

# Minutes

## **Bolinas-Stinson Union School District**

### **Regular meeting of the Board of Trustees**

**Date: August 14, 2018**

**Meeting Time: Closed session 4:00 to 5:00 PM; Open session begins at 5:00 PM**

**Location: Bolinas Campus, 125 Olema Bolinas Road, Bolinas, CA 94924**

#### **1. Call Meeting to order**

The meeting was called to order at 4pm. Present were trustees Pfeiffer, Marcotte, Demmerle and Woods. Superintendent Carroll was also present. Board President Siedman was out of town; Trustee Pfeiffer presided over the meeting

#### **2. Approval of Closed Session Agenda**

M/S by Marcotte/Demmerle

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

There were no public comments on the closed session agenda

#### **4. Recess to Closed session**

4.1 Student Matters – 35146, 48912, 49073-49079

4.2 Public Employee Discipline/Dismissal/Release - 54957

#### **5. Reconvene into Open Session**

At 5pm

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

M/S by Demmerle/Marcotte

The Board took action during closed session to confidentially approve the resignation of a member of the classified staff

#### **7. Approval of Agenda / Introductions – reading of Mission/Vision Statement**

Trustee Pfeiffer read the district Mission Vision statement

#### **8. Board member reports and Comments**

Negotiations- Siedman

Negotiations for the 2019-2020 for both classified and certificated will commence at the start of the new school year

Facility Needs Committee- Marcotte/Demmerle

FNC meeting will be scheduled for the 3<sup>rd</sup> Monday of every month for the 2018-19 school year

Green STEAM committee – Woods

No report

Marin County School Boards Association (MCSBA) – Siedman

The annual Superintendent and trustee dinner will be held on 8/23/2018 at Rancho Nicasio. Attending will be Trustees Siedman, Woods, Pfeiffer and Supt. Carroll

Joint Legislative Action Committee – Pfeiffer

No report

Staff housing Committee – Demmerle/Pfeiffer

Trustee Pfeiffer reported that the group has continued to gather information and will again meet with community organizations such as CLAM and a like committee from Novato Unified School District.

Trustee Demmerle is looking forward to a great and positive school year

Trustee Pfeiffer said she would like to see (1) consideration of year-round school, (2) student government, (3) student input to the Board, (4) a student newsletter, (5) investigation into upgrades to the Quesada and other facilities, (6) review of employee hours and retirement plans (future agenda item)

#### **9. Public Comments:**

None

## **10. Correspondence/Information**

Information only

### 10.1 Enrollment projection for 2018-2019 school year

Projected enrollment document stated 104 students; last minute updates increased the total to 106

### 10.2 Donation record - None

### 10.3 Incoming Correspondence - None

### 10.4 Outgoing correspondence - None

### 10.5 Other:

## **11. Superintendent's Report**

**REPORT**

### 11.1 Budget/Legislative update

### 11.2 Update on summer projects

### 11.3 MCSBA Kick-off

- Superintendent Carroll announced that County Superintendent Burke had offered Walker Creek to the district on 8/21/2018 to host staff team building.
- The district, he reported, is in good financial shape but will want to add an item to the Strategic Plan to address spending. As a start, requests for funds will be more scrutinized before proceeding adding that less "painful" steps taken now will help the financial future of the district.
- As of the election deadline, 4 community members had completed the necessary applications (3 incumbents: Pfeiffer, Marcotte and Siedman; and one community member: O'Neal). A candidate's night will be planned.
- Many of the summer projects were completed including classroom moves, painting and grounds. Additional work needs to be done on the lower playground at Stinson requiring the need for an outside contractor. A quote will be submitted for Board approval.

## **12. Principal's Report**

**REPORT**

### 12.1 Report on school preparation

New Principal, Michelle Stephens has been meeting with Staff, Parents and community members since her hire.

