

**NICASIO SCHOOL DISTRICT
BOARD OF TRUSTEES**

MINUTES

~ **SPECIAL MEETING** ~

Tuesday, June 21, 2016 12:00pm

Nicasio School Library 5555 Nicasio Valley Road, Nicasio CA

1. **Call to Order** at 12:07pm

- a. **Patriotic Moment** was observed in honor of this country and what it stands for, with gratitude for the Constitution and the protections it provides.
- b. **Roll Call** In attendance: **Trustees Michelle Rutledge, Madeleine Sloane and Jason Snell** (*arrived after Roll Call*). Also in attendance: **Superintendent Tom Lohwasser** (*arrived after Roll Call*), **Principal Christy Stocker, Office Manager Mikki McIntyre, Chief Business Official Cheryl Robbins;** and **Foundation Board Members Mark Burton, Mariefrance Cote-Rabieh and Laura Skapik**

2. **Nicasio School (NSD) Board/Nicasio School Foundation (NSF) Board Workshop**

Workshop participants discussed the following:

- The NSF Board members reported that the Spring Luau fundraiser was quite successful with minimal effort compared to the more costly and labor intensive barn dance events in years past.
- There was discussion about repeating the Fall Movie Night – possibly in conjunction with a picnic – as a community-building event rather than as a fundraiser. A suggestion was made to potentially hold the event at the Nicasio Square rather than the school in order to have easier access to electricity, a barbecue, the snack shack, and a freezer.
- The NSF Board members expressed their desire to get more people involved on the Board and with event planning and execution in order to avoid burnout among the same few people who do most of the work. There was discussion about whether the Parent Club should be brought back within the scope of the NSF. The suggestion was made for increasing parent involvement in NSF and recruiting new members to fill specific roles.
- There was discussion about starting the planning for NSF events earlier in the year and increasing awareness of NSF meetings through channels such as the Back-to-School Packets sent to families in the summer. It was also suggested that NSF events be promoted beyond Nicasio to the greater W. Marin communities and schools.
- Attendees agreed that increased communication and coordination between the two Boards would be beneficial, and that the ongoing presence of an NSF Board member at NSD Board meetings can help keep everyone informed about issues.
- Attendees also discussed ideas for additional fundraising events as well as the desire to continue pursuing grants.
- The NSD trustees thanked the NSF members for all that they do to support the District.
- The workshop adjourned at 1:05pm.

3. **Special Board Meeting Reconvened** at 1:10pm
4. **Approval and Adoption of Agenda**
Action: **M/S: Sloane/Rutledge** to approve agenda. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
5. **Public Comment**
 - a. Trustee Snell summarized the topics discussed during the NSD - NSF Board workshop.
6. **Business Services**
 - a. **Approve 2016-17 Local Control Accountability Plan (LCAP)** *Discussion:* The LCAP was reviewed by the Board, during which time the trustees identified numerous inconsistencies and errors pertaining to written content, budgetary information and formatting. Supt. Lohwasser recommended approval of the document with an accompanying narrative of subsequent corrections. CBO Robbins noted that the LCAP can be reviewed by the Board again in 45 days and any necessary budget revisions can be made at that time.
M/S: Sloane/Rutledge to approve 2016-17 Local Control Accountability Plan (LCAP), with corrections as noted. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
 - b. **Approve Adoption of 2016-17 Budget** *Discussion:* A trustee requested correction of the date of budget approval to June 21, 2016.
Action: **M/S: Sloane/Rutledge** to approve Adoption of the 2016-17 Budget with date correction as noted. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
 - c. **Approve 2016-17 Consolidated Application** *Discussion:* CBO Robbins explained that the Consolidated Application generates approximately \$1600 in Title III EL funding from the federal government.
Action: **M/S: Sloane/Rutledge** to approve 2016-17 Consolidated Application **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
 - d. **Consider Approval of Resolution 2015-16 #8 Tax Anticipation Note (TAN)** *Discussion:* Supt. Lohwasser explained that the TAN enables the District to ask the county for an advance on property taxes revenues if necessary.
Action: **M/S: Sloane/Rutledge** to approve Resolution 2015-16 #8 Tax Anticipation Note (TAN) **Roll Call Vote:** Ayes: Rutledge, Sloane, Snell; Noes: None
 - e. **Consider Approval of Resolution 2015-16 #9 Regarding the Education Protection Account (EPA) for 2016-17**
Action: **M/S: Sloane/Rutledge** to approve Resolution 2015-16 #9 Regarding the Education Protection Account (EPA) for 2016-17 **Roll Call Vote:** Ayes: Rutledge, Sloane, Snell; Noes: None
7. **Administrative/Organizational**
 - a. **Approve 2016-17 Nicasio School Board Schedule**
Action: **M/S: Sloane/Rutledge** to approve 2016-17 Nicasio School Board Schedule
Discussion: A trustee indicated a possible schedule conflict with the March 2, 2017

meeting. The Board agreed to revisit the schedule at the next regular Board meeting.
Vote: 3/0 Ayes: Rutledge, Sloane, Snell; Noes: None

7. **Personnel**

- a. **Approve 2016-17 Services Agreement between Nicasio School District and the Marin County Office of Education for Superintendent Services**
Action: M/S: Sloane/Rutledge to approve 2016-17 Services Agreement between Nicasio School District and the Marin County Office of Education for Superintendent Services
Vote: 3/0 Ayes: Rutledge, Sloane, Snell; Noes: None

8. **Correspondence**

- a. **Re: 2016-17 Agreement for Legal Services**, Karen Rezendes, Managing Partner, Lozano Smith, May 25, 2016
- b. **Re: Fee Schedule 2016-17 Fiscal Year**, Carl Corbin, General Counsel, School & College Legal Services, May 26, 2016
- c. **Re: Property & Liability Inspection**, Frank Cardoza, Keenan & Associates, May 26, 2016

9. **Conclusion**

- a. **Agenda Planning**
 - i. Special Meeting (*in August, if needed*)
 - ii. September Regular Meeting
 - 1. Revisit 2016-17 Board Meeting Schedule
 - 2. Budget Revision
- b. **Adjournment**
Action: M/S: Sloane/Rutledge to adjourn meeting at 2:05pm **Vote: 3/0 Ayes: Rutledge, Sloane, Snell; Noes: None**

Respectfully Submitted,

Mikki McIntyre

Unadopted

Adopted

Madeleine Sloane, Clerk