

**NICASIO SCHOOL DISTRICT  
BOARD OF TRUSTEES**

**MINUTES**

~ Regular Meeting ~

**Thursday, November 3, 2016 5:00 PM**

**Nicasio School Library 5555 Nicasio Valley Road, Nicasio CA**

*and*

**Jason Snell** *via Skype:*

**Cineaste Hotel - Room 1917**

**No.122 Huai Geng Road, Yang Song Town**

**Beijing City, China 101400**

---

**1. Call to Order**

- a. **Patriotic Moment** was held in remembrance of Spike Drady, and in gratitude for his many contributions to the local community, including his service as a Nicasio School District trustee and as chief of the Nicasio Volunteer Fire Department. He was an example to all.
- b. **Roll Call** In attendance: **Trustees Michelle Rutledge, Madeleine Sloane** and *(via Skype)* **Jason Snell**. *Also in attendance:* **Superintendent Tom Lohwasser, Interim Principal Don Armstrong, Office Manager Mikki McIntyre and Interim Business Official Margie Bonardi**

**2. Approval and Adoption of Agenda**

*Action:* **M/S: Rutledge/Snell** to approve and adopt agenda. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; *Noes:* None

**3. Public Comment**

- o Teacher Colin Williams expressed appreciation to all his fellow staff members for pulling together, pitching in and supporting one another during this school year.

**4. Reports & Announcements**

a. **Introduction of Interim Business Official Margie Bonardi**

Prior to introducing Margie Bonardi, Supt. Lohwasser, noted that the District was very fortunate to have benefited from the financial expertise of MCOE Sr. Business Director Kate Lane in recent months. He said that although Kate's many county and statewide responsibilities have called her elsewhere, MCOE has assigned yet another highly competent Interim Business Official – Margie Bonardi - to take Kate's place. He said Margie is well known and highly regarded throughout the county, and that she is wonderful to work with. Margie addressed the Board, explaining that she was born and raised in San Francisco and moved to Marin County to raise her kids here. She said she worked at Novato Unified School District prior to transferring to Sausalito, where she served as business manager for 25 years. Since her retirement five years ago, Margie has performed contract services for various districts around the county, most recently training NSD's new business services assistant. Margie said she is very familiar with NSD and is happy to take over the role as interim business official.

b. **Water System Update**

Holly McArthur said she contacted John Kerry, of Acme Engineering Services in Napa, who was recommended to her by Jerry & Don's Pump and Well Services. She said John reviewed the materials and spoke to state water resources officials to determine exactly what engineering components are required for the District's water system financing application. Holly said John estimated his costs at \$4500 and inquired whether the Board wanted to move forward with Acme, or seek additional bids. Supt. Lohwasser advised moving ahead with Acme in order to expedite the funding application process. The trustees each expressed support for Supt. Lohwasser to authorize the engineering work by Acme. Supt Lohwasser noted that formal action would be made at a future meeting.

c. **Principal's Report** *Interim Principal Armstrong provided his report, adding the following:*

- i. Interim Principal Armstrong explained that the acquisition of the new kiln continues to be complicated, noting that the needed upgrade of the electrical system was completed by Electrix, but in the process, it was determined that the shed structure housing the old kiln will not accommodate the new kiln. He said he would investigate alternatives for where and how to house the kiln. There was discussion about whether Prop. 39 funds could be used to pay for the electrical work. That is unlikely, Interim Principal Armstrong noted, because higher priority projects such as programmable thermostats were previously identified for those funds. There was discussion about how much use the kiln will get and whether the expense will be worth it. A parent suggested holding art class two days a week to provide more time for ceramics. Interim Principal Armstrong expressed support for following through with installation of the new kiln, since the Foundation donated the funds to purchase it. He said he would look into the availability of any Foundation funds to pay for new housing of the kiln.
- ii. With regard to the citation from the county about the school's mound septic system, Holly McArthur advised Interim Principal Armstrong to contact former Foundation President Brenda Newcomb about the situation. Supt. Lohwasser expressed support for that suggestion. Trustee Snell recommended looking into whatever Lagunitas School District is doing, since they are in a similar situation.
- iii. Interim Principal Armstrong also advised the Board that he will be working three days per week until Winter Recess, when his services will conclude.

