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## NORTH BAY LEAGUE

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### NORTH BAY LEAGUE PRINCIPALS/ATHLETIC DIRECTORS MEETING MINUTES

DATE OF MEETING: MONDAY, APRIL 22, 2013  
LOCATION OF MEETING: RANCHO COTATE HIGH SCHOOL  
TIME OF MEETING: 3:30 PM

#### I. ARRIVAL

Call to Order and Roll Call, 3:45 PM

#### II. ADOPT AGENDA PASSED UNANIMOUSLY

*Motion to recommend adoption of the agenda as presented.*

*Motion: Chris Giovannini, Montgomery Athletic Director  
Second: Randy Burbank, Maria Carrillo Assistant Principal*

#### III. APPROVAL OF MINUTES PASSED UNANIMOUSLY

*Motion to approve the minutes of the January 13, 2013 meeting, previously emailed and posted on the NBL website.*

*Motion: Alan Nealley, Santa Rosa Assistant Principal  
Second: Chris Giovannini, Montgomery Athletic Director*

#### IV. PUBLIC COMMENT

Pursuant to Education Code 33353.2 (C), any person wishing to speak on any item on the agenda, or comment on the policies and practices of the North Bay League, will be heard at this time.

No person was present wishing to speak on any item on the agenda, or comment on the policies and practices of the North Bay League.

#### V. NCS BOARD OF MANAGERS AGENDA ITEMS

##### I. NCS BOARD OF MANAGERS AGENDA SUPPORTED UNANIMOUSLY

*Motion to instruct the NBL delegates to vote to approve the NCS Board of Managers Agenda.*

*Motion: Alan Nealley, Santa Rosa Assistant Principal  
Second: Chris Giovannini, Montgomery Athletic Director*

##### II. NCS CONSENT AGENDA SUPPORTED UNANIMOUSLY

*Motion to instruct the NBL delegates to vote to approve the NCS Board of Managers Consent Agenda.*

*Motion: Randy Burbank, Maria Carrillo Assistant Principal  
Second: Alan Nealley, Santa Rosa Assistant Principal*

**III. APPROVAL OF NCS BOM MINUTES  
SUPPORTED UNANIMOUSLY BY CONSENT**

*Motion to instruct the NBL delegates to vote to approve the minutes of the January 25, 2013 Board of Managers Meeting.*

**VI. FINANCIAL ITEMS**

**A. Preliminary 2013 - 2014 Proposed Budget  
SUPPORTED UNANIMOUSLY**

*Motion to instruct the NBL delegates to support the NCS 2013 - 2014 Proposed Budget.*

*Motion: Alan Nealley, Santa Rosa Assistant Principal  
Second: Chris Vitrano, Windsor Vice Principal*

**B. Refinance of mortgage for 5 Crow Canyon Ct., San Ramon, CA  
SUPPORTED UNANIMOUSLY**

*Motion to instruct the NBL delegates to support granting NCS Commissioner Gil Lemmon permission to proceed with refinancing of the current mortgage at 5 Crow Canyon Ct., San Ramon.*

*Motion: Chris Vitrano, Windsor Vice Principal  
Second: Alan Nealley, Santa Rosa Assistant Principal*

**C. Resolution to withdraw from Cal PERS Health System  
SUPPORTED UNANIMOUSLY BY CONSENT**

*Motion to instruct the NBL delegates vote to approve the resolution to withdraw from CalPERS Health System effective January 1, 2014. This is necessary to complete action several years ago to end lifetime medical benefits to NCS employees hired after August 4, 2008.*

**D. Resolution to join the Tri-County School Insurance Group Health System  
SUPPORTED UNANIMOUSLY BY CONSENT**

*Motion to instruct the NBL delegates vote to approve the attached resolution to join the Tri-County School Insurance Group Health System. Entering into a joint powers agreement allows for the pooling of membership to better negotiate lower health rates.*

**E. Health Care Coverage for NCS Employees  
SUPPORTED UNANIMOUSLY**

*Motion to instruct the NBL delegates to vote to support the health benefit hard cap of \$1,300 for NCS active employees.*

*Motion: Randy Burbank, Maria Carrillo Assistant Principal  
Second: Alan Nealley, Santa Rosa Assistant Principal*

**F. Administrative Vacation Language  
SUPPORTED UNANIMOUSLY BY CONSENT**

The NCS Employee Manual does not list language that explains the vacation for administrative staff. Below is suggested language.

