

**NICASIO SCHOOL DISTRICT
BOARD OF TRUSTEES**

MINUTES

~ Regular Meeting ~

Thursday, March 31, 2016 5:00 PM

Nicasio School Library 5555 Nicasio Valley Road, Nicasio CA

1. **Call to Order** at
 - a. **Patriotic Moment** was observed in honor of the late First Lady Nancy Reagan, and in recognition of the presidential race which is causing people to pay attention.
 - b. **Roll Call** In attendance: **Trustees Michelle Rutledge and Jason Snell** Late arrival: **Trustee Madeleine Sloane** Also in attendance: **Superintendent Tom Lohwasser, Principal Christy Stocker, Office Manager Mikki McIntyre and Chief Business Official Cheryl Robbins**
2. **Approval and Adoption of Agenda**
Action: **M/S: Rutledge/Snell** to approve agenda. **Vote: 2/0** Ayes: Rutledge, Snell; Noes: None
3. **Reports & Announcements**
 - a. **Principal's Report** *Principal Stocker provided her written report, adding the following:*
 - i. The last power surge at the school permanently disabled one of the two motherboards for the school's phone system. A technician from Sound & Signal was successful in restoring the system, but had to find a replacement component on E-Bay since the school's phone equipment is obsolete. Principal Stocker advised that the District may soon have to consider upgrading the outdated system.
 - ii. Trustee Snell thanked Principal Stocker for her summarizations of the parent and student surveys.
4. **Public Comment** (*Note: This item, originally #3 on the agenda, was re-organized to await the arrival of Trustee Sloane.*)
 - a. Parent Sharron Drake presented the Board with a proposal to "Rescind Inter-district Attendance BP/AR 5117/Rescind the Parent-Student Handbook 2015-16: Admission and Interdistrict Attendance". Supt. Lohwasser requested a copy of the proposal and said he would provide a response.
5. **Reports & Announcements** (*continued*)
 - b. **Superintendent's Report**
 - i. Supt. Lohwasser said that after an extensive search in which he participated, Shoreline Unified SD is very close to finalizing an agreement with a new superintendent.
 - ii. Despite no Nicasio School District (NSD) trustees attending the Senator Huffman event next week, he will attend as a representative of Dixie SD as well as NSD.

- iii. Dixie SD will show "Screenagers" on May 3rd at Terra Linda High School's new theater. Supt. Lohwasser invited any interested Nicasio School parents, students or staff members to attend.

c. **Trustees' Report** *There was no report.*

6. Consent Agenda

a. **Approval of Minutes:** Mar 3, 2016 Regular Meeting of Board of Trustees

b. **Ratify Warrants Paid:** 2/2 -3/23/2016

c. **Quarterly Report on Williams Uniform Complaints (Jan-Mar 2016)**

A trustee noted a typo in the minutes and requested deletion of the word "none" following the vote of "2 ayes/1 no" on the 2016-17 Calendar item.

Action: **M/S: Sloane/Rutledge** to approve Consent Agenda with correction to the minutes as noted. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; *Noes:* None

7. Business Services

a. **Approve Budget Revisions** Sloane/Rutledge. *Discussion:* CBO Robbins summarized the revenue and expenditure differences since the 2015-16 budget adoption.

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

b. **Approve Second Interim Budget Report** *Discussion:* CBO Robbins provided an overview of the second interim budget projection for the current and subsequent two years. Currently, there is a budget reserve of \$135,219, she said, however, the multiyear projection shows consistent deficit spending and a decrease in the fund ending balance to \$90,209 by 2017-18, with no reserve. Principal Stocker said the primary reason for the deficit is an increase in costs for business services and special education. Supt. Lohwasser noted that those expenses had been forecasted, but not budgeted until now. Principal Stocker recommended that the trustees hold a workshop to discuss staffing and the budget. Trustee Snell concurred, noting that the budget news is not good. CBO Robbins said that for the current year, the district is meeting the reserve and it is a positive budget.

Action: **M/S: Sloane/Rutledge** to approve **Second Interim Budget Report** with corrections to typos in the report as noted. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; *Noes:* None

c. **Approve Selection of Independent Auditor for 2015-16 School Year** *Discussion:* CBO Robbins recommended approval of Stephen Roatch for the 2015-16 audit. Supt. Lohwasser said the cost is customarily based on average daily attendance.

