**Minutes**

**Bolinas-Stinson Union School District Regular meeting of the Board of Trustees Date: October 8, 2019 Meeting Time/Location: Closed session 3:00 to 4:00 p.m. in the Bolinas Campus meeting room Open Session at 4:00 p.m. in the Bolinas Campus Library**

**125 Olema Bolinas Road, Bolinas, CA 94924**

1. **Call Meeting to order**

*The meeting was called to order at 3:00. Present were Trustees Siedman, Pfeiffer, Marcotte, Woods and Demmerle; Superintendent Carroll was also present*

1. **Approval of Closed Session Agenda**

*M/S by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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

*There were no public comments on the closed session agenda*

1. **Recess to Closed session**

4.1 Student Matters – 35146, 48912, 49073-49079

4.2 Public Employee Discipline/Dismissal/Release – 54957

4.3 Negotiations

1. **Reconvene into Open Session**

*At 5:10*

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

*Board President Siedman announced there was no reportable action taken during closed session*

1. **Approval of Agenda / Introductions – reading of Mission/Vison Statement-**

*M/S by Demmerle/Pfeiffer approved unanimous*

*M/S by Demmerle/Siedman approved unanimous*

*To move agenda item 19 as the next agenda item*

1. **Board member reports and Comments** Negotiations- Marcotte

*The classified unit met on 10/8/19 and will convene again once budget info is known; certificated negotiations have not be scheduled*

Facility Needs Committee- Marcotte/Demmerle *The committee met on 10/7/2019. They would like the Board to discuss thoughts and a timeline for a Bond measure* Green Team committee – Woods

*STEAM should be added to the committee name. The group met on 9/30/2019. 3/4 Teacher Anna Tosick agreed to serve as chair. A google doc is being created to consolidate information the group has gathered in the past.*

Marin County School Boards Association (MCSBA) – Siedman

*No report* Joint Legislative Action Committee – Pfeiffer

*The next meeting will be on 10/9/2019*

Staff housing Committee – Demmerle/Pfeiffer *A schedule has not been drafted for the groups meetings however Superintendent Carroll and committee member Ben Lowrance met with Commonweal to review potential temporary/occasional housing*

Budget Committee – Marcotte

*The committee met on 9/30/2019 and reviewed the charge in this first meeting of the 2019-20 school year. Once hired, the CBO will chair this committee. It was agreed that more members are needed on this committee*

Kindergarten Readiness Committee –Pfeiffer

*The committee agreed it was not necessary to meet monthly. Meetings will be scheduled once per trimester to check on progress toward goals. Principal Stephens and Trustee Pfeiffer will discuss ideas that Trustee Pfeiffer had offline. Trustee Pfeiffer suggested interfacing with the Kindergarten readiness group in Pt Reyes*

Other:

*Trustee Pfeiffer again suggested a merger of the FNC (Facilities Needs Committee) and the Housing Committee*

1. **Public Comments:**

*A parent in the audience comments that more parents may attend Board meetings if childcare were provided*

1. **Correspondence/Information Information only** 10.1 [Enrollment](https://drive.google.com/open?id=1m_QRXhZ278EEoYrxVLCklkCWKuKUvubl) for 2019-20 school year

*Enrollment grew by one more student to a total of 103 PreK to 8*

10.2 Donation record

* Love Apple Farm – Vegetable starts for school garden

10.3 Incoming Correspondence –

* 9/16/2019 from Marin County Office of Education re: 2019-20 Local Control Accountability Plan (LCAP) and Budget overview of Parents
* 9/16/2019 from Marin County office of Education re: 2019-2020 Annual Budget

10.4 Outgoing correspondence

* 9/27/2019 Letter from the Board to Kirsten Starsiak
* 9/27/2019 Letter from the Board to Anny Densmore

10.5 Other:

Local Indicators Dashboard

*The Board reviewed the information in Correspondence/Information*

1. **CBO Report REPORT** *No report*
2. **Superintendent’s Report REPORT**

12.1 Budget/Legislative update

12.2 Unaudited Actuals clarification

12.3 Board retreat update

*Superintendent Carroll reported that due to a planned PGE power shut-off school would be closed on Wednesday, 10/9/2019 with the potential of additional days.*

*He attended an ACSA Personnel symposium last week regarding school law and policy.*

*Supt Carroll and Board president Siedman visited the Bolinas-Children’s center (BCC) and met with Director Susan Tacherra and Staff member Whitney Vest to discuss the issues stemming from low census at the center. They are hopefully awaiting the progression of young children in the area to their program. The District offers vision and speech screenings for the students at BCC. The BCC is interested in being more involved* *with events at the School. Principal Stephens will remind staff and will continue with outreach to the center.*

*A draft community input survey written by Trustee Woods was reviewed. Once completed the survey will be sent to parents electronically and in paper version in English and Spanish.*

1. **Principal’s Report REPORT**

13.1 Emergency Preparedness

*Principal Stephens has teamed with the Stinson Beach and Bolinas fire departments to evaluate the disaster and first aid supplies. A grant will be written to help fund many of the purchases. Staff will participate in CPR and first aid training at a staff development day, January 7, 2020. Trustee and Bolinas fire department member Marcotte will host small focused trainings during the Wednesday all staff meeting days.*

