

**NICASIO SCHOOL DISTRICT  
BOARD OF TRUSTEES  
-MINUTES-**

**Thursday, November 12, 2009  
6:15 PM  
Nicasio School Library  
5555 Nicasio Valley Road Nicasio, CA 94946**

**\*REGULAR MEETING\***

1. Call to Order and Patriotic Moment. In honor of Veterans Day and all our service men and those who have died for our country including the Fort Hood victims.
- 2.
3. Roll Call. **Trustees Kim Wallach, Chris Mothersill and Madeleine Sloane** were in attendance. *Also present: Superintendent Stephen Rosenthal, Principal Christy Stocker, and Administrative Assistant Mikki McIntyre.*
4. Approval and Adoption of Agenda. **M/S/C: Sloane/Mothersill** to approve and adopt agenda. **Vote: 3/0**

**CONSENT AGENDA**

5. Consent Agenda.
  - a. Approval of Minutes from October 14, 2009 Regular Meeting of the Board of Trustees and Minutes from October 7, 2009 Special Meeting – Board Workshop.
  - b. Ratification of Warrants Paid through November 4, 2009. *Discussion:* Adjournment time on minutes from October 7<sup>th</sup> workshop is incorrect. Meeting was adjourned at 9:10 PM. *Action: M/S/C: Wallach/Sloane* to approve Consent Agenda with amendments to .. minutes as noted. **Vote: 3/0**

**PUBLIC COMMENT**

6. Public Forum (non-confidential matters only). There were was no public comment.

**ACTION ITEMS**

7. Approval of 2009-10 Budget Revisions (General Fund and Deferred Maintenance)  
*Discussion:* Trustee Wallach asked whether the carryover will continue. Supt. Rosenthal confirmed that it will, noting that the majority of the school's budget is not federal, and the state categories don't have the restrictions that the federal categories have.  
*Action: M/S/C: Wallach/Sloane* to approve 2009-10 Budget Revisions. **Vote: 3/0**
8. Approval of 2008-09 Developer Fees Report.  
*Action: M/S/C: Wallach/Mothersill* to approve 2008-09 Developer Fees Report. **Vote: 3/0**

9. Second Reading of Revised Facilities Use Policy BP1330.
10. *Action: M/S/C: Wallach/Sloane* to approve Revised Facilities Use Policy BP1330 as amended. **Vote: 3/0**
11. Request from Organs R Us to Waive Facility Use Fee. *Discussion:* The Board discussed approving the fee waiver due to the worthy nature of this local event. Trustee Sloane requested that the group sign the newly approved facility use and indemnification agreements. The trustees concurred that the facility use application and waiver request must be submitted annually.  
*Action: M/S/C: Wallach/Sloane* to grant, as a special exception to the policy, a onetime facility use fee waiver to Organs R Us for their May, 2010 event. **Vote: 3/0**
12. Approval of 3/4/5 and 6/7/8 Year-End Field Trip Proposals. *Discussion:* The Board discussed requiring certified lifeguard documentation when a field trip involves water-related activities. Trustee Wallach noted that the proposed middle school field trip budget includes some funding for scholarships, and that special movie nights will be arranged to help raise more money. She said the fees include covering the cost for sic chaperones to attend. Any additional chaperones will pay their own way.  
*Action: M/S/C: MS/CM* to approve Policy BP. **Vote: 3/0**

### **SCHOOL DISTRICT REPORTS / DISCUSSION**

13. Report from Nicasio School Foundation. **Trustee Wallach** motioned to move this item forward on the agenda from #16 to #11. The motion was seconded by **Trustee Mothersill**. (**Vote 3/0**) Update was presented by Foundation President Whit Jackson.
- Whit reported that the Foundation has been busy, and that three meetings have been held since the start of the school year. Much activity has taken place in transitioning to the organization's new administrative and financial management team. Whit and Holly McArthur are now fully operating the reporting and accounting functions. Separate bank accounts have been established and some accounting procedures are being streamlined. Thus far this year, he noted, the Foundation has funded MPR the enhancement project, Hot Lunch scholarships and the Parent Club.
  - The Foundation's goal is to raise \$56,000 this year via three fundraising components:
    - i. Family Giving- Most families are giving about \$650 per child. Twelve out of 30 families have contributed to date. The Foundation plans to increase frequency of message (e.g. letters, sign boards & emails) to try to get 100 percent participation. Principal Stocker requested information on this campaign that can be communicated to families and promoted by the office.
    - ii. Friends of the School Campaign – Whit said the Foundation is refining a community database of potential supporters. The goal is to develop an email list for getting the message out efficiently. People can donate online via Secure Google Checkout. Whit noted that his employer has donated the use of Constant Contact, which allows people to unsubscribe from the list at any time. Trustee Mothersill clarified that the school's API for 2009

was not the highest in West Marin, as indicated on Foundation literature, but was, in fact, the highest ever achieved by Nicasio School.