d. **Superintendent's Report**

- i. Supt. Lohwasser expressed appreciation to all staff members and recognized everyone's efforts, particularly those of Interim Principal Armstrong.
- ii. He also expressed appreciation to Mark Burton for attending the SchoolsRule event, where NSD was awarded \$800. He noted that Mark gave a great acceptance speech, which was very touching for all in attendance.
- iii. Supt. Lohwasser said he is looking forward to moving past the upcoming general election, noting that some districts have reported students enduring negative experiences related to the election. He added that while not advising people how to vote, he wanted to raise awareness that Prop. 55 and Prop. A are important issues.

e. **Trustees' Report** *There was no report.*

## 5. Consent Agenda

- a. **Approval of Minutes: September 8, 2016 Regular Meeting of Board of Trustees**
- b. **Ratify Warrants Paid: 8/26/16-10/26/16**
- c. **Quarterly Report on Williams Uniform Complaints (Jul-Sep 2016)**
- d. **Approve IDT Request Out of NSD for 2016-17**
  - i. IDTX 16-17-05

*Mass Action:* **M/S: Rutledge/Snell** to approve Consent Agenda. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

## 6. Business Services

- a. **Approve 2016-17 Budget Revision #1**

*Discussion:* Interim Business Official Margie Bonardi presented revision details of the 2016-17 budget, noting that the budget is much cleaner and tighter now due to some program changes and the fact that the state has finalized its budget for the year. She said the overall District budget is in better shape due to increased property taxes, changes in certificated salaries and special education, and adjustment of other expenses that were budgeted too high. In total, there was a savings of \$134,423 in expenditures, Margie said, noting that some of those savings were offset by the costs of administrative (interim principal) and business services provided by MCOE. She explained that excess costs for special education have not yet been determined and that she would take a closer look at those expenses for the first interim report. Margie said it is nice to see that there is no longer a deficit, and that the District now meets all of its reserves for the current and subsequent two years. Trustee Sloane expressed appreciation to both Margie and Kate Lane for the updated budget information.

*Action:* **M/S: Snell/Rutledge** to approve 2016-17 Budget Revision #1 **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

- b. **Approve 2016-17 Certificate of Signatures for District Business Services**

*Action:* **M/S: Snell/Rutledge** to approve 2016-17 Certificate of Signatures for District Business Services **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

- c. **Consider Resolution 2016-17 #3 Authorization to Sign on Behalf of the Governing Board for 2016-17**

*Action:* **M/S: Snell/Rutledge** to approve Resolution 2016-17 #3 Authorization to Sign on Behalf of the Governing Board for 2016-17 **ROLL CALL Vote: 3/0** Ayes: Snell, Rutledge, Sloane; Noes: None

- d. **Approve Authorized Signers for Wells Fargo Revolving Cash Account**

*Action:* **M/S: Snell/Rutledge** to approve Authorized Signers for Wells Fargo Revolving Cash Account **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

## 7. Curriculum/Instruction

- a. **Approve 2016-17 Year-End Overnight Field Trip Proposal for Grades 3/4/5**

*Action:* **M/S: Rutledge/Snell** to approve 2016-17 Year-End Overnight Field Trip Proposal for Grades 3/4/5 **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

b. **Approve 2016-17 Year-End Overnight Field Trip Proposal for Grades 6/7/8**

*Discussion:* Teacher Colin Williams said determination of the field trip date is dependent on when he can arrange specific tours. Trustee Snell said he enjoyed the field trip when he served as a chaperone in a previous year.

