

# Minutes

## Bolinas-Stinson Union School District

### Regular meeting of the Board of Trustees

January 12, 2016

Closed session 5:00 to 6:00 PM – Open session begins at 6:00 PM

Meeting Location: Bolinas Campus Library

125 Olema Bolinas Road, Bolinas, CA 94924

BSUSD Trustees: Nate Siedman, Jennie Pfeiffer, Arianne Dar, Steve Marcotte, Superintendent

Attendees: John Carroll Absent: Cyrus Harmon

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**1. Call Meeting to order**

*The meeting was called to order at 5:00 p.m.*

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**2. Approval of Closed Session Agenda**

*M/S by Dar/Marcotte*

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**3. Public Comments on Closed Session Agenda**

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**4. Recess to Closed session**

4.1 Public Employee Appointment/Employment **[54957]**

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**5. Reconvene into Open Session**

*At 6 p.m.*

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**6. Announcement of Reportable Action taken during Closed Session**

*There was no reportable action taken during closed session*

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**7. Approval of Agenda / Introductions**

*M/S by Dar Pfeiffer*

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**8. Public Comments**

*Jennie Pfeiffer presented Board President, Nate Siedman with a gavel and to congratulate him on his upcoming wedding presented him with a gift from the Board.*

*Erika Lowry addressed the Board with her concerns regarding Math Instruction and student assessments.*

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## 9. Correspondence/Information

### 9.1 Enrollment

*Current Enrollment was reported at 105*

[https://www.dropbox.com/s/bw1h7qqudf86paq/9.1\\_15-16\\_enrollment\\_1-5-2016.pdf?dl=0](https://www.dropbox.com/s/bw1h7qqudf86paq/9.1_15-16_enrollment_1-5-2016.pdf?dl=0)

### 9.2 Incoming Correspondence

12/8/2015 from County of Marin re: 2015/2016 Annual Statement of Investment Policy

[https://www.dropbox.com/s/y97m0ypdqm75wkt/9.2\\_incoming\\_MarinCounty.pdf?dl=0](https://www.dropbox.com/s/y97m0ypdqm75wkt/9.2_incoming_MarinCounty.pdf?dl=0)

12/9/2015 from Fazal Wala re: relief from school assessment

[https://www.dropbox.com/s/bw1h7qqudf86paq/9.1\\_15-16\\_enrollment\\_1-5-2016.pdf?dl=0](https://www.dropbox.com/s/bw1h7qqudf86paq/9.1_15-16_enrollment_1-5-2016.pdf?dl=0)

### 9.3 Outgoing correspondence

12/17/15 to parents of 3<sup>rd</sup> & 4<sup>th</sup> graders re: class size

[https://www.dropbox.com/s/ul3fko8xai89jcs/9.3\\_Outgoing%20correspondence\\_to%20Parents%20and%20Guardians%20of%203rd%20and%204th%20Grade%20Students.docx?dl=0](https://www.dropbox.com/s/ul3fko8xai89jcs/9.3_Outgoing%20correspondence_to%20Parents%20and%20Guardians%20of%203rd%20and%204th%20Grade%20Students.docx?dl=0)

1/5/2016 to Molly Maguire in appreciation for service

[https://www.dropbox.com/s/lf1f7snz8b32wmr/9.3\\_MollyMaguireLetter.pdf?dl=0](https://www.dropbox.com/s/lf1f7snz8b32wmr/9.3_MollyMaguireLetter.pdf?dl=0)

*The Board acknowledged the afore-referenced correspondence*

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## 10. Special reports

*None*

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## 11. Superintendent's Report

11.1 Budget and legislative update

[https://www.dropbox.com/s/pf8s8lriotd43cw/11.1\\_2016-17%20January%20Budget%20Overview%201-7-16.pdf?dl=0](https://www.dropbox.com/s/pf8s8lriotd43cw/11.1_2016-17%20January%20Budget%20Overview%201-7-16.pdf?dl=0)

[https://www.dropbox.com/s/gxls9z9jmgx50fo/11.1\\_JLAC%20Priorities%2015-16%20Draft%20Revisions%20December%202015.doc?dl=0](https://www.dropbox.com/s/gxls9z9jmgx50fo/11.1_JLAC%20Priorities%2015-16%20Draft%20Revisions%20December%202015.doc?dl=0)

