

**NICASIO SCHOOL DISTRICT
BOARD OF TRUSTEES**

MINUTES

~ Regular Meeting ~

Thursday, September 8, 2016 5:00 PM

Nicasio School Library 5555 Nicasio Valley Road, Nicasio CA

1. **Call to Order**

- a. **Patriotic Moment** was observed in honor of Labor Day which was established as the first Monday in September in dedication to the social and economic achievements of the American worker.
- b. **Roll Call** In attendance: **Trustees Michelle Rutledge, Madeleine Sloane and Jason Snell.**
Also in attendance: Superintendent Tom Lohwasser, Interim Principal Don Armstrong, Office Manager Mikki McIntyre and MCOE Senior Business Director Kate Lane

2. **Approval and Adoption of Agenda**

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

3. **Public Comment** *There was no public comment.*

4. **Reports & Announcements**

- a. **Water System Update** (*Item was heard out of agenda order*)
 - Holly McArthur said that the resolution required by the state in order to apply for water system upgrade funding specifies that if financing is offered, the District agrees to pay it back. She noted that the District would not be obligated to accept that funding, adding that the District is, in fact, applying for a grant through a cooperative agreement. Once the resolution is signed, according to Holly, the only thing that remains prior to submission of the funding application is the engineering component, which will be prepared by a professional engineer recommended by Jerry & Don's Pump and Well Services. Holly noted that once the engineering plans, specs, schedules and budgets are submitted, it will take the state approximately a year and a half to process the application. She inquired whether some Prop. 39 funds can be used for the project. Supt. Lohwasser said that can be considered at a later date, but advised moving the project forward in the meantime.
 - With regard to the drinking water citation recently issued to the District by the state, Holly noted that the disinfection byproducts detected are not dangerous over the short term. She said that elements of the planned water system upgrade will correct the problem by adding new filters and re-piping the water to a smaller tank for chlorination. For the short term, Holly suggested trying to use more water during the summer months to reduce chlorine contact time. She noted that that for the purposes of the system upgrade application, this citation should help speed the process along.

- b. **Principal's Report** *Interim Principal Armstrong presented his report, adding the following:*

- He introduced the school's new art specialist, Jenna d'Anna.

- c. **Superintendent's Report**

- Supt. Lohwasser thanked Dr. Armstrong for stepping in as interim principal. He noted that several big surprises affected the District last spring which are still being worked on. He also expressed appreciation for the return of Kate Lane, MCOE's Senior Director of Business, to oversee business services for the District.
- He said he believes it is a great idea to pass the resolution for supporting the arts at a future meeting to confirm that the District feels the arts are important for the development of well-rounded students.
- During the summer, the District was invited to participate in MERA (countywide emergency radio system), according to Supt. Lohwasser. He said he has committed the District's participation because in the event of an emergency, it will allow NSD to get equal access as everyone else. He said the radios need to be purchased (at cost of approximately \$5K-\$6K for the mobile style) and personnel need to be trained. Interim Principal Armstrong said he and CBO Robbins have applied for a grant from Keenan & Associates to pay for the device.

- d. **Trustees' Report**

- In honor of all of the hard work he has performed for the District, Trustee Snell presented Supt. Lohwasser with Disney passes on behalf of the Board. Supt. Lohwasser thanked the Board.

5. **Consent Agenda**

- a. **Approval of Minutes:** June 2, 2016 Regular Meeting, June 14, 2016 Continuance of June 2, 2016 Regular Meeting, and June 21, 2016 Special Meeting of Board of Trustees
- b. **Ratify Warrants Paid:** 5/27/16-8/25/16
- c. **Quarterly Report on Williams Uniform Complaints (Apr-Jun 2016)**
- d. **Approve IDT Request Out of NSD for 2016-17**
 - IDTX 16-17-04

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

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 hearing was opened at 5:25pm.* Kate Lane explained that this is about insuring that the kids all have the instructional materials that they need, both at school and at home. The public hearing is just to put that out there, she said, noting that some districts do not have sufficient materials in time for the start of school. The District is "all good", she added. *Hearing was closed at 5:27pm.*

