding(s) and Tentative Agreements regarding LVTA 2020-2023 Contract

- Long Valley Teachers Association and Laytonville Unified School District agreed to the following pending analysis by the Mendocino County Office of Education:
- Public Hearing was opened

- No input was given
- Public Hearing was closed

M.6. Approval of Memorandum of Understanding(s) and Tentative Agreements regarding LVTA 2020-2023 Contract

- We have conducted Public Hearings regarding the Public Disclosure and the contents of the agreements. The district has reviewed the budget and budget projections and feel that the agreements are well deserved and feasible.
- **Motion** to approve the agreements with LVTA by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

M.7. PUBLIC HEARING: Memorandum of Understanding(s) and Tentative Agreements regarding Contract with CSEA Chapter 80 for 2021-2024

- The district has been meeting with CSEA Chapter 80 in bargaining both changes and agreements for the 2021-2024 contract. CSEA Chapter 80 and Laytonville Unified School District agreed to the following pending analysis by the Mendocino County Office of Education:
- Public Hearing was opened
- No input was given
- Public Hearing was closed

M.8. Approval of Memorandum of Understanding(s) and Tentative Agreements regarding Contract with CSEA Chapter 80 for 2021-2024

- We have conducted Public Hearings regarding the Public Disclosure and the contents of the agreements. The district has reviewed the budget and budget projections and feel that the agreements are well deserved and feasible.
- **Motion** to approve the agreements with CSEA by Erin Gamble, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

M.9. PUBLIC HEARING: Agreement regarding Administrative/School Psychologist & Confidential Employees Salary Schedules for 2022-2023 and Stipend for 2021-2022

- It is customary to increase the principal's, confidential employee's and school psychologist's salary schedules to reflect the same percentage as the agreed upon increase for certificated employees as well as the stipend they are receiving.
- Public Hearing was opened
- Stacey Patton said the teachers received a 3, 2, 1% increase but it says for the confidential salary schedule it is a 3% increase all the way across. Mrs. Potter said there are items that they don't have that certificated staff do have like professional development. The principal's salary schedule starts at 3% but then it goes to 1% at step 9. The school psychologist starts at 3% and then goes down to 1.5% steps 6 -15. There are no columns that they can move down on the salary schedule. They only have the opportunity to move across on the salary schedule. Stacey wanted to know what the A, B, C, D and E mean on the confidential salary schedule. Mrs. Potter said it is longevity and A is 10 years and then it goes up every 5 years after that. Stacey said thank you for clarifying that information.
- Public Hearing was closed

M.10. Approval of Administrative/School Psychologist & Confidential Employees Salary Schedules for 2022-2023 and Stipend for 2021-2022

- We have conducted Public Hearings regarding the Public Disclosure and the contents of the agreements. The district has reviewed the budget and budget projections and feel that the agreements are well deserved and feasible.
- **Motion** to approve the agreements with Administrative/School Psychologist & Confidential Employees by Mat Paradis, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

M.11. Resolution No. 625 for Education Protection Account Requirements

- “Pursuant to Article XIII, Section 36 of the California Constitution, school districts, county offices of education, and community college districts are required to determine how the money received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided that the governing board makes the spending determinations in an open session of a public meeting. The language in the constitutional amendment requires that funds shall not be used for the salaries or benefits of administrators or any other administrative costs... There is also a requirement that districts must annually post on its website an accounting of how much money was received from EPA and how that money was spent.” We have budgeted these funds to be used for teacher’s salaries.
- **Motion** to adopt Resolution No. 625 for Education Protection Account by Meagen Hedley, Seconded by Mat Paradis, unanimously approved with a 4-0 vote.