ADMINISTRATIVE VACATION

Administrative staff is required to work a total of 240 days a year. Vacation shall be arranged to not conflict with Black-Out periods. The majority of vacation time shall be taken between the period of June 1 through July 31 each year. Other vacation periods must be approved by the Commissioner of Athletics. Vacation outside the June 1 through July 31 time period for the Commissioner of Athletics shall be approved by the Section President.

**G. Preliminary 2013 – 2014 Proposed Budget  
SUPPORTED UNANIMOUSLY**

***Motion to instruct the NBL delegates to vote to support the 2013 – 2014 proposed budget***

*Motion: Chris Giovannini, Montgomery Athletic Director  
Second: Alan Nealley, Santa Rosa Assistant Principal*

**VII. EXECUTIVE COMMITTEE**

**A. 2013 – 2014 Membership of the Executive Committee  
SUPPORTED UNANIMOUSLY**

***Motion to instruct the NBL delegates to vote for Lars Christiansen for the position of president-elect.***

*Motion: Graham Rutherford, Cardinal Newman Principal  
Second: Bob Steffan, Rancho Cotate Principal*

**B. Review Targets**

Review of the progress of the 2012-2013 targets.

- Development of a two-page four-color handout concerning performance enhancing drugs.
- Development of a two-page four-color handout concerning cheating, unsporting behavior and other sportsmanship issues.
- Planning for the 100-Year Anniversary of North Coast Section, CIF.

Ongoing Targets

- Development of the North Coast Section Athletic Directors' Association
- Digital conversion of NCS records, files, history, etc.
- Development of the history of North Coast Section, CIF
- Development of a list of potential list of NFHS Hall of Fame nominees at the student-athlete, coaches, officials and contributor levels.

**C. 2013 – 2014 NCS Governance Calendar  
SUPPORTED UNANIMOUSLY BY CONSENT**

*Motion to approve the proposed 2013 – 2014 NCS Governance Calendar.*

**D. Length of Term—Board of Managers Members (FIRST READING) FIRST READING**

B. The representatives above shall be elected for terms as follows:

1. The Section President, Section President-elect and Section past-president shall be appointed for consecutive two-year terms.

2. The female CIF delegate, representative of under-represented populations, school boards' representative, and superintendents' representative, ***Private school representative, Catholic Schools representative, Cal Coach representative, CSADA representative and Executive Committee at-large representative*** shall be elected to three-year terms.
3. The term of league representatives is determined by each individual league.
4. ~~Private school, Public School Boards' representatives and district superintendents' representatives shall be elected to three-year terms.~~

*(NCS Board of Managers 4/26/2010)*

**E. Length of Term—Executive Committee Members  
SUPPORTED UNANIMOUSLY BY CONSENT**

*Motion to approve language to designate the term of office for the At-large representative.*

**F. Quorum Board of Managers (FIRST READING) FIRST READING**

**45. QUORUM**

A quorum shall consist of a majority of the voting representatives to the NCS Board of Managers. Any representatives of leagues, superintendents and/or school boards, who have not been named at least three weeks prior to the respective Board of Managers meeting, shall not be counted when determining the number of representatives to the Board of Managers.

*Note: this is clean-up language, so that all members of the Board of Managers are treated equally and must be named at least three weeks prior to the respective Board of Managers meeting.*

**G. Deletion of NCS Definition of Progress Towards Graduation  
SUPPORTED UNANIMOUSLY**

***Motion to instruct the NBL delegates to vote to delete the additional NCS Constitution and General Bylaw language under NCS 205.B.(1)c.i and ii.***

*Motion: Randy Burbank, Maria Carrillo Assistant Principal*

*Second: Alan Nealley, Santa Rosa Assistant Principal*

**H. 2013 - 2014 Membership of the NCS Executive Committee  
SUPPORTED UNANIMOUSLY**

***Motion to instruct the NBL delegates to support President Amy McNamara's recommendations, based on the outcome of the election of the President Elect.***

*Motion: Alan Nealley, Santa Rosa Assistant Principal*

*Second: Bob Steffan, Rancho Cotate Principal*

President McNamara is recommending the appointment of the following individuals to the NCS Executive Committee based on the outcome of the election of the President-Elect.

