

**NICASIO SCHOOL DISTRICT
BOARD OF TRUSTEES**

Agenda Item # 4a

MINUTES

~ Regular Meeting ~

Thursday, February 2, 2017 5:00 PM

Nicasio School Library 5555 Nicasio Valley Road, Nicasio CA

1. Initial Matters

- a. **Call to Order** at 5:03pm
- i. **Roll Call** In attendance: **Trustees Michelle Rutledge and Madeleine Sloane** *Absent:* **Trustee Jason Snell** *Also in attendance:* **Superintendent Tom Lohwasser, Office Manager Mikki McIntyre and Interim Chief Business Official Margie Bonardi**

2. Open Session Agenda

- a. **Patriotic Moment** was observed in recognition of President's Day and in honor of those who have made this country the great nation that it is today.
- b. **Approval and Adoption of Open Session Agenda**
Action: **Rutledge/Sloane** to approve and adopt open session agenda **Vote 2/0** Ayes: Rutledge, Sloane; Noes: None; Absent: Snell

3. Public Comment

- a. Parent Tory Grady inquired about the three days of school closures and the status of the principal search. Supt. Lohwasser explained that when the school loses power, there is no heat, water or phones. He said he is exploring better options for notifying families in the event of school closures or other emergency situations. He added that he will have an update on the principal search.

4. Consent Agenda

- a. **Approval of Minutes: Dec. 7, 2016 Annual Meeting and Dec. 7, 2017 Special Meeting of Board of Trustees**
- b. **Ratify Warrants Paid:** Dec. 1, 2016 – Jan. 26, 2017
- c. **Approval Interdistrict Transfer Out of NSD for 2017-18:**
 - i. IDTX #17-18-01
Action: **Rutledge/Sloane** to approve consent agenda **Vote 2/0** Ayes: Rutledge, Sloane; Noes: None; Absent: Snell

5. Reports & Announcements

- a. **Superintendent's Report** *(At the request of Supt. Lohwasser and approval by the Board, this agenda item was re-ordered to precede Water System Update.)*
Supt. Lohwasser introduced Barbara Snekkevik, announcing that she has been selected to serve as principal through the end of the school year. He said Barbara has given her notice of resignation to her current employer, and that her hiring will be on the agenda

at the next Board meeting. Supt. Lohwasser explained that he did his due diligence in the principal search - including careful evaluation of applications by an experienced team, interviews conducted by a panel of school representatives, and a thorough check of references – from which Barbara emerged as the top candidate. He noted that Barbara's colleagues at her current job in the Dixie School District expressed much support for her new role as principal at Nicasio School.

In her address to the Board, Barbara said she is very honored to have been selected to join the Nicasio School team. A native of Marin County, Barbara grew up in Marinwood and graduated from Terra Linda High School. She attended UC Berkeley and received her master's degree in special education from University of San Francisco. Barbara began her career as a special education teacher in San Francisco, and then moved with her husband to Seattle. After they returned to Marin County, Barbara received her administrative credential while raising her three young children. She said she is thrilled to have the opportunity to build strong relationships and community bonds in the "wonderful Nicasio School community." Supt. Lohwasser added that support would be available to Barbara from numerous sources within the county as she transitions to her principal role.

- b. **Water System Update** Holly McArthur reported that the financial portion of the water system upgrade grant application needed a slight modification, but is nearing completion. She noted that all other components of the application for the water system upgrade project are ready for submittal to the state, and that she is hopeful the state will cover the entire cost of the project. Regarding daily operations, Margie Bonardi asked about monitoring of the system. Holly explained that due to the school's minimal water usage, a contractor would conduct monitoring on a weekly basis. The trustees thanked Holly for all of her efforts.
- c. **Principal's Report** *There was no report.*
- d. **Trustees' Report** *There was no report.*

6. **Business Services**

- a. **Accept 2015-16 Audit Report** *Discussion:* Margie Bonardi said the auditor reported not having had a completely "clean audit" such as NSD's in five or six years, and commended the District for that achievement.
Action: **Rutledge/Sloane** to accept 2015-16 Audit Report **Vote 2/0** Ayes: Rutledge, Sloane; Noes: None; Absent: Snell
- b. **Approve Year 2 of 3-Year Audit Contract with Stephen Roatch Accountancy Corp.**
Action: **Rutledge/Sloane** to approve Year 2 of 3-Year Audit Contract with Stephen Roatch Accountancy Corp. **Vote 2/0** Ayes: Rutledge, Sloane; Noes: None; Absent: Snell
- c. **2016-17 Marin County Annual Statement of Investment Policy** *Discussion:* Supt. Lohwasser noted that he sits on the county investment board.
- d. **Approve Form J-13A Request for Allowance of Attendance Because of Emergency Conditions** *Discussion:* Margie explained that if approved by the state, the allowance will prevent any loss of ADA revenue due to the three fewer days of attendance. She

noted that the minimum number of instructional days permitted is 175 (out of the 180 required).

Action: **Rutledge/Sloane** to approve Form J-13A Request for Allowance of Attendance Because of Emergency Conditions **Vote 2/0** Ayes: Rutledge, Sloane; Noes: None; Absent: Snell

7. Facilities

- a. **Update Regarding Prop. 39 Clean Energy Project Expenditures** *Discussion:* Margie reported that Dana Armanino of the Marin County Community Development Agency informed her of the District's August 1, 2017 deadline for filing for Prop. 39 funds clean energy funds. She said the District's total allocation of those funds is \$66,419. Margie explained that the Clean Energy audit had identified numerous qualifying projects, from which the District ranked the following as its top three priorities for consideration: energy efficient lighting, thermostats and water heaters. Noting that the lighting has since been replaced, Margie said both the thermostat and water heater projects can still be pursued, but the prices are different now. She advised that the thermostats may be the best thing to focus on next because the existing thermostats are consistently failing. Further, she noted that the water heaters were later considered a lower priority because most of the boilers at the school use cold, rather than hot water.

