

**NICASIO SCHOOL DISTRICT
BOARD OF TRUSTEES**

MINUTES

~ ANNUAL MEETING and SPECIAL MEETING ~

Wednesday, December 7, 2016 5:00 PM

Nicasio School Library 5555 Nicasio Valley Road, Nicasio CA

1. Initial Matters

- a. **Call to Order** at 5pm to open the Special Meeting and the Annual Meeting
 - i. **Roll Call** In attendance: **Trustees Michelle Rutledge, Madeleine Sloane and Jason Snell. Also in attendance: Superintendent Tom Lohwasser, Interim Principal Don Armstrong, Office Manager Mikki McIntyre and Interim Business Official Margie Bonardi**
- b. **Approval of Closed Session Agenda**
Action: M/S: Sloane/Rutledge to approve and adopt Annual Meeting Closed Session agenda. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

2. Closed Session

- a. The following closed session item is listed below in compliance with Government Code Section 54954.2 and 54954.5 of the Brown Act.
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Gov. Code §54956.9(d)(2) or (d)(3).
Number of Potential Cases: One
- b. **Public Comment on Items on the Closed Session Agenda** *There was no public comment.*
- c. **Recess to Closed Session**

3. Reconvene to Open Session at 5:50pm and resume both meetings.

4. Open Session

- a. **Patriotic Moment** observed in memory of Pearl Harbor and in honor of the first Japanese official to visit Pearl Harbor (with President Obama)
- b. **Report Out** *There was no reportable action in Closed Session.*
- c. **Approval and Adoption of Special Meeting Agenda**
Action: M/S: Sloane/Rutledge to approve and adopt Special Meeting agenda **Vote: 3/0**
Ayes: Rutledge, Sloane, Snell; Noes: None

5. Special Meeting Public Comment *There was no public comment.*

6. Special Meeting Open Session

- a. **Discuss/Establish Timeframe for Determining Classroom Configurations/Capacity Limits for 2017-18** *Discussion:* Supt. Lohwasser advised the Board to take little more time to determine classroom configurations and capacity limits due to the current

changes in personnel. He recommended that the Board follow past practice and make those determinations at the Board meeting in late March.

Action: Approval of this item was made in combination with Special Meeting Open Session agenda item #3b.

b. **Discuss/Determine Timeframe for Considering Interdistrict Transfer Requests for 2017-18**

Action: **M/S: Sloane/Rutledge** establish the window of February 1 - April 15, 2017 for receiving interdistrict transfer requests for 2017-18; and to determine classroom configurations and capacity limits at the March 30, 2017 Board meeting. **Vote: 3/0**
Ayes: Rutledge, Sloane, Snell; Noes: None

7. **Special Meeting Adjournment**

Action: **M/S: Rutledge/Snell** to close Special Meeting. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

8. **Resume Annual Meeting Open Session Agenda**

Action: **M/S: Sloane/Rutledge** to approve Annual Meeting Open Session agenda **3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

9. **Annual Meeting Open Session Public Comment** *There was no public comment.*

10. **Consent Agenda**

- a. **Approval of Minutes** November 3, 2016 Regular Meeting of Board of Trustees
- b. **Ratify Warrants Paid** 10/27/16 - 11/30/16
- c. **Approval of Marin County Board of Education Arts Education Resolution #903**
Discussion: Supt. Lohwasser noted that the resolution affirms the District's support of arts education.
Action: **M/S: MS/MR** to approve consent agenda. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

11. **Reports & Announcements**

- a. **Water System Update** *Trustee Jason Snell read aloud a report from Holly McArthur, who was unable to attend the meeting.*
- b. **Principal's Report** *Interim Principal Don Armstrong provided his written report.*
- c. **Superintendent's Report** **Supt. Lohwasser reported the following:**
 - i. Supt. Lohwasser said that he, Mikki McIntyre and Colin Williams attended the MERA emergency radio training at the Marin County Office of Emergency Services on December 6th.
 - ii. He said he would like to move the 2017-18 annual calendar along, and requested it be added to agenda planning.
- d. **Trustees' Report** *There was no report.*

12. **Business Services**

- a. **Approve 2016-17 Budget Revision #2** *Discussion:* Trustee Snell expressed appreciation for the fact that most of the budget changes were minor.
Action: **M/S: Rutledge/Snell** to approve 2016-17 Budget Revision #2. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

- b. **Approve 2016-17 First Interim Budget Report** *Discussion:* Interim CBO Margie Bonardi provided a PowerPoint presentation of the First Interim Budget Report. She noted that most of the District's Federal money is used for special education, adding that property taxes fund 69% of the overall budget. Margie said salary expenses are currently lower than normal because there are several positions being filled through contract services. Technically, she said, the District is not really deficit spending, adding that budget is very healthy. Margie noted that a .6FTE principal position and .4FTE chief business official positions are budgeted for the next two years, which will spend down the budget somewhat, but the reserve will still hold. She added that although the third year spending will be significant, the reserve will still be met. Supt. Lohwasser and Trustee Snell thanked Margie for a clear and thorough presentation.
- Action:* **M/S: Sloane/Rutledge** to approve 2016-17 First Interim Budget Report. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

13. Personnel

- a. **Principal Vacancy Update** *Information:* Supt. Lohwasser said he has received four inquiries and two formal applications for the principal vacancy. He said he will follow up with the two current applicants.
- b. **Consider Approval of Tentative Agreement Between Nicasio School District and the Nicasio Teachers' Association** *Discussion:* Supt. Lohwasser explained that he now feels sufficient confidence in the budget such that the District will be in good shape should the Board approve the agreement. Margie Bonardi said the entire the agreement totals approximately \$8000 per year. Trustee Sloane said she would not want the Board to be in the position of giving up the benefits cap. Margie clarified that the agreement is not waiving the benefits cap, but rather it is determining the cap for dental, vision and health for 2016-17 and 2017-18.
- Action:* **M/S: Sloane/Rutledge** to Approval of Tentative Agreement Between Nicasio School District and the Nicasio Teachers' Association **Vote: 3/0** Ayes: Snell, Rutledge, Sloane; Noes: None

14. Governance

- a. **Annual Organization Meeting of the Board of Trustees** in Accordance with Education Code #35143
- i. **Election of Officers to the Board of Trustees**
Action: **M/S: Sloane/Rutledge** 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** *Discussion:* Supt. Lohwasser requested that the proposed Board calendar be put on agenda planning.
Action: **M/S: Sloane/Rutledge** to continue the current schedule of the Regular Board of Trustees meetings on the first Thursday of each month (with a few exceptions as indicated on the schedule) at 5pm. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

15. Correspondence

- a. *Re:* NCR Matching Grant Request Approval, Ron Martin, JPA Manager, Northern California Regional Liability Excess Fund, October 20, 2016

16. Conclusion

a. **Agenda Planning**

- i. The next meeting is February 2, 2017
- ii. AB1200
- iii. Board calendar
- iv. Annual school calendar
- v. Water system update

b. **Other Business**

- i. The trustees expressed appreciation to Interim Principal Armstrong for his assistance.

c. **Adjournment**

Action: **M/S: Sloane/Rutledge** to adjourn meeting at 6:36pm. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; *Noes:* None

Respectfully Submitted, Mikki McIntyre

Unadopted Adopted

Madeleine Sloane, Clerk