Region 2: Simon Chiu, Principal, St. Joseph Notre Dame High School

Region 3 (if necessary): Linda Scheele, Principal, Casa Grande High School

Class A Rep (if necessary): Jack Lakin, Superintendent/Principal, Ferndale USD/High School

**2013 - 2014**

President: Chris Heller (first year of two years as president)

Past President: Amy McNamara (first year of two years as past-president)

President-Elect: Either Lars Christensen or Mark Ryan (first year of two years as president-elect)

Region 1: Mary Ann Valles (second year of first term)

Region 2:	Open—Candidates must come from Bay Valley, East Bay or Tri-County Athletic Leagues
Region 3:	Lars Christensen (second year of first term)—If Lars Christensen is elected President-Elect then this position will need to be filled. Candidates must come from either the Humboldt-Del Norte (Big Five), Marin County, North Bay or Sonoma County Athletic Leagues.
Female Rep:	Sue Keller (second year of first term)
Superintendent Rep:	Eric Volta (second year of first term)
CSBA Rep.:	Lynette Carrillo (second year of first term)
Class A Rep.:	Mark Ryan (second year of first term)—If Mark Ryan is elected President-Elect then this position will need to be filled. Candidates must come from the Bay Counties Conference, Humboldt-Del Norte “Little Seven” or the Coastal Mountain Conference
Under-Pop. Rep.:	Wendell Greer (third year of first term)
At-large Rep.:	Leo Lopez (second year of second term)

**VIII. CLOSED SESSION**

- A. No items as of the original posting of this agenda.
- B. **SUBMISSION OF SCHEDULES TO MAX PREPS IN SELECTED TEAM SPORTS.  
SUPPORTED, 6 - 1**

**Motion to instruct the NBL delegates vote to approve the mandate that all teams competing in team sports of football, water polo, soccer, volleyball, basketball, baseball, softball and lacrosse must submit schedules and results to MaxPreps.com and update those schedules/results. Failure to provide complete schedules and contest results would result in loss of hosting privileges in the respective sport.**

*Motion: Bob Steffan, Rancho Cotate Principal  
Second: Jake Fitzpatrick, Santa Rosa Assistant Principal*

**IX. REPORT OF ACTION TAKEN IN CLOSED SESSION  
X. SPORTS ADVISORY COMMITTEE MEETING**

- A. **Individual advancers for both Division 1 and Division 2 golf  
SUPPORTED UNANIMOUSLY BY CONSENT**  
Motion to increase the number of advancers for both Division 1 and Division 2 to 12 individuals.
- B. **Team sport participation—item moved to closed session**
- C. **Motion to Amend the NCS 3-year championship schedule, as indicated below.  
SUPPORTED UNANIMOUSLY BY CONSENT**
  - 1 *Motion to adjust the golf calendar by beginning girls’ golf one week earlier for the 2013 – 2014 school year. The new start date would be August 12, 2013.*
  - 2 *Motion to adjust the water polo calendar by moving the Fall boys’ and girls’ water polo championships one week later on the calendar.*
  - 3 *Motion to adjust the Fall Boys’ and Girls’ Soccer Championships one week later on the calendar, with immediate implementation.*
- D. **Recommendation to change bylaws 15.501 H and 22.501H, determining home team in the semifinal and championship round games in baseball and softball.  
SUPPORTED UNANIMOUSLY BY CONSENT**

*Motion to change the requirements for 15.501H, determining home team in the semifinal and championship round games in baseball and softball. The proposal is that the home team be determined by highest seed throughout the tournament instead of coin flip. **This would be for immediate implementation.***

**E. Change to the NCS Girls' Wrestling Championship Date  
SUPPORTED UNANIMOUSLY**

***Motion to instruct the NBL delegates to vote to move the NCS Girls' Wrestling Championship dates back on week.***

*Motion: Alan Nealley, Santa Rosa Assistant Principal  
Second: Randy Burbank, Maria Carrillo Assistant Principal*

<b><u>GIRLS' WRESTLING</u></b>	<b><u>2013 - 2014</u></b>	<b><u>2014 - 2015</u></b>	<b><u>2015 - 2016</u></b>
Final date for competition other than league individual qualifying	Feb. 13	Feb. 12	Feb. 11
Deadline for leagues to determine dual team qualifiers	Feb. 13	Feb. 12	Feb. 11
Dual Team Competition (student competition)	Feb. 15	Feb. 14	Feb. 13
Deadline for leagues to determine individual qualifiers	<del>Feb. 1</del> Feb. 8	<del>Jan. 31</del> Feb. 7	<del>Jan. 30</del> Feb. 6
Seeding meeting	<del>Feb. 2</del> Feb. 9	<del>Jan. 31</del> Feb. 8	<del>Jan. 30</del> Feb. 7
NCS/Les Schwab Tires Championships	<del>Feb. 7-8</del> Feb. 14-15	<del>Jan. 31</del> Feb. 13-14	<del>Jan. 30</del> Feb. 12-13
State CIF Championships	Feb. 28- Mar. 1	Feb. 27-28	Feb. 26-27

