

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF AUGUST 4, 2022**

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 4, 2022. Board President Calvin Harwood called the meeting to order at 5:00 pm.

ROLL CALL:

Trustees Present: Calvin Harwood, Meagen Hedley, & Erin Gamble

Administrators Present: Bruce Peters, Suzie Dunham and Tim Henry

Student Representative: None

B. PUBLIC INPUT re CLOSED SESSION ITEMS: None

C. CLOSED SESSION AGENDA:

CS-1: PUBLIC EMPLOYEE APPOINTMENT

CS-1

CS-2: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

CS-2

D. ANNOUNCEMENTS FROM CLOSED SESSION: Board President Calvin Harwood announced that on Closed Session Item 1, Public Employee Appointment, the Board voted unanimously to hire Priscilla Comer as 0.5 FTE Attendance Liaison and 0.5 FTE Native American Family Liaison, to hire Hailey Finnegan as Instructional Assistant, to hire Kristina Hamill as 5th/6th Teacher, to hire Cecelia Pooley Gillespie as 0.6 FTE K-12 Counselor, to hire Teresa Skinner as Preschool Teacher, and to hire Hailey Trahan as Instructional Assistant. On Closed Session Item 2, Public Employee Discipline/Dismissal/Release, the Board voted unanimously to accept Sarah Shelley's Resignation as Instructional Assistant effective July 29th, 2022. 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 Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 3-0 vote.

G. PUBLIC INPUT: None

H. REPORTS AND COMMENTS:

Superintendent's Report:

- Mr. Peters started his report by saying that he loves being here. Meeting the staff and kids that have been here for Summer School and meeting so many people in the community has been a really wonderful experience. He thanked the Board for entrusting him with

this job. He said it will be tough following Joanie because she knows a lot more than he does but she is always out there helping too. She was and still is very committed to this District and she has already been a great mentor to him. Mr. Peters has been trying to reach out to as many people as he can. He spoke with the union representatives and has been out to the Tribal Center twice. He attended a dinner celebrating the Native students a couple of weeks ago and it turned out great. There was a lot of good food and great decorations. He met a lot of people from the Tribe and some of the elders. A few days after that he met with the Tribal Leaders and it was a really great experience. They talked about transportation, attendance, and ways to engage the students and the community. He hopes to continue to meet with the Tribe on a regular basis. There are some new hires this year and we are still trying to fill a position in science at the High School. There are interviews tomorrow to fill a couple of classified positions. We are preparing for our staff development days that will be happening in a couple of weeks. School starts for students on the 18th. Mr. Peters has been working with Tim and Suzie on the plans for the beginning of school. A lot of maintenance projects happened over summer but they will be talked about later in the meeting tonight. Mr. Peters attended a Superintendent Workshop last week and met a lot of superintendents in the County. He made a lot of great connections and learned about a lot of resources available to us. Staffing and attendance is a problem all throughout the County. Overall it was a great meeting and there is a lot of experience in that group. Student safety is a big topic that we will talk about in the future. It wasn't just about COVID and health safety but also if there is a situation on campus or different drills and strategies that we will have in place to deal with different scenarios. He will share that information with the school and with parents once we have it. Student safety is a big goal that he has for this school year that probably isn't in the goals in the packet. There is still lots to do and he is trying to keep up with everything. He is still really enjoying being here.

The following reports were given:

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

I. ACTION: CONSENT AGENDA

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

J. INFORMATION ITEMS:

J.1. Facilities Report

- Don Alameida gave an update on the Kitchen Hood Replacement Project.

J.2. Summer School Report

- The LUSD Summer School program ran from June 21st to July 25th and focused on addressing learning gaps for our students and providing up to 9 hours of supervision daily. The program was paid for using ELOP funds. We had good participation in the

elementary school, 79 students, but of course would like to have had even higher numbers and more consistent attendance.

- The high school offered its Math Academy program and Independent Study which was focused on graduation requirements and credit recovery. Fifteen LHS students were taught math at the high school by Chris Wood. The Independent Study Recovery was overseen by Larry Cole who met one day per week with 23 students. The elementary summer school teachers were Gaia Reid, Stacy Patton, Konnie Hawkins and Casey Watkins. Misty Frost oversaw the preschool program for students ages 4 to 5 years old.
- Our extended care program continued until July 29th. It was managed similarly to our ASES program and was located in the Garden Room. Students enjoyed the activities and field trips. Students were able to visit the local Farmer's Market and the swimming pool in Willits, in addition to many daily fun activities such as water days and cooking classes. Many high school students assisted with the program and our food service department was great about supplying lunch for everyone each day.
- We again 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

- Our district maintenance crew has worked hard to improve facilities and deep clean all buildings. Here is a list of some of their accomplishments from this summer:
 - The elementary school office has been painted and new floors installed in the office and middle school buildings.
 - The high school office had flooring installed throughout the building.
 - We participated in an inspection of the underground diesel fuel tank and pump. There were a few changes that we will make to ensure we are in compliance with the inspector's recommendations.
 - Ongoing maintenance of all fields, grounds and irrigation systems.
 - Painting the exterior of the LHS gym.
 - Deep cleaning and sanitizing of all rooms.

