

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF JUNE 23, 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 June 23, 2022. Board President Calvin Harwood called the meeting to order at 5:02 p.m.

**ROLL CALL:**

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

<b>CS-1: PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS</b> (Title: LHS Principal)	<b>CS-1</b>
<b>CS-2: PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT</b> (Title: LHS Principal)	<b>CS-2</b>

**D. ANNOUNCEMENTS FROM CLOSED SESSION:** Board President Calvin Harwood announced that on Closed Session Item 2: Public Employee Appointment/Employment the Board voted unanimously to approve the LHS Principal's contract as presented. 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 Erin Gamble, unanimously approved with a 3-0 vote.

**G. PUBLIC INPUT:** None

**H. ACTION: CONSENT AGENDA**

- **Motion** to accept the Consent Agenda by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 3-0 vote.

**I. DISCUSSION / ACTION ITEMS:**

**I.1. Approval of the 2022-2023 Local Control Accountability Plan (LCAP)**

- The 2022-2023 LCAP was presented at a Public Hearing on June 16, 2022. The plan has been finalized and was presented for Board adoption and approval.
- **Motion** to adopt the 2022-2023 Local Control Accountability Plan (LCAP) by Meagen Hedley, Seconded by Erin Gamble, unanimously approved with a 3-0 vote.

### I.2. Adoption of the 2022-2023 Budget

- The budget is based on the latest version of the LCFF calculator with lower enrollment/ADA projections
- Budget Highlights
  - LCFF revenue is down -\$59,850 primarily due to ADA no longer being held harmless because of Covid. As a result of declining enrollment we expect a drop of two bands at the High School -198,550. Supplemental & Concentration grants are up \$110,000 due to the increase in the unduplicated pupil count.
  - Federal revenues are up \$11,775 primarily due to one-time Covid related dollars.
  - State revenues are down -380,000. Some onetime funding that was picked up in 21/22 has been removed and will only be counted as it is spent causing a decrease in revenue of \$160,000; CTEIG carryover reduced -\$150,000; Kit. Funds grant +\$35,830; A-G grant +24,500; In-Person grant spend down -130,400.
  - Local revenue is up \$35,000. The primary factor causing this is a reallocation of SPED dollars that used to come in through federal funds are now allocated as Local.
  - Net effect is a \$441,000 decrease in revenue.
  - A major component of the budget continues to be employee costs and declining enrollment.
  - Increases in PERS costs of .73%. No increase to the cost of H/W benefits this year.
  - Encroachment by Special Education continues to increase as funding continues to decline.
  - Covid and Distance Learning have caused an influx of one time dollars that must be spent by 9/24. The MYP through 2025 looks strong but with a large increase to deficit spending in the out years. With declining enrollment we are projected to drop another band at the High School in 23/24. Due to the increasing unduplicated count, Supplemental/Concentration dollars will continue to increase slightly. We must be vigilant, and as always plan for the reduction of staff and services to offset decreased enrollment and unsustainable deficit spending.
  - We continue to maintain between a 4%-5% economic uncertainty reserve and a 6% stabilization agreement reserve for the next 3 years.
- **Motion** to adopt the proposed 2022-2023 Budget as amended by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 3-0 vote.

### I.3. Resolution No. 633 for Appropriating the Ending 2021/22 Balance to a Reserve

- Article XIII B of the California Constitution requires we appropriate our ending balance to our reserve account at the end of each school year. This resolution provides for the appropriation.
- **Motion** to adopt Resolution No. 633 for Appropriating the Ending 2021/22 Balance to a Reserve by Meagen Hedley, seconded by Erin Gamble, unanimously approved with a 3-0 vote.

### I.4. Resolution No. 634 for Authorizing Budgetary Transfers

- Education Code 42601 requires a resolution authorizing the County Superintendent of Schools to make transfers between expenditure classifications, and to balance expenditure

classifications as deemed necessary to permit payment of obligations of the District. Resolution No. 634 provides for this authorization.

- **Motion** to adopt Resolution No. 634 for Authorizing Budgetary Transfers by Meagen Hedley, seconded by Erin Gamble, unanimously approved with a 3-0 vote.