Trustee Sloane recommended that replacement of the windows in the 3/4/5 and 6/7/8 classrooms be considered for replacement as well, as they have long been identified as in need of upgrading. Supt Lohwasser advised moving ahead with getting bids on new thermostats for now, noting that the project has already received Board approval. He also suggested inviting Dana out to evaluate the possible window replacement.

- b. **Update on Campus Phone System** Technology Specialist Mark Tong provided an overview of options for replacement of the campus phone system. Mark said the existing phone system is on "life support" in that it is obsolete and replacement parts are increasingly difficult to find. He explained that phone systems he has set up elsewhere are more advanced than the District's, but they require a more robust infrastructure. Noting that the existing analog system works well with the current bell and intercom systems, Mark said that if the District were to upgrade to a digital phone system, the bell and intercom systems would either need to be replaced or converted to work with the new digital technology. He advised that it may be more cost effective to get another analog system for less than \$10K, rather than spend the approximate \$20K-\$40K it would cost for a new digital system and infrastructure.

There was discussion about the high-speed internet project in Nicasio and whether the school is included in that effort. It was noted that the school is included in that network, however, Mark will need to install the switches and routers to get it distributed around campus. Mark noted that while the phone system needs to be a separate conversation from the data and Internet, it is important that the infrastructure works with the system that the District obtains. Supt. Lohwasser said that the problem with a voiceover system through the Internet is that Nicasio School loses power frequently, and without it, there would be no phone. Mark added that for emergency purposes, it may be possible to obtain free cell phones from Verizon that only charge by the usage. He will look into that potential resource. Supt. Lohwasser concurred with Mark that the cost of a new phone system should be added to budget planning for next year.

- c. **Public Disclosure of Proposed Collective Bargaining Agreement for 2016-17** *Discussion:* Margie explained that the Board approved the contract at the December meeting, and this public disclosure is a follow-up to that approval. She added that the attached new salary schedule reflects the 2% increase for the units that were bargained for including the Nicasio Teachers Association, classified staff and classified management.
Action: **Rutledge/Sloane** to approve Public Disclosure of Proposed Collective Bargaining Agreement for 2016-17 **Vote 2/0** Ayes: Rutledge, Sloane; Noes: None; Absent: Snell
- d. **Approve Revised Salary Schedules Effective July 1, 2016 for the Nicasio Teachers' Association, Unrepresented Classified Management and Unrepresented Classified Staff**
Action: **Rutledge/Sloane** to approve Revised Salary Schedules Effective July 1, 2016 for the Nicasio Teachers' Association, Unrepresented Classified Management and Unrepresented Classified Staff **Vote 2/0** Ayes: Rutledge, Sloane; Noes: None; Absent: Snell
- e. **Approve Agreement Between MCOE and Nicasio School District for Administrative Support Services**
Action: **Rutledge/Sloane** to approve Agreement Between MCOE and Nicasio School District for Administrative Support Services **Vote 2/0** Ayes: Rutledge, Sloane; Noes: None; Absent: Snell

8. Administrative/Governance

- a. **Approve Enrollment Capacities for Interdistrict Attendance Requests into Nicasio School District for 2017-18** *Discussion:* Trustee Rutledge said there should also be a discussion as a Board as to whether the District wants to continue accepting interdistrict transfers and whether it can afford it. There was discussion about engaging the teachers to get their input on the capacity limits. Supt. Lohwasser said he would contact the teachers to get their feedback.
There was no action. Further discussion and action on the item were tabled until the next meeting, when all trustees are in attendance.
- b. **Approve 2017-18 Annual Calendar** *Discussion:* Trustee Rutledge noted that in comparing the draft calendar with Tam High School District's, NSD is starting school a week earlier. She expressed her belief that school begins too early, and that she would like the start of school to be moved up to August 23rd - at the earliest - to align with Drake H.S. Supt. Lohwasser said he would like to make sure Interim Principal Nancy Neu is aware of what the issues are, since she consulted with the teachers on the proposed calendar.
There was no action. Further discussion and action on the item were tabled until the next meeting.
- c. **Discussion of Election Law SB415** *Discussion:* Supt. Lohwasser said this new law is intended to get all districts on the same even-year cycle, with the idea that more voters would vote during a bigger election. He said the two options are for the Board to ask the County Board of Supervisors to extend trustees for one more year term, or to not do anything now, but by January 2018, the District would need to submit a plan for transitioning to the new schedule within three years. Supt. Lohwasser noted that if the

supervisors approve the request, they have to notify every citizen in their service area, adding that if the feeders do it, then they can share that notification cost. He said the item is for discussion at this meeting and a resolution will be brought to the Board for consideration at the next meeting.

9. Correspondence

- a. *Re:* Positive Certification of First Interim Budget Report, James Cerreta, Assistant Superintendent, Marin County Office of Education, January 13, 2017

10. Conclusion

- a. Agenda Planning
 - i. Approve Enrollment Capacities for Interdistrict Attendance Requests into Nicasio School District for 2017-18
 - ii. Approve 2017-18 Annual Calendar
 - iii. Discussion/ Approve Resolution of Election Law SB415
 - iv. Approve Hiring Barbara Snekkevik for .6FTE Principal Position
- b. **Adjournment**
Action: **Rutledge/Sloane** to adjourn meeting at 6pm **Vote 2/0** Ayes: Rutledge, Sloane; Noes: None; Absent: Snell

Respectfully submitted,

Mikki McIntyre

 Unapproved

✓ *Approved*

Madeleine Sloane

Madeleine Sloane, Board Clerk