

Nicasio School District

Since 1862

Board of Trustees

Michelle Rutledge, *Board President* ~ Elaine Doss, *Trustee* ~ Mark Burton, *Trustee*

MINUTES

Annual Organizational Meeting of the Nicasio School District Board of Trustees

Thursday, December 5, 2019 5pm

Nicasio School Library, 5555 Nicasio Valley Road, California

1. **OPENING BUSINESS**

- a. Call to Order at 5:02pm
- b. **Roll Call Present: Trustees Elaine Doss and Mark Burton Late arrival: Trustee Michelle Rutledge Also in attendance: Interim Superintendent Nancy Neu, Principal Barbara Snekkevik, and District Secretary/Office Manager Mikki McIntyre**
- c. Patriotic Moment recognizing the historic significance of the impeachment hearings with the hope that students are learning about the Constitutional process and what the founding fathers intended.
- d. Approval of Closed Session Agenda
Action: M/S: Doss/Burton to approve and adopt Closed Session Agenda **Vote: 2/0**
Ayes: Doss and Burton; Noes: None
- e. Public Comment on Closed Session Topic(s) *There was no public comment.*

2. **CLOSED SESSION**

- a. The following Closed Session item is listed below in compliance with Government Code #54957 of the Brown Act:
 - PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT
- b. Recess to Closed Session to consider and/or take action upon any item on the Closed Session Agenda at 5:11pm

3. **Reconvene in OPEN SESSION**

- a. Adjourn Closed Session and Reconvene Open Session at 5:15pm
- b. Report Out Announcement of any reportable action take during Closed Session *There was no reportable action.*

4. **Approval and Adoption of Open Session Agenda**

Action: M/S: Doss/Burton to approve and adopt Open Session Agenda **Vote: 2/0** Ayes: Doss and Burton; Noes: None

5. **Reports**

- a. **Trustee/Superintendent Announcements**
 - Interim Supt. Neu reported a countywide effort to help high school students develop their voices and network with each other regarding issues of equity. Countywide discussions have also focused on building “makeup” days into school calendars due to school closures resulting from power outages and other causes. Interim Supt. Neu advised that the District adjust its calendar accordingly, being mindful of aligning with schools countywide. A trustee reported discussions with a local business owner about the possibility of providing space in his emergency generator-powered facility for academic instruction during power

outages at the school. He said the owner is receptive to the idea and would only charge the District a minimal facility use fee. Interim Supt. Neu said MCOE Superintendent Mary Jane Burke is supportive of the concept. The District would provide an insurance rider. Interim Supt. Neu added that a revised annual calendar that includes makeup days will still be brought to the Board as an action item.

b. **Principal Announcements** Principal Snekkevik provided the following report:

- Events & Activities: Spirit Day, Patriot's Day (Nov. 8), Principal's Chat (Nov. 8), Parent/Teacher Conferences (Dec. 4-6)
- Student Updates & Achievements: Trimester 1 ended (Nov. 15), 6/7/8 Field Trip to Lagunitas School, guest speaker Michael Pritchard (Nov. 22), Canned Food Drive for San Geronimo Valley Community Center, School Assembly (Dec. 4), December Life Skill: Respect, One Warm Coat Drive (Dec. 2- Jan. 17)
- Staff Updates: Workshops: *Developing Expert Language Learners* (Day 2) attended by Damena Ware (Nov. 20) & *EL Reading/Writing Workshop* attended by Ellian Klein (Dec. 3)
- Site Updates: Annual Kitchen Inspection (Dec. 3),
- Upcoming Events: Winter Holiday Program (Dec. 19), All-school waffle breakfast and Pajama Day (Dec. 20), Teacher Work Day (Jan. 6), Principal's Chat (Jan. 16)

4. **Governance**

a. **Annual Organizational Meeting of the Board of Trustees** *in accordance with Ed. Code #35143*