J.4. Superintendent's Goals

- Mr. Peter's goals this year are to lead District efforts in reestablishing effective in-person learning and norms that were present prior to the pandemic. This will focus on many areas, such as attendance improvement, staff development and intervention. Being a new superintendent, I also intend to make a constant effort to connect with all members of the Laytonville community throughout my first year and beyond. Through these conversations, I hope to find my place within the learning community and refine my goals to improve LUSD any way I can.
- **Goals:**
 1. Staff Development focused on social and emotional learning, student achievement, positive behavior supports, and English Language Learner supports.
 2. Supporting and providing the appropriate training for new teaching staff members.
 3. Supporting and providing the appropriate training for new classified staff members

4. Curriculum and Instruction-working with staff to deliver high quality curriculum and adopting the best materials available to address learning needs.
5. Facilities
 - Complete projects, such as the new playground, LES kitchen hood and elementary parking lot
 - Research new funding opportunities for future building projects
 - Gather feedback from all LUSD stakeholders for new project ideas
6. Negotiations: Establish an effective and positive working relationship with both LVTA & CSEA
7. Financial Stability
 - Work closely with the Business Manager in accessing all available budgets to ensure that we are maximizing all funds while progressing on student learning goals and remaining fiscally sound as a district.
8. Leadership
 - Work with all School Staff in establishing strategies for improving attendance district wide.
 - Build on communication strategies and develop a plan for improving parental connections to LUSD, inform the community about our activities and promote special events.
 - 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.

J.5. Budget Update

- Revisions in Revenues and Expenditures to the adopted 2022/2023 LUSD Budget
- Since the board adopted the budget on June 27, 2022, 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 2022, the effect of the revenue changes on the adopted budget.
- LCFF base grant increase of 6.28%
- LCFF calculation amended to allow school districts to utilize the greater of current year, prior year, or the average of the most recent three prior years' ADA.
- Included in the State adopted budget is one-time funding for the following programs:
 - Learning Recovery Emergency Block Grant
 - Arts, Music and Instructional Materials Discretionary Block Grant
 - Literacy Coaches and Reading Specialists Grant Program (through MCOE)
- Home to School Transportation to be reimbursed for up to 60% of the prior year expenditures.
- Preschool and Transitional Kindergarten includes a 6.56% COLA increase.
- In a nut shell we can expect more funding, but do not yet know how much or what will be needed to receive it.
- Changes will be reflected at 1st interim.

J.6. Technology Plan

- Mrs. Dunham gave a summary of the Technology Plan.

K. ACTION:

K.1. Declaration of Need for Fully Qualified Teachers

- The 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 for employment 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 Erin Gamble, unanimously approved with a 3-0 vote.

K.2. Staff Development Plans for 2022/23

- Staff development days this year include:
- August 15th-17th, November 1, 2022, May 12th and June 9th, 2023 for Certificated Staff and August 16th and 17th, 2022 for Classified Instructional Staff.
- Many staff have participated in various staff development activities over the summer.
- Staff Development activities for 2022/2023 will focus on intervention strategies, social and emotional learning, student achievement, positive behavior supports, and English Language Learner supports.
- The following areas from our most recent LCAP will be integral to our plans throughout the year.
 - 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, 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 2022/23 Staff Development Plan by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 3-0 vote.

L. DISCUSSION / ACTION:

L.1. District Goal Setting

- 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 fully implement in-person instruction at the level seen in 2019. The District will continue to focus on the following goals while putting energy into the safety 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 through intervention opportunities, supplementary materials and evaluation of learning needs.
 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, Mr. Peters revised the Safe Return to School Guide for Staff and Students based on the most recent CDC, CDPH and Local Public Health guidelines. This document will be revised as new information from Mendocino County is available.
- **Motion** to approve the Safe Return to School Guide by Meagen Hedley, Seconded by Erin Gamble, unanimously approved with a 3-0 vote.

L.3. Local Biennial Review of Conflict of Interest Code BP 2300

- Public Reform Act of 1974 (Government code Section 87306.5) requires the school district to review its conflict of interest code biennially prior to October 1.
- The recommendation of the District is that no revision is necessary at this time.

L.4. Review of the LES Parking Lot Project Bids

- On Thursday, July 28th, LUSD opened sealed bids from area contractors interested in completing our parking lot project located across the street from LES. Three bids were received and opened via ZOOM link in the district office. The lowest bid was from Valley Paving, at an estimated cost of \$453,600 (base bid). The two other bids were significantly higher, at \$540,000 and \$658,000.
- **Motion** to approve the Valley Paving Bid by Meagen Hedley, seconded by Erin Gamble, unanimously approved with a 3-0 vote.

L.5. Approval of MCOE Interdistrict Transfer Form

- In an effort to make all interdistrict transfer requests consistent with current legal requirements, the Mendocino County Office of Education is requesting that districts agree to their recently updated policy and form for use by parents. This change will update our current interdistrict transfer form.
- The District recommended that we approve the agreement.
- **Motion** to approve the agreement with MCOE regarding interdistrict attendance by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 3-0 vote.

N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS: Calvin would like to talk about the Board Meeting start time and starting closed session later than 5:00 p.m.

O. COMMENTS FROM THE BOARD: None

P. 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 7:14 P.M. The next regular meeting will be held on September 8, 2022.

Respectfully submitted,

Adopted as Final
September 15, 2022

Bruce Peters
Secretary to the Board

Calvin Harwood
President of the Board