**IX. ALIGNMENT AND CLASSIFICATION COMMITTEE**

**A. Withdrawal of Leadership High School, San Francisco  
SUPPORTED UNANIMOUSLY BY CONSENT**

*Motion to approve the withdrawal from membership of Leadership High School, San Francisco, pending payment of any outstanding invoices through the end of the 2012-2013 school year.*

**B. Placement of Making Waves High School  
SUPPORTED UNANIMOUSLY BY CONSENT**

*Motion to approve the placement of Making Waves High School in the Bay Area Conference and approval of the Bay Area Conferences placement of Making Waves High School in the Bay Counties League.*

1. Placement in the Bay Area Conference  
*Supported by Alignment and Classification Committee, 5 - 0  
Supported unanimously by the Executive Committee (passed by consent)*
2. Placement in the Bay Counties League  
*Supported by Alignment and Classification Committee, 5 - 0  
Supported unanimously by the Executive Committee (passed by consent)*

**C. Revisions to the NCS Alignment Bylaws and Handbook**

**1. NCS Bylaw 106  
SUPPORTED UNANIMOUSLY**

***Motion to instruct the NBL delegates to vote to approve the adjustments and revisions to NCS Bylaw 106.***

*Motion: Alan Nealley, Santa Rosa Assistant Principal  
Second: Chris Giovannini, Montgomery Athletic Director*

2. NCS Bylaw 108  
**SUPPORTED UNANIMOUSLY**

***Motion to instruct the NBL delegates to vote to approve the adjustments and revisions to NCS Bylaw 108.***

*Motion: Alan Nealley, Santa Rosa Assistant Principal  
Second: Chris Giovannini, Montgomery Athletic Director*

3. NCS Bylaw 109  
**SUPPORTED UNANIMOUSLY**

***Motion to instruct the NBL delegates to vote to approve the adjustments and revisions to NCS Bylaw 109.***

*Motion: Alan Nealley, Santa Rosa Assistant Principal  
Second: Chris Giovannini, Montgomery Athletic Director*

4. Alignment and Classification Handbook  
**SUPPORTED UNANIMOUSLY**

***Motion to instruct the NBL delegates to vote to approve the revision of the Alignment and Classification Handbook***

*Motion: Alan Nealley, Santa Rosa Assistant Principal  
Second: Chris Giovannini, Montgomery Athletic Director*

## **XII. ELIGIBILITY COMMITTEE**

- A. Review of the 2012 – 2013 NCS Transfer Eligibility requests **INFORMATION**  
B. **Processing procedures for the CIF 206 and 207 Transfer Waivers**  
**SUPPORTED UNANIMOUSLY**

***Motion to instruct the NBL delegates to vote to require the following procedures for the processing of CIF 206 and 207 Waivers.***

Procedures for Processing of CIF 206 and 207 Waiver Forms

When the NCS Office receives a completed CIF 206 or 207 Waiver form the following procedures will be used to process the application:

- a. Review for completeness.
- b. All 206 Waiver forms and all 207.B.5.b (Sit-Out Provision), 208, hardship waivers and application with noted or discovered 510 concerns will be sent to the league commissioner of the enrolling school's league and the league commissioner will forward to league members for review.
- c. League member schools will have five (5) working days to review and respond to the league commissioner with any concerns and/or corrections.
- d. League commissioner will respond to the Section Office with any received concerns and/or corrections.
- e. Section Office staff will review the received concerns and/or corrections and complete the process of review of the application.

*Motion: Alan Nealley, Santa Rosa Assistant Principal  
Second: Chris Giovannini, Montgomery Athletic Director*

- C. **Adjustments to CIF Bylaw 202—addition of fraudulent information clause**  
**SUPPORTED UNANIMOUSLY**

***Motion to instruct the NBL delegates to vote to support the adjustments to CIF Bylaw 202***

*Motion: Randy Burbank, Maria Carrillo Assistant Principal  
Second: Stefan Owens, Casa Grande Assistant Principal*

**D. Revision of NCS Bylaw 219.H—Appeal of Forfeiture  
SUPPORTED UNANIMOUSLY BY CONSENT**

Motion to revise NCS Bylaw 219.A.2—Appeal of Forfeiture

**XIII. VALUES AND ETHICS**

**A. No items**

**XIV. CIF ITEMS**

**A. CIF 2013 – 2014 Budget  
SUPPORTED UNANIMOUSLY BY CONSENT**

Motion to recommend NCS delegates vote to support the CIF Proposed Budget for the 2013 – 2014 school year with no COLA, sending delegates uninstructed.