[https://www.dropbox.com/s/g91wb3pg4pe9iqb/11.1\\_Supt%20reportLozano%20Smith%20News.pdf?dl=0](https://www.dropbox.com/s/g91wb3pg4pe9iqb/11.1_Supt%20reportLozano%20Smith%20News.pdf?dl=0)

[https://www.dropbox.com/s/yhp2dncxmor4g0n/11.1\\_The%20President%20Signs%20Historic.docx?dl=0](https://www.dropbox.com/s/yhp2dncxmor4g0n/11.1_The%20President%20Signs%20Historic.docx?dl=0)

● *Supt. Carroll reported on the legal case in LA regarding Employee unions requiring payment of agency fees*

● *Basic aid schools may have additional one time revenues on the way*

● *NCLB (No Child Left Behind) has been overhauled to a new program titled: "Every Student Succeeds Act" (ESSA)*

11.2 Business Services update

*Interviews were conducted today for a shared services Financial Specialist for the Districts of Bolinas-Stinson and Nicasio*

11.3 Report on LCAP developments

*The SSC (School Site Council) reviewed the LCAP and made suggestions relating to Parent participation and articulation of math progress*

11.4 After-School Program update

*A meeting will be scheduled with all of the after school teachers to discuss the audit findings and propose changes to the billing portion of the program. No coordinator has been retained for the program*

11.5 Strategic Plan next steps- set special meeting to discuss SP

*A doodle poll will be sent out to Board members to schedule a meeting focusing on the Strategic Plan*

11.6 School Sign update

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*A collaborative project between a ROP at Redwood HS and Bolinas-Stinson staff and students has been designed and will begin construction later in January.*

#### 11.7 Board recruitment and make-up

*Supt Carroll listed several measures to solicit Board membership in the one known seat that will become available at the end of Arianne's term. These include recruitment by current members, posting information on the school website and school news and a Supt. open house to field inquiries to prospective members. Trustee Dar suggested advertising and publishing a timeline for interested parties. Members of other committees such as the School Site Council may be urged to consider a Board seat.*

Other:

- *There are two upcoming events regarding Tam Union HS district: 1/14/16 Open House at Tam Union HS for 2016-17 Freshmen and on 1/21/16 Representative from Tam will visit the Bolinas-Stinson school to meet with incoming students*

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## 12. Principal's Report

[https://www.dropbox.com/s/wep51hhifybsfz4/12\\_Principal%20Report.pdf?dl=0](https://www.dropbox.com/s/wep51hhifybsfz4/12_Principal%20Report.pdf?dl=0)

### 12.1 Future class sizes / staffing

*Principal Richardson prepared a report. At recent meeting with staff, the question "Is our single grade, small class size good for our students?" A disadvantage agreed on was the social and emotional development of students. Projected enrollment for kindergarten for the 2016-17 school year is 7-10 students. Ideas to boost enrollment include:*

*A district run pre-school for children 4 years old, attract more families with Kindergarten aged children. Staff would be interested in visiting other schools to gain insight and inspiration to respond to declining enrollment. Additionally staff agreed to establish goals or deliverables for what students should be learning and graduating with. Staff also wanted the role of the After-school coordinator to be re-defined to include community outreach. Staff were also in favor of a District owned van that would be used for field trips and other experiential learning events.*

*Principal Richardson reported that some staff had an idea for class re-structuring that would provide a solution to the social/emotion development issue, additional enrichment and extra support for student when/when needed.*

### 12.2 Principal' report - Math update

*Tam High school district is aligning all of their math studies between all of the schools in the district (Tam, Drake and redwood). They will establish a benchmark for all incoming 9<sup>th</sup> graders with initial assessments. Students would then be re-assessed three weeks into the new school year.*

*Other highlights from his report included:*

*District has adopted a K-8 math curriculum, Professional development is being offered in the new curriculum; K-3 Teachers are involved in a 3-year Professional development grant in math and science instruction; Dona has applied for a similar grant; Teacher in grades 4 and middle school recently attended the California Math council; the district has retained a consultant to identify deliverables for a new report card design; changes have been made in the master schedule that increases time in the core academics and allows for larger block period for those studies*

