

**.NICASIO SCHOOL DISTRICT
BOARD OF TRUSTEES**

MINUTES

~ ANNUAL MEETING ~

Thursday, December 7, 2017 5 PM

Nicasio School Library 5555 Nicasio Valley Road, Nicasio CA

1. Initial Matters

- a. **Call to Order** at 5:05pm
- b. In attendance: **Trustees Madeleine Sloane, Michelle Rutledge**. Absent: **Jason Snell** *Also in attendance: Superintendent Nancy Neu, Principal Barbara Snekkevik, Chief Business Official Margie Bonardi and Office Manager Mikki McIntyre*

2. Open Session Agenda

- a. **Patriotic Moment** expressing hope for the future of our nation
- b. **Approval and Adoption of Open Session Agenda**
Action: M/S: Rutledge/Sloane to approve and adopt Open Session Agenda **Vote: 2/0** Ayes: Rutledge, Sloane; Noes: None; Absent: Snell

3. Public Comment *There was no public comment*

4. 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** *Discussion:* Trustee Rutledge said she would like to have a year to prepare before possibly becoming the sole remaining trustee (of the current governing Board) by the end of 2018, and thus volunteered to step up as president. In the interest of public disclosure, she added that there is a chance her daughter will be leaving the school, but she is willing to remain on the Board regardless.
Action: M/S: Rutledge/Sloane to elect the following Board officers: Michelle Rutledge as President; Madeleine Sloane as Clerk; and Jason Snell as Trustee Representative to the Marin County School Board Association **Vote: 2/0** Ayes: Rutledge, Sloane; Noes: None
 - ii. **Establish Regular Board of Trustees Meeting Schedule**
Action: M/S: Rutledge/Sloane to re-affirm the existing 2017-18 schedule that was previously approved by the Board (meetings are held at 5pm on the first Thursday of each month - with a few exceptions as indicated on the schedule) , and to establish the 2018-19 schedule in June, 2018. **Vote: 2/0** Ayes: Rutledge, Sloane; Noes: None

5. Consent Agenda

- a. **Approval of Minutes:** November 2, 2017 Regular Meeting of Board of Trustees
- b. **Ratify Warrants Paid:** Nov. 13-22, 2017

Action: **M/S: Rutledge/Sloane** to approve Consent Agenda **Vote: 2/0** Ayes: Rutledge, Sloane; Noes: None; Absent: Snell

6. Reports & Announcements

- a. **Foundation Update** *There was no report.*
- b. **Principal's Report** *Principal Snekkevik provided her report.*
- c. **Superintendent's Report** *Supt. Neu reported the following:*
- d. Supt. Neu said she attended the recent intruder drill on campus and that the staff did an outstanding job. She said the recent active shooter training at the Marin County Sheriff's office provided valuable insights and suggestions for additional precautions and actions which the District has added to its protocols.
- e. **Trustees' Report** Trustee Sloane reported that she received notice that the county is contributing \$6900 to the Nicasio Volunteer Fire Dept. towards the drawing of plans for the new emergency generator. On a related note, Supt. Neu noted that she has been in contact with Kirby Wilcox and Luke McCann about the generator, and they will all meet to conduct a site visit during the week of Dec. 12. She said the latest estimate is that the project will likely extend into next year, and that it will require approval by the Bay Area Air Quality Control Board.

7. Business Services

- a. **Approve 2017-18 First Interim Budget Report** *Discussion:* CBO Margie Bonardi presented her report to the Board. Among the budget revisions, she noted 1) a \$9718 reduction in projected property tax revenues; 2) an increase of \$21,600 in certificated salaries for a long-term substitute assignment; 3) an increase of \$8839 in special education costs; and 4) adjustments to actual salary contracts and projected cost changes to existing contracts. Margie said the District will be significantly impacted by salary increases and increases in STRS and PERS costs in the coming years. She added that the District could save on business services expenses by partnering with another district that could take on NSD as a special assignment. She also said the District is spending approximately \$224,000 for special education. Despite keeping an additional reserve for special education and other expenses, the District is deficit spending and tapping into its reserve, Margie noted. She advised that the Board schedule a workshop in the spring to examine the budget deficit issues. Supt. Neu concurred on the need for a spring workshop and said she can arrange to bring in a facilitator for the meeting.
Action: **M/S: Rutledge/Sloane** to approve First Interim Budget Report **Vote: 2/0** Ayes: Rutledge, Sloane; Noes: None; Absent: Snell
- b. **Approve Form J-13 A Request for Allowance of Attendance Because of Emergency Conditions**
Action: **M/S: Rutledge/Sloane** to approve Form J-13 A Request for Allowance of Attendance Because of Emergency Conditions **Vote: 2/0** Ayes: Rutledge, Sloane; Noes: None; Absent: Snell

- c. **Approve 2017-18 Master Contract with Emerald Behavior and Education Specialists, LLC for Student Behavioral Services**
Action: M/S: Rutledge/Sloane to approve 2017-18 Master Contract with Emerald Behavior and Education Specialists, LLC for Student Behavioral Services **Vote: 2/0** Ayes: Rutledge, Sloane; Noes: None; Absent: Snell

8. **Personnel**

- a. **Approve Increase of Daily and Long-Term Substitute Teacher Rate** *Discussion:* Supt. Neu explained that the NSD's long-term substitute teacher rate is the lowest of all districts in the county, which contributes to the already difficult task of attracting subs from other parts of the county to the District's remote West Marin location. She referenced the District's ongoing need for a long-term sub due to the extended absence of a teacher who is currently out on sick leave. Supt. Neu said if you look at what is in the best interests of the students, you want to get the best sub you can, and if you don't pay well, you won't attract the best. Principal Snekkevik concurred, adding that increasing the daily rate will raise the number of people who want to sub at Nicasio School.
Action: M/S: Rutledge/Sloane to approve Increase of Daily and Long-Term Substitute Teacher Rate to \$150 for short-term, and \$170 for the long-term day rate after 10 days **Vote: 2/0** Ayes: Rutledge, Sloane; Noes: None; Absent: Snell

9. **Administrative/Organizational**

- a. **Approve Application Timeframe and Enrollment Capacities for Interdistrict Attendance (IDT) Requests into Nicasio School District for 2018-19** *Discussion:* Supt. Neu explained that every year the Board needs to re-affirm its classroom capacities, which are detailed in BP/AR 5117. Principal Snekkevik said she does not recommend changing those capacities for 2018-19. She suggested an IDT application window of Feb. 1 through April 16, 2018.
Action: M/S: Rutledge/Sloane to continue enrollment capacities for IDT requests into Nicasio School District in accordance with current policy, and to establish an application timeframe of February 1 through April 16, 2018 for IDT requests into the District for 2018-19. **Vote: 2/0** Ayes: Rutledge, Sloane; Noes: None; Absent: Snell

1. **Conclusion**

- a. **Agenda Planning**
- Supt. Neu to recommend dates for Board budget workshop
 - January 31 meeting:
 1. *Water System Update*
 2. *Septic Tank Finding Update*
 3. *Generator Update*
 4. *Pro. 39 Thermostat replacement Updates*
 5. *Revision of Sufficiency of Instructional Materials Resolution to include addition of Spanish curriculum*
- b. **Adjournment**
Action: M/S: Rutledge/Sloane to adjourn meeting at 6:44pm **Vote: 2/0** Ayes: Rutledge, Sloane; Noes: None; Absent: Snell

Respectfully Submitted,

Mikki McIntyre

☐ ☐ Unadopted ☒ X Adopted

Madeleine Sloane, Clerk