M.12. Resolution No. 626 and Resolution No. 627 for Classified Employee’s Week and Teacher Appreciation Day

- May is the traditional month for honoring school employees. The Governing Board has asked that we recognize the hard work, dedication and caring all staff provide to the students of our community.
- Resolution No. 626 recognizes our classified staff and declares the week of May 15th – 21st to be Classified Employees Week.
- Resolution No. 627 recognizes our teachers and declares the week of May 2nd – 6th as Teacher Appreciation Week and the day of Tuesday, May 11, 2022 as the Day of the Teacher in the Laytonville Unified School District.
- The School Site Councils, the Board and the community traditionally celebrate these days and honor our employees by providing a delightful buffet.
- **Motion** to adopt Resolution No. 626 recognizing Classified Employee’s Week and Resolution No. 627 recognizing Teacher Appreciation Day by Mat Paradis, seconded by Erin Gamble, unanimously approved with a 4-0 vote.

M.13. Resolution No. 628 for Specification of Election Order

- Education Code Section 5304 requires that Governing Boards order elections and identify the process for resolving the votes. Ed Code 5322 Specifies that Governing Boards deliver a resolution known as the “Specification of Elections Order” to the County

Superintendent and Ed Code 5340 requires that school board elections be consolidated with other elections in the County. The election timeline is list below:

- **Candidate Filing Dates:** July 18, 2022 – August 12, 2022
- **Sample Ballots Mailed Out:** September 9, 2022
- **Ballots Mailed Out:** October 10, 2022
- **Election:** November 8, 2022
- **Expiration of term:** December 11, 2026
- **Motion** to adopt Resolution No. 628 for the Specification of Election Order by Meagen Hedley, seconded by Erin Gamble, unanimously approved with a 4-0 vote.

M.14. Approval of 2022/2023 and 2023/2024 School Year Calendars

- Calendars were proposed for the 2022/2023 and 2023/2024 school years. The District Advisory Committee, Site Councils, Staff and parent representatives were involved in the calendar development process.
- **Motion** to approve the 2022/2023 and 2023/2024 school year calendars by Mat Paradis, seconded by Erin Gamble, unanimously approved with a 4-0 vote.

M.15. BP & AR 6020 for Title I Parent Involvement Policies, Second Reading/Approval

- At our meeting on March 3, 2022 the Board reviewed the Board Policy and Administrative Regulation 6020 for Title I Parent Involvement Policies. These policies were reviewed by Site Council and there were no suggested changes. The BP and AR were attached for a second reading.
- **Motion** to approve the BP & AR 6020 for Title I Parent Involvement Policies by Erin Gamble, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

M.16. School Level Parent Involvement Plan, Student/Parent Compact

- Our Board Policy and Administrative Regulations 6020 require that Title I schools have parent involvement policies and procedures, including school-parent compacts that participating parents and school staff agree to abide by. The Principals reviewed their policies and compacts.
- **Motion** to approve the school level policies and school/parent compacts with the changes presented and the understanding that they may be modified from time to time and reviewed by the Board on an annual basis by Erin Gamble, Seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

M.17. Annual Review: BP 6145 – Extra and Co-curricular Activities

- Education Code Section 35160.5 calls for an annual review of the District’s extracurricular polices. These are found in BP 6145 and AR 6145 which are attached. Both of these policies remain pertinent to the program. School sites are making efforts to ensure that everyone is aware of and adhering to these policies.
- Lorre said Site Council had a change to AR 6145. They added to the end of the sentence under Academic Progress, Item 2 “or an average of 2 on the 6-8 report card with no zeroes.”
- We will bring AR 6145 back to the May meeting for a second reading and approval with the suggested change

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: None

O. COMMENTS FROM THE BOARD: Meagen wanted to thank everyone for the work they've done on the contracts and thanks for everything that everybody does every day. Mat would like to echo the congratulations on wrapping up the negotiations. Erin said thank you to Joanie and everyone working with her.

P. ADJOURNMENT:

Motion to adjourn the meeting by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 4-0 vote. The meeting was adjourned at 7:26 p.m. The next regular meeting will be held on May 19, 2022.

Respectfully submitted,

Adopted as Final
May 19, 2022

Joan Viada Potter
Secretary to the Board

Calvin Harwood
President of the Board