

# Nord Country School

Regular Meeting of the Board of Directors

Wednesday January 11, 2012 6:00pm

Nord Country School

5554 California Street

Chico, CA 95973

## Board Members

- Kelli Ruley, President
- Rob Cann, Vice-President
- Marcia Worden, Secretary
- Richard Aguilera, Treasurer
- Lexie Aceves
- Luke Messenger
- Vivian Appleby

## Minutes

### 1.0 Call to Order

**1.1 Flag Salute:** President Kelli Ruley called the meeting to order at 6:00 with the flag salute.

**1.2 Attendance:** Board Members Present were Kelli Ruley, Marcia Worden, Richard Aguilera, Vivian Appleby, Lexie Aceves and Luke Messenger. Robert Cann arrived at 6:05.

Guests: Kathy Dahlgren, John Dahlgren, Lisa Speegle, Junell Lawrence, Sheila Koester and Patty Roche.

**1.3 Approve Agenda:** Kelli Ruley asked that 7.1 Pie Auction Update be moved up to directly after the consent calendar. Marcia Worden made the motion to move 7.1 up to after the consent calendar. Lexie Aceves seconded the motion. The motion was voted on. Ayes – 7 Nays – 0 Abstain – 0

### 2.0 Consent Calendar

#### 3.1 Approval of minutes of previous meetings:

Patty Roche noted that the minutes sent to the board members - 2.1 should be changed to Luke Messenger moved to accept the Board Governance Policies...

Lexie Aceves moved to approve the minutes of the December 14<sup>th</sup> 2011 Regular Board Meeting, with additions. Luke Messenger seconded the motion.

Motion was voted on. Ayes – 7 Nays – 0 Abstain – 0

### 7.1 Pie Auction Updates (item moved forward)

Vivian Appleby reported that she and Ellen Steele are the co chairs of the Pie Auction this year. They are sending the save the date cards out. They are working on the sponsor letters. Marcia Worden suggested that she have Kathy Dahlgren review the letter before she sends it out. Vivian has been talking to Costco to see if they will donate most of the food. Ellen Steele is getting people to help with various things. The next meeting will be January 18th.

### 3.0 Policy Review

#### 3.1 Fiscal Policies

The board went through Fiscal Policies noting changes. Lisa Speegle will write up changes and present them to the board.

Board Policy 2010 - Budget Development

2.1.1 change finance committee to Administrator and Business Manager.

Change finance Committee to Business Manager throughout.

Eliminate italicized in each item.

2.1.4 change 5 year budget projection to 3 year and eliminate portion in italics.

2.1.3 Business Manager will replace Finance Committee.

2.5.1 At the end of the first full week of school and again at P1

Board Policy 2020 Fiscal Control

2.1 eliminate

2.2 change check request form to purchase request form.

2.3 Purchase orders and requests must be signed by administrator.

Checks must be signed by an approved board member

4.2 strike must be signed by two authorized signatories.

4.3 Business Manager reconciles the school's ledgers

The Administrator and Business Manager will regularly review these statements.

4.4 will deposit within 7 days Funds will be kept in locked safe.

4.5 eliminate - we don't have petty cash fund.

5.1 price Eliminate all purchases over \$250 must include documentation. Good faith effort will be made to obtain lowest possible purchase.

8.1 Change - The school will contract with the County Office of Education or a reputable bonded, and insured payroll contractor - to Bookkeeper. Business Manager reviews

8.3 Administrator and Business Manager reviews

8.5 add payscale

9.3.2 change 175 days to at least the minimum number of days.

9.3.3 add - If offered

Due to time limit we will continue at next meeting.

Luke moved to approve Board Policy - 2010 Budget Development as changed. Marcia Worden seconded the movement. Motion was voted on. Ayes – 7 Naves – 0 Abstain – 0

**4.0 Technology Report** John Dahlgren reported BCOE will bill, as actual time, from the time the technician leaves Bird street until they return. Off site - remote time will count from when they log on until they log out. At first there will be a higher expenditure, tapering off. Luke Messenger moved to secure BCOE as our Tech Support and budget \$12,000 annual cap. Lexie Aceves seconded the motion. Motion was amended to budget \$6,000 this year, \$12,000 next year and increasing 5% in following years. Marcia asked John Dahlgren to write a letter to Paul Allen Foundation asking them to help fund this. John agreed to look into it.

