

**NICASIO SCHOOL DISTRICT
BOARD OF TRUSTEES**

MINUTES

~ ANNUAL MEETING ~

Thursday, December 3, 2015 5:00 PM

Nicasio School Library 5555 Nicasio Valley Road, Nicasio CA

1. **Call to Order** at 5pm
 - a. **Patriotic Moment** to reflect on the mass shooting in San Bernardino and in support of reasonable gun control
 - b. **Roll Call** In attendance: **Trustees Holly McArthur, Madeleine Sloane and Jason Snell;**
Also in attendance: Superintendent Tom Lohwasser, Principal Christy Stocker, Office Manager Mikki McIntyre, CBO Cheryl Robbins, MCOE Senior Director Kate Land and MCOE Superintendent Mary Jane Burke

2. **Approval and Adoption of Agenda**
Action: M/S: Snell/Sloane to approve and adopt the Agenda. **Vote: 3/0** Ayes: Snell, McArthur, Sloane; Noes: None

3. **Public Comment** *There was no public comment.*

4. **Reports & Announcements**
 - a. **Water System Update** *Discussion:* Holly reported having completed the necessary documents for getting into the queue for state technical support and funding to complete the water project. Until such changes are made, she noted, the system is state-approved to continue operating.
 - b. **Management Bulletin** *Discussion:* Cheryl presented her bulletin and provided an update on the status of the accountant search. She also suggested holding a Board workshop to identify the items the trustees would like on the agenda each month. On the subject of business services, MCPE Supt. Burke said a meeting has been scheduled for MCOE officials to meet with Principal Stocker to discuss continuation of business services. She explained that MCOE began providing business services to the District on a temporary basis when Shoreline Unified stepped down from that role, and that she intends to generate a proposal clarifying what the cost will be for MCOE to continue those services.
 - c. **Principal's Report** *CS presented her report, adding the following:*
 - i. Principal Stocker said she was pleased to finally translate all of the report cards so they are provided bilingually to all Spanish-speaking families.
 - ii. The District has had a significantly increased need for occupational therapy and psychologist services.
 - iii. There is an ongoing issue of problems with the exterior campus lights despite the fact that they were repaired last spring.
 - iv. The dress rehearsal of the middle school's play is taking place on Wednesday, Dec. 9th, and anyone so interested is welcome to attend. Local schools have been invited as well. Of special note, Principal Stocker added, is that Director

Monica Snell solicited the help of local musician Mike Duke, who has written some original songs for the show.

- d. **Superintendent's Report** *Supt. Lohwasser provided the following report:*
 - i. Supt. Lohwasser expressed his admiration for how much goes on at Nicasio School with such a small staff and student body.
 - ii. He encouraged incoming Trustee Michelle Rutledge to attend new board member orientations, and will forward her details about the Dec. 7th meeting.
- e. **Trustees' Report** *There was no report.*

5. Consent Agenda

- a. Approve Minutes: Nov. 5, 2015 Regular Meeting of Board of Trustees
- b. Ratify Warrants Paid: 10/29 – 11/17/2015
Action: M/S: Snell/Sloane to approve Consent Agenda. Vote: 3/0 Ayes: Snell, McArthur, Sloane; Noes: None

6. Business Services

- a. **Approve 2015-16 First Interim Budget Report** *Discussion:* Cheryl provided the report, explaining that the financial picture currently shows that the District is in deficit spending due to special education. She advised that that figure could go up or down, and also that the District is in declining enrollment. Overall, she noted the budget is in very good shape for a district of this size and she does not anticipate any significant changes in the budget.
Action: M/S: Snell/Sloane to approve 2015-16 First Interim Budget Report. Vote: 3/0 Ayes: Snell, McArthur, Sloane; Noes: None
- b. **Approve 2015-16 Budget Revision #2** *Discussion:* Kate explained that the revisions reflect the changes in the budget due to the salary settlement and the addition of special education expenses. It was requested that future SACS report pages be numbered for ease of reference during the Board meetings.
Action: M/S: Snell/Sloane to approve 2015-16 Budget Revision #2. Vote: 3/0 Ayes: Snell, McArthur, Sloane; Noes: None
- c. **Approve Marin County SELPA Agreement to Pay for Web-based Services**
Action: M/S: Snell/Sloane to approve Marin County SELPA Agreement to Pay for Web-based Services. Vote: 3/0 Ayes: Snell, McArthur, Sloane; Noes: None
- d. **Review Educator Effectiveness Funding Plan** *Discussion:* Supt. Lohwasser noted that most districts are using the funds for either technological or general staff development. Principal Stocker will present a plan at the next meeting for how the \$6,000 will be spent over the next two years. Supt. Lohwasser will provide her with a template for drafting that plan.