Professional development is being set-up for the new school year including:

- training on "Bridges", a new K-5 math curriculum (8/31/2018)
- Toolbox
- Readers workshop including more interaction with other teachers in the county currently using the program

Additionally, she has implemented a Campus Beautification project on 8/18/2018 [10-11:30 at Stinson; lunch in Bolinas; 1-3 at the Bolinas Campus]

The Garden project begun at the close of the 2017-18 school year is up and running

Outreach to parents for a PTA will commence at the start of the new school year. She will also host a monthly coffee-chat with topics to be decided by the PTA and/or SSC. She requested a trustee to attend these informal monthly gatherings.

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

**ACTION**

M/S by Marcotte/Woods

3 ayes; 1 abstain (Demmerle)

To approve the consent agenda items minus items 13.3d School nurse and 13.3e Legal services as these two contract had not been received.

### 13.1 Warrants: Batches: 45, 48, 49 and 50

### 13.2 Minutes from: 6/19/2018 Regular

### 13.3 Other:

- a. Interdistrict Transfer
- b. OT services
- c. Psychologist contract
- d. School Nurse contract -pulled

- e. Legal services- pulled
- f. School Counselor Contract

**14. Strategic Plan Study & Information**

Review and amend

- a. Review outline for flexible art & music class participation by home school students residing within the district confines.

Superintendent Carroll after consulting with the districts insurance carrier, Keenan, determined that there would not be any issues preventing us from offering this program to non-enrolled children residing within the confines of the district. He submitted an enrollment document (Guest Student Agreement) together with school rules. Evaluation of the program by parents' staff and students will take place in December, 2018.

**15. Staff Housing Study & Information**

Ongoing review of proposals/options

School housing committee member Ben Lowrance expressed optimism that a solution can be found based upon the number of empty houses in the community and the resources of the area. Trustee Pfeiffer said many options are being investigated.

**16. School discipline Study & Information**

Review rules as submitted 6/5/2018

Most of the Trustees felt the word bully/bullying should be replaced with terminology more reflective of the offense taking place. Additionally, the rules, they felt, should provide language to combat the specific problems both for victim and perpetrator. Trustee Demmerle would like to have the dress code rules re-evaluated. As a result, Superintendent Carroll will study the document making changes and will bring back to the Board for review.

**17. BOARD CONSIDERATION - Human resources Study & Information/Action**

M/S by Marcotte/Demmerle:

- 17a. Approve annual increase to Superintendent as outlined in employment contract at 3.3%

M/s by Marcotte/Woods:

- 17b. Approved Superintendent MOU with Lagunitas School District

M/S by Marcotte/Woods:

- 17c. Approve contracted librarian services

M/S by Demmerle/Marcotte:

- 17d. Approve Superintendent to proceed with process for additional Instructional Assistant/SpEd  
Trustee Demmerle volunteered to be on the committee (1 Board trustee required)

**18. Public Comments:**

Steve O'Neal expressed his support of the screening and interviewing process

John Glavis expressed appreciation to Principal Stephens for her support of the school garden projects

Trustee Pfeiffer asked about the guidelines for entry into PK/TK and Kindergarten

**19. FUTURE**

Strategic Plan (Ongoing)

- Social Emotional Learning - next steps
- Kindergarten readiness roundtable – timeline for committee meetings/goals

S&I - Facilities Planning (Ongoing)

Review and approve Spanish language instruction

Staff Housing update (ongoing)

Solar Lease review

Volunteers in the classroom and campus visitors

School Climate survey results

Review/Approve CSBA BP and AR 3320 Claims and Actions against the District

Consolidated Application

Employee sick leave status

Review of employee hours and retirement plans (future agenda item) [Pfeiffer]

Smarter Balanced test results

S&I - PK/TK/K guidelines for entry  
Action – Instructional materials  
S&I/Supt report – Employee hours and retirement  
S&I – school rules

**20. Meeting adjourned**

*M/S by Marcotte/Demmerle*

*The meeting was adjourned at 7:15*

The next regular Board meeting will be held on 9/11/2018 at the Bolinas Campus

Trustee meeting to discuss housing committee options  
Math Night for parents?  
Plan candidates night