### 12.3 2016-17 School calendar- review of draft submitted to staff

*A working draft was shared that is based on past practices. Major breaks are aligned with the Tam District*

[https://www.dropbox.com/s/ixyc7rr41amp3g/12.3\\_2016-17\\_draftB.pdf?dl=0](https://www.dropbox.com/s/ixyc7rr41amp3g/12.3_2016-17_draftB.pdf?dl=0)

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**13. Approval of the following Consent agenda items**

*M/S by Dar/Pfeiffer (note: item 13.3 pulled for further discussion review [Marcotte])*

13.1 Warrants dated:

13.1a 12/7/2015 (Fund 01),

[https://www.dropbox.com/s/xw7dlkc7a0p299e/13.1a\\_12072015\\_approved.pdf?dl=0](https://www.dropbox.com/s/xw7dlkc7a0p299e/13.1a_12072015_approved.pdf?dl=0)

13.1b 12/7/2015 (Fund 13),

[https://www.dropbox.com/s/poyq359vdvwqqvq/13.1b\\_120715\\_approved.pdf?dl=0](https://www.dropbox.com/s/poyq359vdvwqqvq/13.1b_120715_approved.pdf?dl=0)

13.1c 12/9/2015 (Fund 01)

[https://www.dropbox.com/s/yxbtaqos7x1v9zz/13.1c\\_warrants%2012-9-15-fund01.pdf?dl=0](https://www.dropbox.com/s/yxbtaqos7x1v9zz/13.1c_warrants%2012-9-15-fund01.pdf?dl=0)

13.2 Minutes from: 12/8/2015 Regular Board

[https://www.dropbox.com/s/i95ssceh8ibmups/13.2\\_minutes\\_approved.pdf?dl=0](https://www.dropbox.com/s/i95ssceh8ibmups/13.2_minutes_approved.pdf?dl=0)

Other

13.4 Quarterly Williams Complaint report for the period of 10/1/2015 to 12/31/2015

[https://www.dropbox.com/s/9ms4j7frl7g4wsm/13.4\\_wLLIAMS\\_APPROVED.pdf?dl=0](https://www.dropbox.com/s/9ms4j7frl7g4wsm/13.4_wLLIAMS_APPROVED.pdf?dl=0)

13.5 Auditors contract

[https://www.dropbox.com/s/1r86wy2wnpbabhu/13.5%20Auditors%20contract\\_signed.pdf?dl=0](https://www.dropbox.com/s/1r86wy2wnpbabhu/13.5%20Auditors%20contract_signed.pdf?dl=0)

*Board President Siedman called for a vote on the following item:*

13.3 *Relief from school assessment (see correspondence)*

*To grant an exemption for the school parcel tax on two parcels: 0 Yes; 4 No; 0 Abstain*

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**14. STUDY & INFORMATION**

Policy Review

~~Early admission to Kindergarten/early and mid-year admission to Transitional Kindergarten~~

**ITEM DELETED**

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**15. STUDY & INFORMATION**

Class Sizes

Long term enrollment projections

*The Board reviewed a 5 year projected enrollment that depicted a gradual decline*

[https://www.dropbox.com/s/s1s1655ajoem5oe/15\\_5YR%20projectionsrev%201-6-16.pdf?dl=0](https://www.dropbox.com/s/s1s1655ajoem5oe/15_5YR%20projectionsrev%201-6-16.pdf?dl=0)

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**16. STUDY & INFORMATION**

Monthly Board member reports

*It was agreed that at agenda planning sessions, president Siedman will review potential reports and deem them appropriate for reporting at the Board meeting*

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**17. BOARD CONSIDERATION – ACTION**

*M/S by Pfeiffer/Dar*

Approve Interdistrict transfers

Outgoing (1)

[https://www.dropbox.com/s/rxj7ju1ic9kyag6/17\\_IDT\\_OUT.pdf?dl=0](https://www.dropbox.com/s/rxj7ju1ic9kyag6/17_IDT_OUT.pdf?dl=0)

Incoming (1)

[https://www.dropbox.com/s/5h5pcziv5p6qyl/17\\_idt-IN.pdf?dl=0](https://www.dropbox.com/s/5h5pcziv5p6qyl/17_idt-IN.pdf?dl=0)

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**18. BOARD CONSIDERATION – ACTION**

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Board Policy

Approve new policy regarding Drug and Alcohol testing for school bus drivers as discussed at the December 8, 2015 regular board meeting.