I.5. Resolution No. 635 for Permitting Fund Transfers by County Office

- In order for the County Superintendent of School to transfer funds to pay end of year obligations the Laytonville Unified School District Board of Trustees must approve a resolution permitting them to do so.
- **Motion** to approve Resolution No. 635 for Permitting Fund Transfers by County Office by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 5-0 vote.

I.6. Resolution No. 636 for Fund Transfers for Upcoming Fiscal Year

- In order for the Superintendent and Business Manager to make fund transfers during the 2022/23 school year the Board must pass a resolution authorizing them to do so.
- **Motion** to approve Resolution No. 636 for Fund Transfers for Upcoming Fiscal Year by Meagen Hedley, seconded by Erin Gamble, unanimously approved with a 3-0 vote.

I.7. Resolution No. 637 for Temporary Interfund Cash Transfers for Upcoming Fiscal Year

- This resolution authorizes the Superintendent and Business Manager to temporarily transfer funds to another fund or account of the District to pay obligations.
- Motion to approve Resolution No. 637 for Interfund Temporary Cash Transfers for Upcoming Fiscal Year by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 3-0 vote.

I.8. Resolution No. 638 for Establishing a Board Reserve for Economic Uncertainty Higher than the State Requirement

- Districts are required to adopt a resolution for establishing a reserve that is higher than the 5% economic uncertainty state requirement amount. CDE urges school districts to commit to maintaining “a prudent level of financial reserves to protect against the need to reduce services because of temporary revenue short falls or unpredicted expenditures”.
- **Motion** to adopt Resolution No. 638 for Establishing a Board Reserve for Economic Uncertainty Higher than the State Requirement with the change that the economic uncertainty reserve amount changes to 5% by Meagen Hedley, seconded by Erin Gamble, unanimously approved by a 3-0 vote.

I.9. ESSER III Safe Return to In Person Instruction Review and Update

- School districts receiving ESSER III funds are required to update their Safe Return to In Person Instruction every six months in order to stay current with CDPH, CDC and OSHA guidelines. The plan has been updated and is attached for your review. The updated plan will be posted to our website and shared with staff. The District provided an opportunity for the public to review and give input to the updated plan prior to posting on our website.

- **Motion** to approve to post the updated ESSER III Safe Return to In Person Instruction on to the District’s website by Erin Gamble, seconded by Meagen Hedley, unanimously approved by a 3-0 vote.

#### I.10. Adoption of Universal Prekindergarten (UPK) Planning and Implementation Grant

- LUSD will be receiving \$55,424 for the Universal Prekindergarten Planning and Implementation Grant to be applied to FISCAL YEAR 2021–2. These funds may be used for costs associated with creating or expanding California State Preschool Programs (CSPP) or TK programs, or to establish or strengthen partnerships with other providers of Pre-K education within the LEA, including Head Start programs, to ensure that high-quality Pre-K options are available for four-year-old children. Allowable costs include, but are not necessarily limited to, planning costs, hiring and recruitment costs, staff training and professional development, classroom materials, and supplies.
- EC Section 8281.5(c)(3)(B) requires each LEA receiving these funds to develop a plan articulating how all children in the attendance area of the LEA will have access to full-day learning programs the year before K that meet the needs of parents, including through partnerships with the LEA’s expanded learning offerings, the After School Education and Safety Program, CSPPs, Head Start programs, and other community-based early learning and care programs. LEAs must submit this plan for consideration by their governing board or body at a public meeting on, or before, June 30, 2022.
- Laytonville Unified School District, along with 10 other LEA’s from our county, created the plan as part of a county wide consortium. Mrs. Potter worked with other Superintendents and MCOE staff to create this county wide plan. Local districts have some variation in how they are implementing the plan depending on their size and need. Mrs. Potter outlined the specifics of the plan as they related to Laytonville.
- In addition, EC Section 8281.5(c)(3)(A) requires each LEA receiving this apportionment to provide program data to the CDE at the CDE’s request, including, but not limited to, recipient information, and to participate in overall program evaluation.
- **Motion** to adopt the Universal Prekindergarten (UPK) Planning and Implementation Grant by Meagen Hedley, seconded by Erin Gamble, unanimously approved with a 3-0 vote.