- Election of Officers to the Board of Trustees

Action: **M/S: Doss/Burton** to maintain status quo of trustee duties: Michelle Rutledge, President; Elaine Doss, Clerk; and Mark Burton, MCSBA Representative **Vote: 2/0** Ayes: Doss, Burton; Noes: None

- Establish Regular Board of Trustees Meeting Schedule

Action: **M/S: Doss/Burton** to approve 2020-21 Regular Board of Trustees Meeting Schedule with the modification of scheduling a morning Board workshop in early Fall, 2020. **Vote: 3/0** Ayes: Doss, Burton, Rutledge; Noes: None

5. **Public Comment**

- a. An audience member said it sounds like the district doesn't have any issues.

6. **Consent Agenda**

- a. Approval of Minutes: November 7, 2019
- b. Ratify Warrants Paid: November, 2019
- c. Request for Allowance of Attendance Because of Emergency Conditions
- d. Personnel Action

Action: **M/S: Doss/Burton** to approve Consent Agenda **Vote: 3/0** Ayes: Doss, Burton, Rutledge; Noes: None

7. **Action**

- a. **Consider Approval of 2019-20 First Interim Report** *Discussion*: CBO Bonardi presented her report, summarizing that the budget is doing well right now. Property taxes were approximately 1% higher than anticipated. There was little change in state and federal revenue. Local revenue rose by \$14,000, thanks to additional N.S. Foundation funding. The \$98,550 budget increase is mostly due to salary and benefits increases. Most of the \$71,000 deficit is due to one-time expenditures. The Board continues to maintain two special reserves for uncertainties, including special education. The two-year out budget

proposal is currently looking healthy, although some one-time expenses, such as science curriculum, are still ahead.

Action: **M/S: Doss/Burton** to approve 2019-20 First Interim Report **Vote: 3/0** Ayes: Doss, Burton, Rutledge; Noes: None

- b. **Consider Approval of Contract with Omni Financial Group for Third Party Administrative Services Effective January 1, 2020** *Discussion:* CBO Bonardi confirmed that Omni Financial Group will not charge employees for making contributions to their 403(b) retirement accounts.

Action: **M/S: Doss/Burton** to approve Contract with Omni Financial Group for Third Party Administrative Services Effective January 1, 2020 **Vote: 3/0** Ayes: Doss, Burton, Rutledge; Noes: None

- c. **Consider Approval of Capacities for Interdistrict Attendance into Nicasio School District for 2020-21** *Discussion:* Interim Supt. Neu recommended increasing classroom capacity from 16 to 18 for the Gr. 3-5 classroom. She said doing so will allow a natural progression of current Gr. 2 Interdistrict transfer (IDT) students into the Gr. 3-5 classroom next year. Doing so will prevent the loss of those students and help build enrollment. She also advised that the Board consider future revision to BP/AR 5117 as it relates to classroom and grade-level targets.

Action: **M/S: Doss/Burton** to approve change in classroom capacity of Gr. 3-5 from 16 to 18 for Interdistrict attendance into Nicasio School District for 2020-21 **Vote: 3/0** Ayes: Doss, Burton, Rutledge; Noes: None

8. **Correspondence**

- a. Re: League Ballot Measure Endorsements, Ann Wakeley and Ann Batman, Co-Presidents, League of Women Voters of Marin County, Nov. 10, 2019

9. **Conclusion**

- a. Agenda items for upcoming Board Agenda
- Safety Plan Update
 - Williams Quarterly Report
 - 20-21 Annual Calendar
 - Audit
 - Closed Session
 - SARC Report

- b. Adjournment

Action: **M/S: Doss/Burton** to adjourn meeting at 6:08pm **Vote: 3/0** Ayes: Doss, Rutledge, Burton; Noes: None

Respectfully Submitted,

Mikki McIntyre

☐ Unadopted ☐ Adopted

Elaine Doss, Board Clerk