Motion was voted on. Ayes – 7 Naves – 0 Abstain – 0

Board thanked John Dahlgren for all his work over the years.

**5.0 Principal's Report** Kathy Dahlgren reported:

*Minutes approved by NCS Board on February 8, 2012*

- Enrollment is 146 students. Attendance for 5th month was 96.13% we are staying above our projected attendance.
- The kindergarten is studying about their 5 senses. They are learning to tie their shoes.
- The first graders are studying American symbols.
- The second graders are studying maps and learning about folk tales.
- The third graders are studying about Butte County History. They went on a field trip to upper Bidwell Park - the Ishi Trail. They are going to Bidwell Mansion.
- Fourth graders are studying about the Gold Rush.
- Fifth graders are studying about Colonial America and in science are learning about plant cells.
- Sixth graders are going to Chico State to see Peking Acrobats. They are going to Mt Lassen to go snowshoeing.
- Sheila Koester gave a PTO report. PTO treasury has around \$10,000. They were able to help three families at Christmas time (\$1,000) PTO will be having Loved Ones Day on Feb 28th. They have given money to the teachers as well. Three of the teachers will be attending the Kindergarten Conference on Saturday, down in Santa Clara.
- Ukulele lessons started on Monday. We have 2 sessions meeting 2 times a week.
- Staff has been reviewing the wellness Policy.
- Playhouse Donation - Winner of RAD Playhouse donated it to our school.
- There is a new seatbelt law
- CUSD has Portable classroom they would be willing to let us have. They will have another one this summer. It could be delivered and wrapped in plastic until we are ready to use. But it would have to be delivered in the next couple of days. The cost for delivery will be \$4,165. Luke pointed out we would have to upgrade our power, and have a place to put it until we are ready to use it. There are several other things to think about. The afterschool program might be able to use it too and help split the cost of moving it. We have a lot to look into before we could accept it. Kathy will check with Paul Hendricks to see if the numbers are right. Luke will check with PG&E to see what we will have to do.
- P1 report is due Friday. We will have to have a special meeting to approve it. The meeting will be Friday morning at 7:30.

## **6.0 Financial Report**

**6.1 December Payments to Vendors** - Marcia Worden moved to accept the payment to vendors. Richard Aguilera seconded the motion.

Motion was voted on. Ayes – 7 Nays – 0 Abstain – 0

### **6.2 December Donations**

Marcia Worden asked to add Marcia McClintock's \$500 donation, The Playhouse and Mark Pierce's donation of fertilizer to the list.

Luke Messenger moved to accept the Donations with great appreciation. Richard Aguilera seconded the motion.

Motion was voted on. Ayes – 7 Naves – 0 Abstain – 0

**6.3 Financial Reports** Lisa Speegle reported that there are no budget changes. We are still waiting to see if there are any ADA cuts.

Luke Messenger moved to accept the Financial Report. Lexie Aceves seconded the motion.

Motion was voted on. Ayes – 7 Naves – 0 Abstain – 0

#### **6.4 Strike**

### **7.0 General Business**

**7.1 Pie Auction Updates** (moved to before 2.0)

**7.2 Playground Committee Updates** Junell Lawrence reported that the committee decided on a vendor and will bring a presentation to the board next month

### **8.0 Public Members Who Wish to Address the Board of Directors on items not on the agenda**

**Speakers are asked to please limit their comments to 5 minutes per speaker.**

### **9.0 Closed Session**

**9.1 Public Employment: Terms of Contract**

**Per Government Code §54957.6**

**Title: Administration**

**Title: Credentialed Employees**

**Title: Classified Employees**

### **10.0 Reconvene to Regular Session**

**10.1 Call to Order**

**10.2 Report Action Taken in Closed Session**

No Action was taken.

### **11.0 Adjournment: Regular Meeting was adjourned at 8:00p.m.**

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

SPECIAL PRESENTATIONS MAY BE MADE

Notice is hereby given that, consistent with the requirements of the *Bagley-Keene Open Meeting Act*, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

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