- iii.* Events – The Foundation’s biggest event of the year, the third annual E.A.T., will take place in late April or early May 2010 at the Banta residence. Whit said planning for the event will begin in earnest in January. Trustee Wallach inquired about the timeline, noting that the point of moving the event to the spring was to provide more time for planning, yet nothing will begin until January. Whit explained that there has been an effort to move things along more quickly, and also some resistance to that. Trustee Mothersill inquired about a bottom line budget for E.A.T. Whit said there is an effort to streamline the event this year and make a more reasonable return. He added that the targeted goals are to raise \$29K through Family Giving, \$15K through E.A.T., \$6K through Friends of the School, and the balance through miscellaneous sources.
- Principal Stocker inquired whether graduation activities would be sponsored by Foundation or the Parent Club. White responded that graduation will be in the Parent Club’s budget.
  - Trustee Wallach inquired about scheduling Board/Foundation workshop. The trustees and Whit agreed that the best night to do so would be on a Wednesday that is not a regularly scheduled Board meeting night.
  - The Board commended and thanked Whit for his presentation.

14. Classroom Configurations and Enrollment. Principal Stocker presented her report on the presentation she made to staff on October 28, 2009 wherein she shared ideas discussed by the Board at its October 7, 2009 workshop regarding classroom configurations and enrollment. She said the staff looked not only at classroom caps for future enrollment, but also at acceptable minimums. She noted that it is especially important at the middle school grades to provide an atmosphere that fosters peer interaction. Principal Stocker suggested presenting anticipated enrollment for the next school year at the June Board meeting for determination of whether there might be space available for Interdistrict Transfer (IDTs) students. Trustee Mothersill recommended setting those targets in March and communicating to the greater community that the district is accepting IDT applications for specific grade levels. He stressed the importance of not accepting IDTs up to the grade cap, thereby reserving room for potential new resident students.

15. Overview of 2009 STAR Test Results. Principal Stocker presented her compilation of annual grade comparisons by grade level and a report tracking class groups. She explained that the documents were not provided to public because doing so may expose identity of specific students. She reported that in general, students are performing very well and there weren’t any trends or alerts that stood out. She said the staff looks at the data as a team during PLC meetings. Supt. Rosenthal commented that using the data in that way is a good way to help drive decisions. Principal Stocker said the teachers share ideas and strategies. She explained that the first step for teachers this year was to develop curriculum maps for all subject areas and learn the new math curriculum. Now the team is phasing into looking at standardized assessments and moving into targeted interventions with specified students. She noted that the staff recently identified a particular school population of students who were below proficient in at least one area on STAR tests – those from Spanish-speaking families. As a

result, the teaching team and parent volunteers organized an upcoming parent night for the school's Spanish-speaking families as a way to open communication channels, discuss strategies for helping them support their child's learning, and give them a forum for asking questions. Supt. Rosenthal recommended a contact for Principal Stocker to discuss how to keep the dialogue going with that parent group.

16. Review of Strategic Plan. Principal Stocker provided updates on the Strategic Plan. She said that overall, the school is making good progress toward meeting the goals outlined in the plan. Trustee Mothersill commended Principal Stocker for the progress that has been made, and noted that 90 percent of those items have been addressed "very well". Principal Stocker added that the one area she would personally like to focus on next is the high school transition piece. She would like to conduct surveys and follow-ups with Nicasio School graduates to see if they have been well prepared for success in high school. Trustee Wallach seconded Trustee Mothersill's commendation of the achievements Principal Stocker has made in meeting the goals of the Strategic Plan.
17. Principal's Report. CS presented her report. See attached.
18. Superintendent's Report. There was no report.
19. Trustee's Report. Trustee Wallach reported that she filed a Final Notice of Determination with the County of Marin on November 4, 2009 for the Nicasio School Water System Improvement Project SDWSRF#2100582-01. She said the consultant is coordinating the filing of the final documents with the state clearinghouse. Trustee Wallach added that she is still researching potential foundations that fund water for schools. She noted that the District can get a \$50,000 loan at zero percent interest for 20 years. She said that may be an attractive avenue. Additionally, she will continue to look at options for grants.

### CONCLUSION

20. Agenda Planning.
  - Early November, 2009 – Special Meeting
    - a. Board/Foundation Workshop re Annual Strategic Check-in.
  - December 9, 2009 – Regular Meeting
    - a. Annual Organization Meeting of School Board
      - i. Certificate of Election of Officers of Governing Board
      - ii. Statement of Facts
      - iii. Signature Card
      - iv. Updated Trustee Email Addresses
    - b. NTA Sunshine
    - c. First Interim Report
19. Other Business. There was no other business.
20. Adjournment  
*Action. M/S/C: Wallach/Sloane to adjourn the meeting at 8:02PM. Vote: 3/0*

Respectfully submitted,

Mikki McIntyre

Unadopted

Adopted

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Madeleine Sloane, Clerk