

**NICASIO SCHOOL DISTRICT  
BOARD OF TRUSTEES**

**MINUTES**

~ Regular Meeting ~

Thursday, February 4, 2016 5:00 PM

Nicasio School Library 5555 Nicasio Valley Road, Nicasio CA

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**1. Call to Order**

- a. **Patriotic Moment** in recognition of President's Day and all of the nation's great leaders, past and future.
  
- b. **Roll Call** In attendance: **Trustees Michelle Rutledge, Jason Snell and Madeleine Sloane**  
*Also in attendance: Superintendent Tom Lohwasser, Principal Christy Stocker, Office Manager Mikki McIntyre and Chief Business Officer Cheryl Robbins*

**2. Approval and Adoption of Agenda**

Action: **M/S: Sloane/Rutledge** to approve agenda **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

**1. Public Comment**

- o Nicasio School Foundation (NSF) Treasurer Laura Skapik provided an update regarding fundraising efforts for the 2015-16 school year. She reported that activities such as the SF Giants Game Night, Family Movie Night, Walkathon, grants, community donations, family giving and e-scrip have netted approximately \$25K, which brings NSF halfway to its \$50K fundraising goal for the year.

Laura said a kick-off meeting will be held February 8<sup>th</sup> to begin planning for NSF's big fundraiser of the year – the dinner dance. She said the event has been moved back a week this year (to May 14<sup>th</sup>) so as not to conflict with other local fundraising events, and that the theme and venue for the event have yet to be finalized. Laura said more information about the event will be coming soon.

Both Laura and the NSD governing team agreed on the importance of specific and tailored outreach to individuals who have made large donations in the past. On the topic of merchant donations, Trustee Rutledge recommended a computer program that prompts buyers to use e-scrip when making purchases from a multitude of participating online retailers. Finally, Laura noted that NSF's inaugural Movie Night in the fall took a lot of time and energy to execute, but it gave families the chance to get together and everyone appeared to have a good time. Principal Stocker praised Movie Night as a good community event and suggested it be continued.

**3. Reports & Announcements**

- a. **Water System Update** Holly McArthur reported that she received a quote from Jerry & Don Yager's Pump & Well in January for the water system upgrade project including new filters, relocating equipment, a new structure to house equipment, and trenching,

for an approximate total of \$30K. The next steps would be submittal of documents to the state and a Board resolution to authorize the project. She advised that the District cannot initiate the project and get reimbursed by the state later, but rather the funding request process with the state must begin anew. Holly inquired whether the Board might consider private financing. Supt. Lohwasser recommended that the Board move forward with the process of pursuing state funding. He said a Board resolution showing intent to pursue the improvement will likely prompt a letter of commitment from the state. The Board directed Holly to prepare the resolution for Board approval and asked CBO Cheryl Robbins to help Holly with the state-required documents.

- b. **Management Bulletin** Cheryl Robbins reported that the District Financial Specialist position has been filled by Angelique Borges, and that Margie Bernardi, retired school district CBO, is providing mentoring. Cheryl and Angelique will attend the 2016 Quintessential School Systems (QSS) Users Group Annual Conference in Sacramento at the end of February.
- c. **Principal's Report** Principal Stocker presented her written report, and added:
  - o She added that the design for a plaque commemorating the school board, builders and contractors involved when the campus was built in 2002 has been designed and submitted for fabrication. Brenda and John Newcomb are funding the plaque and will install it on the outer wall of the MPR foyer.
  - o Trustee Snell thanked Principal Stocker for her report. He added that he is aware that next year's Winter Holiday Program will be "The Wizard of Oz" and that Monica Snell has already had students begin crafting the show's props in art class.
- d. **Superintendent's Report** Supt. Lohwasser reported the following:
  - o As of January 1, 2016, a new state requires that students entering school be immunized unless they have a medical condition, he said, adding that personal belief waivers will no longer be granted.
  - o Supt. Lohwasser noted that Governor Brown's budget will not significantly benefit NSD due the fact that it is a community-funded district.
  - o At the JLAC Legislative Action Day on Jan. 21<sup>st</sup>, he said, the high school students from Marin spent 45 minutes with the governor.
  - o He also discussed upcoming mandated workshops for trustees, including sexual harassment prevention training.
- e. **Trustees' Report:**
  - o Trustee Snell inquired whether the topic of after-hours security has been explored. Principal Stocker responded that there haven't been enough incidents to warrant additional security measures.

