

Nicasio School District Board of Trustees

MINUTES

- Regular Meeting -

Wednesday, January 31, 2018 5 PM

Nicasio School Library 5555 Nicasio Valley Road, Nicasio CA

1. Initial Matters

- a. **Call to Order** at 5:07pm
- b. **Roll Call** In attendance: **Trustees Madeleine Sloane, Michelle Rutledge and Jason Snell** Also in attendance: **Superintendent Nancy Neu, Principal Barbara Snekkevik, Office Manager Mikki McIntyre and Chief Business Official Margie Bonardi**

2. Open Session Agenda

- a. **Patriotic Moment** was observed in appreciation and thanks for the blessings of this universe – regardless of the challenges we currently face.
- b. **Approval and Adoption of Open Session Agenda**
Action: **M/S: Snell/Sloane** to approve and adopt Open Session Agenda
Vote: 3/0 Ayes: Rutledge, Sloane, Snell; Noes: None

3. Public Comment

- o Trustee Rutledge was wished a happy (early) birthday by her fellow governance team members.

4. Consent Agenda

- a. **Approval of Warrants Paid:** Nov 23 2017 – Jan 25 2018
- b. **Approval of Minutes:** Dec 7 2017 Annual Meeting of Board of Trustees
- c. **Quarterly Report on Williams Uniform Complaints** (Oct-Dec 2017)
Action: **M/S: Snell/Sloane** to approve Consent Agenda **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

5. Reports & Announcements

- a. **Principal's Report** *Principal Snekkevik presented her report.*
- b. **Superintendent's Report** *Supt. Neu provided the following:*
 - With regard to the recent screenings of “Not Alone” and “Angst”, Supt. Neu noted that specialists are available to come to each district and talk to parents about mental health issues affecting students. She said the conversations are led by professionals who have the expertise in that field, and that it would be possible for to schedule an evening event at Nicasio School for parents and students.
 - Supt. Neu said the 2018-19 Nicasio School calendar will be proposed to the Board at the March meeting and that it will follow the Drake High School model.

- She also reported conferring with Margie Bonardi and Kate Lane about planning a budget Board workshop in March to examine options for the budget moving forward.
- c. **Trustees' Report:** Trustee Snell said that in light of a shrinking enrollment, he would like to focus on building up enrollment to ensure an adequate social pool among students and a bigger base of parent volunteers. Supt. Neu suggested exploring that topic further following the budget workshop.
6. **PUBLIC HEARING** on Pupil Textbooks and Instructional Materials – Education code 60019 establishes steps and procedures to ensure the availability of textbooks and instructional materials. The procedures require that the District offices take appropriate action to ensure the availability of textbooks and instructional materials on a yearly basis. The public hearing opened at 5:30pm.
- Margie Bonardi explained that the district auditor was looking at the bell schedule and noticed that NSD has a Spanish program. She said there is new requirement that the curriculum for Spanish be noted in the resolution regarding sufficiency or inefficiency of instructional materials. There was discussion about the District's plans for adopting new curriculum in other subjects. The public hearing was closed at 5:34pm.
7. **Financial/Business Services**
- a. **Consider Approval of Resolution 2017-18 #2r Regarding Sufficiency or Insufficiency of Instructional Materials**
Action: **M/S: Snell/Sloane** to approve Approval of Resolution 2017-18 #2r Regarding Sufficiency or Insufficiency of Instructional Materials **Vote: 3/0**
Ayes: Rutledge, Sloane, Snell; *Noes:* None
- b. **Approval of Dragonfly Therapeutics 2017-18 Master Contract**
Action: **M/S: Sloane/Snell** to approve Dragonfly Therapeutics 2017-18 Master Contract **Vote: 3/0** *Ayes:* Rutledge, Sloane, Snell; *Noes:* None
- c. **Acceptance of 2016-17 Audit Report** *Discussion:* Margie explained that the auditor noted three small findings on this year's audit, all of which have since been resolved. She added that the county office of education (MCOE) found that in two years, the District will not meet its \$66,000 budget reserve. She said this is a common problem throughout the county and the state.
Action: **M/S: Snell/Sloane** to approve 2016-17 Audit Report **Vote: 3/0**
Ayes: Rutledge, Sloane, Snell; *Noes:* None
- d. **Approval of Year 3 of 3-Year Contract with Stephen Roatch Accountancy Corp.**
Action: **M/S: Sloane/Snell** to approve Year 3 of 3-Year Contract with Stephen Roatch Accountancy Corp. **Vote: 3/0** *Ayes:* Rutledge, Sloane, Snell; *Noes:* None