**ITEM DELETED**

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**19. BOARD CONSIDERATION – ACTION**

*M/S by Dar/Pfeiffer*

AB 104 SEC.58- review and approval of fund allocations for Professional development including Teacher training related to student mindsets/brain research, Teacher Training in standards based curriculum and instruction and Administrator training/coaching- instructional leadership and methods.

[https://www.dropbox.com/s/iu3xcpas5fjekea/19\\_AB%20104%20spending%20plan%20Bo-Stin.pdf?dl=0](https://www.dropbox.com/s/iu3xcpas5fjekea/19_AB%20104%20spending%20plan%20Bo-Stin.pdf?dl=0)

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**20. BOARD CONSIDERATION – ACTION**

*M/S by Pfeiffer/Marcotte*

Credential staff leave of absence

Approve a leave of absence for Gretel Vargas for 2015-16 school year (43 days)

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**21. BOARD CONSIDERATION – ACTION**

*M/S by Dar/Pfeiffer*

Credential staff leave of absence

Approve a leave of absence for Gretel Vargas for 2016-17 school year (186 days)

[https://www.dropbox.com/s/wuakilot2ogw25p/20\\_Gretel-%20leave%20for%202016-17.docx?dl=0](https://www.dropbox.com/s/wuakilot2ogw25p/20_Gretel-%20leave%20for%202016-17.docx?dl=0)

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**22. BOARD CONSIDERATION-ACTION**

*M/S by Dar/Pfeiffer*

Approve Common Core Advisory Committee charge

[https://www.dropbox.com/s/3anspcs560oc8ws/22\\_CCAC-charge.pdf?dl=0](https://www.dropbox.com/s/3anspcs560oc8ws/22_CCAC-charge.pdf?dl=0)

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**23. BOARD CONSIDERATION- ACTION**

*M/S by Pfeiffer/Marcotte*

Approve Audit report

[https://www.dropbox.com/s/0o32maebvjhc8zt/22\\_Audit\\_Bolinas-Stinson%20Union%20School%20District%202015.pdf?dl=0](https://www.dropbox.com/s/0o32maebvjhc8zt/22_Audit_Bolinas-Stinson%20Union%20School%20District%202015.pdf?dl=0)

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**24. BOARD CONSIDERATION- ACTION**

*M/S by Dar/Pfeiffer*

Approve Increase of Bid threshold for school district purchases

[https://www.dropbox.com/s/yv5eftys1h4n35b/23\\_bid%20threshold.pdf?dl=0](https://www.dropbox.com/s/yv5eftys1h4n35b/23_bid%20threshold.pdf?dl=0)

[https://www.dropbox.com/s/cq7zdn696ecar2q/23\\_BP3549\\_bid%20threshold.pdf?dl=0](https://www.dropbox.com/s/cq7zdn696ecar2q/23_BP3549_bid%20threshold.pdf?dl=0)

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**25. BOARD MEMBER REPORTS**

Negotiations- Dar & Siedman-

Fiscal Oversight & Facility Planning Advisory Committee (FOFPAC) – Harmon.

Technology Committee – Harmon

Green Team – Pfeiffer – nor report

Marin County School Boards Association (MCSBA) – Pfeiffer

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Joint Legislative Action Committee – Pfeiffer  
Other:

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**26. Public Comments**

*Suggestion of a Math Night*

*Update on condition of Rob Hoge who has been ill*

*A parent asked to be placed on the February agenda. The Board explained that public comments are welcomed at Board meetings but issues regarding curriculum should go through the principal or School Site Council*

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**27. FUTURE**

S&I - Strategic Plan (includes pre-school)(For what is the school/district known)

S&I - Discussion of social host ordinances

S&I - Facilities Planning

S&I - Policy review- student conduct

Report- School Technology

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**28. Meeting adjourned**

*M/S by Pfeiffer/Marcotte*

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The next regular Board meeting will be held on 2/9/16 at the Bolinas Campus