**B. CIF Executive Committee Nominations  
SUPPORTED UNANIMOUSLY BY CONSENT**

Motion to recommend to the Board of Managers that the NCS representatives to the Federated Council be allowed to determine who the best candidates to support for election of the CIF President and Executive Committee starting in the 2013 – 201 school year, supporting the nomination of Amy McNamara.

**C. Wrestling Weight Management Program—Penalty  
SUPPORTED UNANIMOUSLY BY CONSENT**

Motion to support the revisions of the 200 series bylaws of the CIF Constitution, sending delegates uninstructed.

**D. Bylaw 500 D—Authorized Participation Exhibition  
SUPPORTED UNANIMOUSLY BY CONSENT**

Motion to support revision to CIF Bylaw 500.D, sending delegates uninstructed.

**E. GIRLS' WRESTLING WEIGHT CLASS REDISTRIBUTION PROPOSAL  
SUPPORTED UNANIMOUSLY BY CONSENT**

Motion to support the redistribution of current weight classes for girls' wrestling, sending delegates uninstructed.

**F. Bylaw 100 and 101—Federated Council Voting  
SUPPORTED UNANIMOUSLY BY CONSENT**

Motion to support revisions to CIF bylaws 100 and 101, sending delegates uninstructed.

**VI. NBL OLD BUSINESS**

None

**VII. NBL NEW BUSINESS**

**A. Freshman basketball games**



**APPROVED UNANIMOUSLY**

***Motion to increase the number of freshman basketball games from 24 to 26.***

*Motion: Alan Nealley, Santa Rosa Assistant Principal  
Second: Chris Giovannini, Montgomery Assistant Principal*

- B. NBL Governance Meeting Schedule  
APPROVED UNANIMOUSLY**

***Motion to approve the 2013 - 2014 Governance Meeting***

*Motion: Randy Burbank, Maria Carrillo Assistant Principal  
Second: Alan Nealley, Santa Rosa Assistant Principal*

**VIII. REPORTS**

- A. Commissioner**
  - a. Update regarding fee negotiations with officials' associations
  - b. Review of Ukiah's use of ineligible player
- B. Assistant Commissioner**
  - a. Middle School Visitations by high school personnel
    - Distribution of Appendix A of NCS constitution, "Undue Influence Rule Interpretations—A Guide for Students and Parents";
    - Distribution of CIF Rule 310;
    - Distribution of e-mail information from NCS Commissioner Gil Lemmon regarding the protocol for visiting a middle school.
  - b. Review of CSADA Conference
    - Distribution of summary of workshops attended by Jan
    - Distribution of Question/Answer document regarding Office for Civil Rights and Disability in Sports
    - Distribution of Information regarding NIAAA and the NFHS National Convention

**IX. ADJOURNMENT**

**APPROVED UNANIMOUSLY**

***Motion to adjourn the meeting at 4:50 PM.***

*Motion: Alan Nealley, Santa Rosa Assistant Principal  
Second: Randy Burbank, Maria Carrillo Assistant Principal*

**SCHOOLS AND REPRESENTATIVES**

**Cardinal Newman High School**  
Graham Rutherford, Principal  
Richard Herrmann, Assistant Principal  
Jerry Bonfigli, Athletic Director

**Rancho Cotate High School**  
Bob Steffan, Principal  
Angie Scardina, Vice Principal

**Casa Grande High School**  
Stefan Owens, Assistant Principal  
Rick O'Brien, Athletic Director

**Santa Rosa High School**  
Alan Nealley, Assistant Principal  
Jake Fitzpatrick, Athletic Director

**Maria Carrillo High School**

**Ukiah High School**

Rand Van Dyke, Principal  
Randy Burbank, Assistant Principal

**Montgomery High School**

Chris Giovannini, Athletic Director

**Windsor High School**

Chris Vetrano, Vice Principal  
Jeff Hardie, Incoming Athletic Director

**STAFF:**

Maria Sugiyama, NBL Commissioner of Athletics  
Jan Smith Billing, NBL Assistant Commissioner

**Guest:** Russ Peterich, SRCS Athletic Coordinator