#### 4. **Consent Agenda**

- a. Approval of Minutes: Dec 3 2015 Annual Meeting of Board of Trustees
- b. Ratify Warrants Paid: 11/18/2015 – 1/27/2016
- c. Quarterly Report on Williams Uniform Complaints (*Oct-Dec 2015*)
- d. Approval of Interdistrict Transfer (IDT) Request Out of NSD for 2015-16
  - o IDTX: #15-16-08

*Action:* **M/S: Sloane/Rutledge** to approve consent agenda. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

## 5. Business Services

a. **Approve Memorandum of Understanding Between Marin County Office of Education and Nicasio School District Regarding Business Services through January 29, 2016**

*Discussion:* Principal Stocker said it was explained to her by Kate Lane that while there are prorated fees for planned transitions through January 2016, MCOE will continue to provide support and training for both the accounting specialist and the CBO at no additional charge.

*Action:* **M/S: Snell/Sloane** to approve Memorandum of Understanding Between Marin County Office of Education and Nicasio School District Regarding Business Services through January 29, 2016. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

b. **Acceptance and Approval of 2014-15 Audit Report**

*Action:* **M/S: Sloane/Rutledge** to Accept and Approve 2014-15 Audit Report **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

c. **Review Educator Effectiveness Funding Plan** *Discussion:* Principal Stocker explained that the expenses have been identified for the various elements of the plan. She noted that the grant funds will not cover the cost of the items completely, but will be put towards those expenses. The plan will be placed on the agenda for approval at the next regular Board meeting.

d. **Approval of 2014-15 School Accountability Report Card (SARC)** *Discussion:* Principal Stocker explained that while some data is preloaded through reports made by schools to the state, some areas require manual correction due to Nicasio School's multi-grade classroom configurations. She said that the school is not using state adopted materials for English-Language Arts (ELA) classes because the state has not yet approved new curricula. In the meantime, she noted, the school has been piloting Common Core materials that are nationally recognized until California provides an approved list. Trustee Rutledge questioned the accuracy of data listed under *CST Science*. Principal Stocker said she will check the percentages of proficiency in science for accuracy. *Action:* **M/S: Sloane/Rutledge** to Accept and Approve 2014-15 SARC, subject to review and revision of percentages regarding proficiency in science as noted. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

e. **Approve 2015-16 Marin County Annual Statement of Investment Policy**

*Action:* **M/S: Sloane/Rutledge** to Approve 2015-16 Marin County Annual Statement of Investment Policy **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

## 6. Facility

a. **Update Regarding Prop. 39 Clean Energy Project Expenditures** Principal Stocker reported that this project has not been a top priority, but progress is being made, adding that she has confirmed that there is still plenty of time before the project needs to be completed. She said she is currently awaiting quotes for new thermostats and replacement of hot water tanks, noting that there are only two tanks on campus that

would be worth replacing. She said she would like to update the thermostats with remote technology so that they each don't have to be physically reset after every power outage and can be reset from off-site as needed during vacation weeks. Cheryl said she will check with PG&E contacts regarding possible grants that can be secured in addition to the Prop. 39 funds. Supt. Lohwasser added that the county coordinator for Prop. 39 is very resourceful and passionate both about the environment and saving money.

**7. Correspondence**

- a. Positive Certification of First Interim Budget Report, Terena Mares, MCOE Deputy Superintendent, January 15, 2016
- b. Update of Nicasio Community Broadband, Eric Blantz, Nicasio Land Owners Association, January 30, 2016

**8. Conclusion**

- a. Agenda Planning
  - o Golden Bell Nominations
  - o Approval of Educator Effectiveness Plan
  - o NTA Collective Bargaining Notice
  - o Prop 39 Proposals
  - o Certificated Substitute Rate Increase
  - o Annual Calendar 2016-17
  - o Second Interim Report
  - o Budget Revision
  - o Water System Upgrade Resolution
  
- b. **Adjournment**  
Action ***Sloane/Rutledge*** to adjourn meeting at 6:36pm **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

**Respectfully Submitted,**

***Mikki McIntyre***

Unadopted     Adopted

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**Madeleine Sloane, Clerk**