1. **Approval of the following Consent agenda items ACTION**

*Trustee Demmerle recused himself from the Consent agenda*

*M/S by Pfeiffer/Siedman approved; 4 yes votes; 1 abstain (Demmerle)*

14.1 Warrants: Batches: 14 to 18

14.2 Minutes from: 9/10/2019 Regular, 9/24/2019 Special

14.3 Other:

1. Interdistrict transfers
2. Counselor contract
3. Quarterly Report on Williams Uniform Complaints for the period of 7/1/2019 to 9/30/2019
4. Sick Leave balances
5. Extended day kindergarten
6. **School Safety Plan Study & Information**

*The Board Reviewed the annual school safety plan.*

1. **Human Resources Action**

*Tabled*

Approve a leave of absence- classified staff member

1. **Human Resources- Specialist, PE Study & Information**

Review Position

*The Board reviewed the Specialist PE position and agreed it should remain at 30 hours per week. Trustee Woods asked if the dance could be added to the position and still fall within the 30 hours. Trustee Pfeiffer suggested changing “PE” to “Movement” but because it is a bargaining unit position, reported Supt Carroll, that is not possible. Trustee Demmerle said the candidate should encourage a lifetime fitness curriculum, be progressive and should really love kids.*

1. **Business office Study & Information**

Review / discuss structure options

*Supt Carroll shared business office models from a number of other school districts (Ross, Shoreline, Two Rock, Lagunitas and Nicasio) He stated that we offer many services that other districts do not and so, the CBO’s (chief business official’s) position is based on services offered. (Transportation, Food Service, Collective bargaining units). He consulted with the past CBO (Kirsten Starsiak) and the interim CBO (Tanya Michel) and their opinion is that the CBO position should be 1.0 FTE. He said that no decision should be made with-out cost from the business office. A special meeting will be called to discuss and take action on the Business office structure.*

1. **Board Meetings Study & Information/Action**

Discuss / review seating arrangements

*Board meeting times were moved up two hours at the request of staff (closed session used to start at 5; now it starts at 3pm). Late meetings are difficult for some staff members in attendance that do not live in the district. Trustee Demmerle suggested a closed session from 4-5; open at 5 with active communications so that staff are aware of agenda items. Trustee Woods suggested a later start time but to move the Principals report earlier in the meeting and to adhere to time lines so that a schedule is kept. Trustee Pfeiffer suggested keeping the meeting times as they are but utilizing the Bolinas Children’s center for childcare. A staff and member of the community suggested alternate start times every month.* *Another staff member said staff doesn’t seem to be attending even with the earlier start time and was in favor of a suggestion from the 9/10/19 meeting of a later start time. Principal Stephens suggested trustees view student presentations at 2:45 then proceed to closed session at 3pm so that staff does not have to work outside of contracted hours when student presentations are made. It was suggested that classified be offered extra hours to provide childcare. This would not be a drop-in; Parents would need to make a “reservation” for childcare for kids 2 years and older. Trustees also discussed alternating the start times depending on the site. All agreed the Stinson campus seating was not as comfortable as the Bolinas campus based on the furnishing sizes. Principal Stephens will query staff for their input. The start time for the November meeting will remain at 3pm with further discussion of childcare and changing the start times,*

*Tables at this meeting were arranged in a square horseshoe shape; Trustees felt too far away from each other. The November meeting will see tables arranged in a “V” shape utilizing 2 library tables.*

1. **Discussion of school climate survey Study & Information**

Further discussion/review of survey administered in spring, 2019

*The survey was given to student from grades 3 to 8, Families and staff. The survey for the 2019-20 school year will be given in January and be open for a longer period of time. Room parents will be enlisted to encourage participation by families and homeroom teachers will provide guidance to their students. The Board hoped for more participation by all groups for a better understanding of the climate at the school.*

1. **Arts program Study & Information**

*Review arts program funding report compiled by Supt Carroll. Trustee Woods asked for additional information that would include Materials, Labor, etc. for all of the arts programs.*

1. **Extended Field Trip Study & Information/Action**

Approve funding for the annual 8th grade field trip to Ashland, Oregon

*M/S by Demmerle/Pfeiffer approved unanimous*

*Trustee demmerle said that staff should not be reluctant in asking for monies for extended field trips*

*The Board suggested an awareness campaign to connect the community at large with the school*

1. **Public Comments:**

*It was announced the Foundation would host a bake sale at the Farmstand on 10/11/2019*

1. **FUTURE**  *Exit Interviews*

*Electric bus*

*Start time for Board meetings*

*Annual review- English Learners Program evaluation*

*Committees – discuss merge of FNC and Housing*

*Community- discuss/approve childcare for parents attending board meetings*

*Community- discuss change of Board meeting times*

*School- more comprehensive info re: Programs (Arts, Music, Spanish, Dance, PE, enrichment, field trips*

Approve a leave of absence- classified staff member

1. **Meeting adjourned**

*M/S by Pfeiffer/Marcotte*

*The meeting was adjourned at 6:48pm* The next regular Board meeting will be held on November 12, 2019