Action: **M/S: Sloane/Rutledge** to approve Stephen Roatch Accountancy Corp. as Independent Auditor for the 2015-16 School Year. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; *Noes:* None

d. **Approve 2015-16 Certificate of Signatures for Commercial Warrants and Payroll Warrants**

Action: **M/S: Sloane/Rutledge** to approve 2015-16 Certificate of Signatures for Commercial Warrants and Payroll Warrants **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; *Noes:* None

8. Administrative/Governance

- a. **Results of 2015-16 Annual School Survey** *Information* Principal Stocker presented a summary of the annual survey of parents, students and former students. She explained that she will review the data with the entire staff and collaborate on ideas for addressing some of the issues raised in the survey. She added that as part of the LCAP requirement, she will also bring in a group of parents and community members to discuss goals of the District and whether those goals are being met.
- b. **Approve Revision of Administrative Regulations for Interdistrict Attendance Policy – AR 5117** *Discussion:* Principal Stocker explained that the intention of the revision is to give the Board authority to make an exception to the grade level capacities for purposes of interdistrict transfer (IDT) renewals. Supt. Lohwasser noted a request from members of the public to rescind AR5117. He added that he would support making the revision to AR5117 now because it would protect more students who are currently enrolled.
Action: **M/S: Sloane/Rutledge** to approve Revision of Administrative Regulations for Interdistrict Attendance Policy – AR 5117 **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

9. Personnel

- a. **Approve 2015-16 Services Agreement Between NSD and the Marin County Office of Education (MCOE) for Superintendent Services**
Action: **M/S: Sloane/Rutledge** to approve 2015-16 Services Agreement between NSD and MCOE for Superintendent Services **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
- b. **Approve MOU between NSD and Bolinas-Stinson USD and Angelique Borges for (part time) District Financial Specialist Services** *Discussion:* There was discussion about the fact that the term of the proposed MOU runs through June 30, 2017, while NSD employee contracts normally terminate at the end of each school year. The trustees expressed concern about approving a multi-year contract when the District is facing such budget problems. Principal Stocker said she was told the Bolinas-Stinson USD drafted the contract term to match that of the new CBO. Supt. Lohwasser said he would like to review the history of the District's business services.
No action was taken. Supt. Lohwasser advised that he item be tabled until he can contact Bolinas-Stinson USD Supt. John Carroll to discuss.
- c. **Approve NSD/Bay Area Community Resources (BACR) Master Contract for 2015-16 for Counseling Services Related to Special Education** *Discussion:* Principal Stocker explained that the District already used up the 12 days of school psychologist services it purchased from MCOE this year, and subsequently had to search for additional resources to support the Special Ed. Program.
Action: **M/S: Sloane/Rutledge** to approve Nicasio School District/Bay Area Community Resources Master Contract for 2015-16 for Counseling Services Related to Special Education **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

- d. **Approve MOU between NSD and Dixie SD for 2015-16 School Psychologist Assessments Related to Special Education** *Discussion:* Principal Stocker said the need arose for an additional initial student psych assessment after the BACR arrangements were already in place. She added that the Dixie SD psychologist was highly recommended by NSD's current provider. Supt. Lohwasser said the psychologist is providing the service as a favor to NSD at a very reasonable price.
Action: **M/S: Sloane/Rutledge** to approve MOU between NSD and Dixie SD for 2015-16 School Psychologist Assessments Related to Special Education **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; *Noes:* None

- e. **Approve Hiring of Annadel Dong as Part-Time 1:1 Behavioral Assistant up to .75 FTE**
Action: **M/S: Sloane/Rutledge** to approve Hiring of Annadel Dong as Part-Time 1:1 Behavioral Assistant up to .75 FTE **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; *Noes:* None

10. **Conclusion**

- a. **Agenda Planning**
 - i. Revised MOU between NSD and Bolinas-Stinson Union SD and Angelique Borges for (part time) District Financial Specialist Services
 - ii. Comparison of previous arrangements for Business Services
 - iii. Analysis of increase in Special Education Services over the past three years
 - iv. Enrollment projections for 2016-17
 - v. Interdistrict transfer requests for 2016-17
 - vi. NSD contract proposal for sunshining with Nicasio Teachers Association
 - vii. Board workshop regarding budget

- b. **Adjournment**
Action **Sloane/Rutledge** to adjourn meeting at 6:39pm **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; *Noes:* None

Respectfully Submitted, **Mikki McIntyre**

Unadopted Adopted

Madeleine Sloane, Clerk