*Action:* **M/S: Rutledge/Snell** to approve 2016-17 Year-End Overnight Field Trip Proposal for Grades 6/7/8 **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

8. **Facilities**

a. **Report on Campus Bat Activity and Exclusion Actions**

*Information:* Interim Principal Armstrong presented a report on recent bat activity and exclusion efforts. He said Falcon Services identified two different types of bats on campus – the pallid bat and the Mexican free-tail bat. Brian Schulz, of Falcon Services, excluded the bats with netting and conducted cleanup of the affected areas, and he will soon install netting under the roofline to eliminate activity in that location. Interim Principal Armstrong also reported Brain's clarification that only a small percentage of bats are rabid, and that the disease is most commonly transmitted when one is bitten or scratched by the affected animal.

9. **Personnel**

a. **Approve 2016-17 Services Agreement Between Nicasio School District and the Marin County Office of Education for Business Services**

*Discussion:* There was discussion about the fact that Margie's contract extends only through March 2017 due to limits on annual retirement income. Supt. Lohwasser said he knew Margie would not be available for long due to those restrictions, and that the District will start looking for the next solution. He noted that this is a needed service and if it is not going to be a salaried position, the prevailing wage must be paid to ensure the work is being done correctly. Trustee Sloane thanked Supt. Lohwasser for all of his support and Margie for coming on board with the District

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

b. **Principal Vacancy Update**

*Discussion:* Supt. Lohwasser said it was an interesting end to the 2016-17 school year amid reports that the District was going to have a \$200,000 budget deficit. He said he is now feeling positive about the budget and has a better sense of where the District is financially. With regard to the principal vacancy, Supt. Lohwasser noted that it would be very difficult for the District to sustain a fulltime principal based on an enrollment below 50 students, three certificated teachers and whatever support the Foundation can provide. He recommended that the position be a .6FTE, and said the budgeted \$60,000 may be a bit low, but perhaps it can be adjusted upwards a bit. He explained that if the FTE were increased, the District would be pushed back into deficit spending. There was discussion of options that included continuing to fill the position on a temporary basis until the end of the school year when a larger pool of qualified candidates may be available, attempting a shared-principal arrangement with a neighboring rural district, or launching a mid-year search to fill the position permanently. Trustee Snell said he felt NSD is just too different from the structure of the other "rurals" for a shared position to work. Trustee Rutledge said that since the District now has clear budget numbers, she supported moving forward with finding a permanent solution. Supt. Lohwasser said the

goal is to have as much consistency and as little turnover in that role as possible. Interim Principal Armstrong suggested that the position be posted as “open until filled”, which would allow the search to continue until a suitable candidate is found. The trustees expressed their support for pursuing that route. Supt. Lohwasser said he would initiate the posting of the principal position, adding that he will also consult with Margie, Kate Lane and Mary Jane Burke regarding a long-term solution for the CBO vacancy.

#### 10. Correspondence

- a. *Re: Audit of Loan # 2100582-001P, Heather Bell, Manager – State Revolving Fund Section, California State Water Resources Control Board, Sept. 7, 2016*
- b. *Re: District of Choice Status of Shoreline Unified School District, Bob Raines, Superintendent, SUSD, Sept. 21, 2016*
- c. *Re: 2016-17 LCAP Approval, Terena Mares, Deputy Superintendent, MCOE, Sept. 15, 2016*
- d. *Re: 2016-17 Adopted Budget Approval, Terena Mares, Deputy Superintendent, MCOE, Sept. 15, 2016*
- e. *Re: 2015-16 Web Transparency Report Card, Jay Hamilton Roth, Foreperson, Marin County Civil Grand Jury, Oct. 12, 2016*
- f. *Re: Existing Alternative Mound Septic System at 5555 Nicasio Valley Road, Nicasio, Armando Alegria, County of Marin Environmental Health Services Division, Oct. 25, 2016*

#### 11. Conclusion

- a. Agenda Planning
  - *Change the next meeting date from December 12 to December 7 at 5pm*
  - *Arts Resolution*
  - *Annual Organizational Meeting*
  - *First Interim Report*
  - *Establish Application Timeline for 2017-18 Interdistrict transfers*
  - *Principal Search Update*

#### 12. Adjournment

*Action Snell/Rutledge* to adjourn meeting. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell;  
Noes: None

Respectfully Submitted, **Mikki McIntyre**

Unadopted     Adopted

---

**Madeleine Sloane, Clerk**