7. Personnel

- a. **Approve Proposal to Create New Classroom Instructional Assistant Position up to .75 FTE** *Discussion:* Principal Stocker explained that the new position is necessary to accommodate the identified needs of a special education student.
Action: M/S: Snell/Sloane to approve Proposal to Create New Classroom Instructional Assistant Position up to .75 FTE. Vote: 3/0 Ayes: Snell, McArthur, Sloane; Noes: None

8. Facilities

- a. **Approve Proposed MOU Between Nicasio School District and the Nicasio Volunteer Fire Department Regarding Storage, Use and Maintenance of Automated External Defibrillator** *Discussion:* Principal Stocker said that the MOU was revised based on recommendations from Keenan & Assoc, adding that Keenan provided valuable information about a new state law, SB 658 which simplifies requirements for the use of AED machines in schools.
Action: **M/S: Snell/Sloane** to approve MOU Between Nicasio School District and the Nicasio Volunteer Fire Department Regarding Storage, Use and Maintenance of Automated External Defibrillator. **Vote: 3/0** *Ayes:* Snell, McArthur, Sloane; *Noes:* None
- b. **Discuss Designation of District Agent to Oversee Water System Upgrade and Sign Documents Pertaining to the Funding Application** *Discussion:* Item tabled – topic was addressed previously.

9. Administrative/Organizational

- a. **Approve Application Timeframe and Enrollment Capacities for Interdistrict Attendance Requests into Nicasio School District for 2016-17** *Discussion:* Principal Stocker explained that existing Board policy requires interdistrict transfer (IDT) application windows to be established each December for the following school year. She said the proposed window of February 1 – April 15, 2016 will give parents adequate notice for meeting the submission deadline while providing the District sufficient time to make recommendations for the first pool of requests at the May board meeting. She added that any requests received after April 15th can be considered at the June Board meeting. On a related topic, she recommended that the Board hold a workshop to discuss the overall topic of IDTs and whether there is an ideal ration of resident students to non-resident students.
Action: **M/S: Snell/Sloane** to approve Application Timeframe and Enrollment Capacities for Interdistrict Attendance Requests into Nicasio School District for 2016-17. **Vote: 3/0** *Ayes:* Snell, McArthur, Sloane; *Noes:* None

10. **Governance** *Discussion:* MCOE Supt. Burke reflected on the hard work and services performed by Trustee McArthur on behalf of Nicasio School District during the past four years. She, along with Supt. Lohwasser, NSD trustees and other school officials, extended their appreciation to Trustee Mcarthur and presented her with farewell gifts.

- a. Oath of Office administered by MCOE Supt. Burke to Michelle Rutledge
- b. Annual Organizational Meeting of the Board of Trustees in Accordance with Education Code #35143
 - i. **Election of Officers to the Board of Trustees**
Action: **M/S: Snell/Sloane** to elect the following Board officers: Jason Snell as President; Madeleine Sloane as Clerk; and Michelle Rutledge as Trustee Representative to the Marin County School Board Association **Vote: 3/0** *Ayes:* Snell, Rutledge, Sloane; *Noes:* None
 - ii. **Establish Regular Board of Trustees Meeting Schedule**
Action: **M/S: Snell/Sloane** to establish the Establish Regular Board of Trustees Meeting Schedule as follows: the first Thursday of the month at 5pm **Vote: 3/0** *Ayes:* Snell, Rutledge, Sloane; *Noes:* None

11. Conclusion

a. Agenda Planning

i. February:

1. SARC Report
2. Educator Effectiveness Plan
3. Prop 39 Projects
4. Board Approval for Hire a Classroom Aide
5. Consolidated Application Part 1 and 2

ii. Workshop to Discuss IDTs

iii. Each December: Update on Water System Upgrade

b. Adjournment

Action: **M/S: Snell/Sloane** to adjourn meeting at 6:15pm **Vote: 3/0** Ayes: Snell, Rutledge, Sloane; Noes: None

Respectfully Submitted,

Mikki McIntyre

Unadopted Adopted

Madeleine Sloane, Clerk