8. Facility

- a. **Emergency Generator Update** *Discussion:* Supt. Neu reported that she met with Luke McCann, Kirby Wilcox and Eric Blantz in December to discuss information provided by Todd Lee regarding the emergency generator project. She explained that the generator will be the District's property and that Nicasio Volunteer Fire Department (NVFD) will assume all the costs of purchasing and maintaining the generator. She said the District's legal counsel will draw up a contract, and that there will be a timeframe established for the project. She added that Kirby and Eric have received feedback indicating that there may be some county funds available to support the project. She said she will bring the contract to the Board for approval.
- b. **Discussion of Notification by Marin County Environmental Health Services Division to Destroy Abandoned Well** *Discussion:* Supt. Neu said the District received the notification from the county in December. She said one well contractor has already made a site visit to take an initial look at the well. They said they will need to remove the pump in order to take a look and provide an estimate of what it will cost to destroy the well. She said the District will get a second bid on the project as well.
- c. **Update Regarding Prop. 39 Clean Energy Projects/ Replacement of District-wide Thermostats** *Discussion:* Margie Bonardi reported that two vendors were contacted for replacement of the thermostats. She said that at \$5800, the job is so small that the District is not required to go out for bid on it. She added that considering all factors, the District may proceed with the higher bid. Margie noted that the new thermostats are wi-fi, compatible and that Technology Specialist Mark Tong will assist in getting them set up. In total, the District will have spent approximately \$15,000 in Prop. 39 funds on lighting and thermostat replacement projects. She said the District has until the end of June to encumber its remaining \$66,000 in Prop. 39 grant funds. She said she revisited the District's original plan to replace campus windows, but the bid was outdated and the current cost would exceed the grant funds by \$100,000. Margie said she has been in discussion with Kate Lane about the possibility of the rural districts pooling their funds towards a common solar project.

9. Administrative/Governance

- a. Consider Approval of Revised Response to Marin County Civil Grand Jury Report April 6 2017: Overcoming Barriers to Housing Affordability
Action: **M/S: Snell/Sloane** to approve Approval of Revised Response to Marin County Civil Grand Jury Report April 6 2017: Overcoming Barriers to Housing Affordability **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

10. Correspondence

- a. *Re:* Approval of Positive Certification of 2017-18 First Interim Budget Report, Terena Mares, Deputy Superintendent, MCOE, Jan 16 2018
- b. *Re:* 2017-18 Marin County Statement of Investment Policy, Roy Given, Director of Finance, County of Marin Dept. of Finance, Dec 12 2017

- c. *Re: National Historic Preservation Act Section 106 Consultation for the Proposed Nicasio School Drinking Water Systems Project (Undertaking), Nicasio School District (applicant), Marin County, CA; Drinking Water State Revolving Fund #2100582-001C, Wendy Pierce, Senior Environmental Planner, Division of Financial Assistance, CA State Water Resources Control Board*

11. Conclusion

a. Agenda Planning

- Budget workshop – March, 2018
- Generator update
- Water system update
- Update on potential Prop. 39 group project

b. Adjournment

Action: **M/S: Sloane/Snell** to adjourn meeting at 5:39 pm **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

Respectfully Submitted,

Mikki McIntyre

☐ Unadopted ☒ X Adopted

Madeleine Sloane, Clerk