7. **Business Services**

- a. **Approve Unaudited Actuals for Fiscal Year Ending June 30, 2016** *Discussion:* Kate Lane explained that this is a report-out of where the District ended the year financially, and it

gives a side-by-side comparison with the adopted budget. She added that she provided the Board with a report on the unaudited actuals via email. Kate said the budget presented is a “worst-case” scenario and that she is committed to rebuilding the budget from here so that the first interim report in December reflects updated information. The big thing to note, she explained, is that the District ended the year better off than was previously thought. The concern was that there would be deficit spending in the total general fund of \$100K more than what was brought in, and that figure ended to be up \$49K more, which was a \$50K swing in a positive direction, she said. There was deficit spending of almost \$66K in unrestricted funding, which would diminish the fund balance rather quickly if it continued at that rate, Kate said, noting that the figure will be re-examined at first interim. Kate said the District has held a very steady ending balance going back all the way to 2007-08. She explained that the ending fund balance is the most important number in a set of financial statements. Overall, she said, the District has held a steady ending fund balance and has a very decent bottom line, with nearly \$500K in reserve. She provided a comparison of estimated actuals vs. unaudited actuals, with summaries of the changes. She added that there is a bit of Prop. 39 funding leftover that should be allocated soon. In addition, one-time Educator Effectiveness grant funds can be used for staff development, and lottery funds will be used for new textbooks.

Action: **M/S: Rutledge/Sloane** to approve Unaudited Actuals for Fiscal Year Ending June 30, 2016 **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

- b. **Approve Final 2015-16 Budget Revision** *Discussion:* Kate Lane explained that these were budget items that just did not get into the adopted budget.
Action: **M/S: Rutledge/Sloane** to approve Final 2015-16 Budget Revision **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
- c. **Consideration to Approve Resolution 2016-17 #2 for Gann Limit** *Discussion:* Kate Lane said the Gann Limit was adopted by Paul Gann, who was very interested in keeping expenditures down. If you go over your budget, you write a letter to the director of finance requesting overage spending. Since NSD did not go over its budget, the District does not need to send such a letter.
Action: **M/S: Sloane/Rutledge** to approve Resolution 2016-17 #2 for Gann Limit **ROLL CALL Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
- d. **Approve Education Protection Account Expenditures for 2015-16** *Discussion:* Kate Lane explained that the District receives \$200 per ADA annually (approximately \$10K) for EPA expenditures i.e. technology for students. She noted that this funding will continue for a few more years unless Prop. 51 is approved by voters in November. Kate advised looking into where the District is with regard to use of E-Rate, which is focused on providing schools with access to internet. She said she will contact a technology resource at MCOE to find out about NSD’s E-Rate history.
Action: **M/S: Sloane/Rutledge** to approve Education Protection Account Expenditures for 2015-16 **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
- e. **Approve Annual Parcel Tax Expenditures Report** *Discussion:* Kate Lane explained that this reported was generated for the first time last year regarding the parcel tax fees, how they’ve been spent and if there was a carryover balance. She said there was a \$30K increase in revenue and \$17K was transferred out for special education. Trustee Snell

noted that there should be a bigger reserve next year because the District is down by a .4 FTE certificated teacher.

Action: **M/S: Sloane/Rutledge** to approve Annual Parcel Tax Expenditures **Vote: 3/0**
Ayes: Rutledge, Sloane, Snell; *Noes:* None

f. **Consideration to Approve Resolution 2016-17 #1 Regarding Sufficiency or Insufficiency of Instructional Materials**

Action: **M/S: Sloane/Rutledge** to approve Resolution 2016-17 #1 Regarding Sufficiency or Insufficiency of Instructional Materials **ROLL CALL Vote: 3/0** *Ayes:* Rutledge, Sloane, Snell; *Noes:* None

8. **Facilities**

a. **Consider Resolution 2016-17 #3 Reimbursement Resolution (for Treatment Plant Upgrade Project WS#2100582)**

Action: **M/S: Sloane/Rutledge** to approve Resolution 2016-17 #3 Reimbursement Resolution (for Treatment Plant Upgrade Project WS#2100582) **ROLL CALL Vote: 3/0**
Ayes: Rutledge, Sloane, Snell; *Noes:* None

9. **Personnel**

a. **Approve MOU Between Nicasio School District and Bolinas-Stinson Union School District and Angelique Borges for (part time) District Financial Specialist Services**

Discussion: Supt. Lohwasser said he will make sure that the terms of future such contracts are acceptable to the Board. He said his goal is to stabilize the District and that conversations about the next budget cycle will begin soon.