#### I.11. Approval of Local School Wellness Policy Triennial Assessment

- According to the USDA Final Rule, Local Educational Agencies (LEAs) must conduct a comprehensive assessment of the Local School Wellness Policy (LSWP) a minimum of once every three years, beginning no later than June 30, 2021. The June 30, 2021 date was extended to June 30, 2022 due to COVID. The Triennial Assessment requires LEAs to assess compliance with their LSWP and to make this assessment available to the public. The Triennial Assessment is comprised of four components:
  1. Comparison to a model LSWP
  2. Extent of compliance for all schools with the District LSWP
  3. Progress made in attaining the goals of the wellness policy
  4. Triennial Assessment report to the public

- Our District Advisory Committee serves as the representative group for receiving input and annually reviewing our policy. The triennial assessment includes input received over the past three years.
- Mrs. Potter reviewed the assessment.
- **Motion** to approve the Local School Wellness Policy Triennial Assessment by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 3-0 vote.
- **Motion** to approve BP 5030 Student Wellness Policy with the addition of the Nondiscrimination Statement by Meagen Hedley, seconded by Erin Gamble, unanimously approved with a 3-0 vote.

#### I.12. Approval of Purchase of New Playground Equipment

- The elementary school playground equipment has come to the end of its life in terms of being compliant with current health and safety requirements. It is also damaged beyond repair in some areas. The elementary school reviewed various components for what they would like to have included in a new play structure. The district has worked successfully with Miracle Play Systems in the past (most recently in the Kindergarten Yard and Spyrock School) and asked them to provide us with a proposal for a project. They provided various examples and we have decided on the attached design. Unfortunately, timelines for receiving the equipment are much longer than previously experienced. It is likely that the new equipment will not be installed before spring or summer break of 2023.
- **Motion** to approve the Purchase of New Playground Equipment by Mat Paradis, seconded by Erin Gamble, unanimously approved with a 3-0 vote.

#### I.13. Approval of Proposal with Cash Carpet Services

- We have slowly but surely been replacing all of the worn and aged carpets and tile flooring throughout the district. The flooring in the Dojo is cracked, broken and missing in various place and is in desperate need of replacing. Additionally some of the office spaces in the middle school classrooms need repairing as do various areas of the high school.
- **Motion** to approve the Proposal with Cash Carpet Services to replace flooring in various rooms throughout the district by Mat Paradis, seconded by Erin Gamble, unanimously approved with a 3-0 vote.

### **J. INFORMATION ITEMS:**

#### J.1. LCAP Present Local Indicators

- LCAP Present Local Indicators:
  - Priority One: Basic Services
  - Priority Two: Implementation of State Standards
  - Priority Three: Parental Involvement
  - Priority Six: School Climate
  - Priority Seven: Course Access
- LCFF statute requires that the CA Accountability System include standards for all LCFF priorities. However, state collected data is not available for every priority. For those

priorities without indicator data collected by the state, the State Boards has identified that data to be collected by the local education agency. The Local Indicators include: Priority One: Basic Services, Priority Two: Implementation of State Standards, Priority Three: Parental Involvement, Priority Six: School Climate and Priority Seven: Course Access.

- In order to meet the standard for the Local Indicators, LEAs must:
  1. Measure their progress using locally available information
  2. Report the results to the LEA's local governing board at a regularly scheduled public meeting during the same meeting where the LCAP and budget is adopted, and
  3. Upload and publicly report the results through the dashboard (typically in October).
- The 2022 LCAP Local Performance Indicator Self Reflection Report is an accounting of our current progress.

**K. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS:** Superintendent Joanie Potter would like to talk about Spyrock School including the water rights to the spring. Board Member Erin Gamble would like to discuss having more physical activities available to students at the High School and equipment to play on. He would also like to increase sports participation. He suggested to having alumni come and talk to the students and also have an alumni game to get everyone excited to play sports. High School Principal Tim Henry would like to bring Erin Gamble's idea to his next High School Site Council meeting.

**L. COMMENTS FROM THE BOARD:** Superintendent Joanie Potter thanked the Board for being a supportive and wonderful board. Board President Calvin Harwood thanked Joanie Potter for being here for us.

**M. ADJOURNMENT:**

**Motion** to adjourn the meeting by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 3-0 vote. The meeting was adjourned at 6:21 p.m. The next regular meeting will be held on August 4, 2022.

Respectfully submitted,

Adopted as Final  
August 4, 2022

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Bruce Peters  
Secretary to the Board

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Calvin Harwood  
President of the Board