Action: **M/S: Sloane/Rutledge** to approve MOU Between Nicasio School District and Bolinas-Stinson Union School District and Angelique Borges for (part time) District Financial Specialist Services **Vote: 3/0** *Ayes:* Rutledge, Sloane, Snell; *Noes:* None

b. **Approve Agreement Between MCOE and Nicasio School District for Administrative Support Services** *Discussion:* Supt. Lohwasser explained that the document gives the county the ability to reimburse Interim Principal Armstrong, and that the agreement reflects the maximum he can work within STRS retirement parameters.

Action: **M/S: Sloane/Rutledge** to approve Agreement Between MCOE and Nicasio School District for Administrative Support Services **Vote: 3/0** *Ayes:* Rutledge, Sloane, Snell; *Noes:* None

c. **Approve Hiring of .2 FTE Classified Physical Education Specialist for 2016-17**

Discussion: Interim Principal Armstrong explained that this is a .2 FTE position but it's actually two half days. He noted that it is a "financial wash" within the current budget.

Action: **M/S: MR/MS** to approve Hiring of .2 FTE Classified Physical Education Specialist for 2016-17 **Vote: 3/0** *Ayes:* Rutledge, Sloane, Snell; *Noes:* None

10. **Administrative/Governance**

a. **Approve Response to Marin County Civil Grand Jury Report Re: 2015-16 Web Transparency Report Card**

Discussion: Supt. Lohwasser explained that every district in the county was served with the Grand Jury reports. He said the report was sent to former Principal Stocker, but there were too many year-end activities going on for her to complete all of the tasks. Interim Principal Armstrong said Office Manager Mikki McIntyre and Technology Consultant Mark Tong are collaborating on a new website that

will be easier to update, and that all of the transparency items are now on the site. He added that the District is now in compliance.

Action: **M/S: Sloane/Rutledge** to approve Response to Marin County Civil Grand Jury Report Re: 2015-16 Web Transparency Report Card **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

b. **Approve Revision of 2016-17 Annual Calendar**

Action: **M/S: Sloane/Rutledge** to approve Revision of 2016-17 Annual Calendar **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

c. **Approve Revision of 2016-17 Board Meeting Schedule** *Discussion:* Trustee Snell requested a change of the December meeting date due to overseas travel. The trustees agreed on Monday, December 12th as the new date for December.

Action: **M/S: Sloane/Rutledge** to approve Revision of the 2016-17 Board Meeting Schedule to include both Monday, December 12, 2016 and Wednesday, March 1, 2017 as the meeting dates for those respective months. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

d. **Approve Revision of BP 9270 – Conflict of Interest** *Discussion:* Interim Principal Armstrong explained that the revision reflects the addition of the District’s business official to the Conflict of Interest policy.

Action: **M/S: Sloane/Rutledge** to approve Revision of BP 9270 – Conflict of Interest **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

e. **Correspondence**

- Notice of Waiver Request Approval re: State Testing Apportionment Information Report and Certification Deadline, Christine Plumb-Gordon, Waiver Office, California Department of Education, July 21, 2016
- 2015 California State Water Board Consumer Confidence Report for Nicasio School (Water System #2100582), Danielle Sturla, Jerry and Don Yager’s Pump & Well, Jun 5, 2015

11. **Conclusion**

a. **Agenda Planning**

- *Arts Resolution*
- *Water System Update*
- *CSBA guest – Marin representative (possible)*
- *Quarterly Williams Report*
- *Discussion of IDTs to reassure families that what happened last year is not the “new normal”*

b. **Adjournment**

Action **Sloane/Rutledge** to adjourn meeting at 6:47pm **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

Respectfully Submitted, **Mikki McIntyre**

Unadopted Adopted

Madeleine Sloane, Clerk