

ATHLETIC DIRECTORS MEETING MINUTES, APRIL 9, 2015

ATTENDANCE

Jerry Bonfigli	Cardinal Newman	Kris Bertsch	Santa Rosa
Rick O'Brien	Casa Grande	Kathy Hower	Santa Rosa
Mike Mastin	Maria Carrillo	Ty Yanez	Ukiah
Jerry Deakins	Maria Carrillo	Jeff Hardie	Windsor
Dean Haskins	Montgomery	Marie Sugiyama	Commissioner
Henri Sarlatte	Rancho Cotate	Jan Smith Billing	Assistant Commissioner

I. ADOPTION OF NBL ATHLETIC DIRECTORS AGENDA

Motion to approve the agenda as presented.

Motion: Jerry Deakins, Maria Carrillo

Second: Ty Yanez, Ukiah

Motion approved unanimously

II. APPROVAL OF THE NBL ATHLETIC DIRECTORS CONSENT AGENDA

Motion to approve the consent agenda, as listed below.

Motion: Rick O'Brien, Casa Grande

Second: Jerry Deakins, Maria Carrillo

Motion approved unanimously

1. Minutes for the meeting
2. NCS Board of Managers Agenda
3. NCS Board of Managers Consent Agenda
4. Determining division record when applying for NCS championships
5. CIF Executive Committee Nominations
6. CIF Volleyball Expansion Proposal
7. Meeting adjournment

III. APPROVAL OF MINUTES FOR THE PREVIOUS MEETING

Minutes of the March 3, 2015 NBL AD meeting (previously emailed and posted at www.northbayleague.org)

IV. PUBLIC COMMENT

Pursuant to Education Code Section 54954.3 and Education Code section 33353, any member of the public wishing to speak on any matter within the subject matter jurisdiction of the NBL, CIF, and NCS will be heard at this time. The time for such comment is no more than three (3) minutes per person on an item and no more than twenty-one (21) minutes total on an item or as designated by the Chair.

V. NCS BOARD OF MANAGERS AGENDA ITEMS

II. ADOPTION OF THE NCS BOARD OF MANAGERS AGENDA

III. NCS CONSENT AGENDA

IV.A.	Minutes of the previous NCS Board of Managers Meeting
VII.A.	2015-2016 NCS Governance Calendar
VII.G.	Adjustment to Overtime Compensation for NCS Non-administrative Employees
XI.A.	3-year Championship Calendar
XI.D.	Fall, Winter and Spring Soccer Bracket Revisions
XII.A.	Alignment of the Humboldt-Del Norte Conference
XII.B.	Alignment of the Coastal Mountain Conference
XII.C.	Alignment of the Marin-Sonoma-Mendocino Conference
XII.D.	Alignment of the Bay Area Conference
XII.E.	Alignment of the Bay Shore Conference
XV.A.	CIF 205-2016 Budget

IV. MINUTES OF PREVIOUS MEETING

Motion to approve the minutes of January 23, 2015 meeting (previously emailed and posted on the NCS Website)

Motion approved by consent.

VI. FINANCIAL ITEMS

- A. March Balance Sheet**, available on line at www.cifnco.org, Board of Managers Meeting Agenda attachments A and B. The March Balance Sheet is provided in order to continually share the financial status of North Coast Section, CIF. Questions may be addressed to section staff at the meeting. Otherwise, the document is shared as information only. Attachment B is a seven year comparison of various points during the year in order to give a better picture of how one year compares to another.
Gil Lemmon will present the March Balance Sheet. The March balance sheet shows a negative balance but the cash reserves are healthy and projecting forward it would appear that the section will most likely end the fiscal year with excess funds based on analysis of previous years.
- B. Fall-Winter Championship Report**, available on line at www.cifnco.org, Board of Managers Meeting Agenda,

attachment C. Report on the Income, Expense and other possible information concerning the NCS Fall and Winter Championships

Karen Smith will present the fall-winter championship report.

- C. **2015-2016 Proposed Budget**, available on line at www.cifnccs.org, Board of Managers Meeting Agenda, attachments D and E. The Board will review and approve a budget recommendation for the 2015-2016 school year.
- Line 3 reflects the building fund balance starting with the 2014-2015 school year. This number will be adjusted in August and the amount is mirrored under Expenses, Line 56.
 - The budget draft includes 100% of the normal dues collected from each NCS member school with a 3% increase in dues from the 2014-15 school year. (Income: line 4)
 - Championship income is projected to be over 1.4 million, above the three-year average (Income: line 5).
 - Sales, Marketing & Promotion reflects the current sponsorship contracts which will also be in force during the 2014-15 school year, with the Official Ball in water polo undecided. The NFHS Network agreement continues to increase with the total broadcast agreement bringing the Section \$42,353 dollars in rights fees. This item also reflects no direct agreement with MaxPreps, an agreement that has been painfully slow in developing, but is still a sponsorship that NCS anticipates will occur. (Income: line 6).
 - CIF Marketing reflects a major decrease due to the loss of the Farmers sponsorship, a decrease of \$22,500. However, NCS does gain a share of a new agreement with the Marines and possibly Subway, sponsorships we welcome as a section.

In summary, the proposed budget reflects little change from the 2014-2015 school year, other than an adjustment in sponsorship and a 3% increase in dues.

2016-2017 Budget Year

At the conclusion of the 2015-16 school year it is anticipated that Sandy Lemmon will retire. As the Coordinator of Championships Sandy has provided tickets and ticket bags for participating schools and sites in all championships where a gate admission is collected, in addition to her other duties. NCS is the only section that provides tickets and gate bags for all championship contests. In order to rearrange and better utilize NCS staff and to take advantage of the natural transition to a replacement for Sandy the office would like member schools to consider the use of their own tickets for all NCS Championship team sports starting with the 2016-2017 school year and all gate materials would be available via the NCS website. The two administrative assistants and Coordinator of Championships (would be changed to administrative assistant) would be assigned to each office administrator, assisting each administrator with their respective responsibilities, as well as continuing with other assigned responsibilities.

VII. NCS EXECUTIVE COMMITTEE

- A. 2015 – 2016 NCS Governance Calendar, available on line at www.cifnccs.org, Board of Managers Meeting Agenda attachment F.
Motion to support the approval of the 2015 – 2016 NCS Governance Calendar.
Motion approved by consent.
- B. **Election of President-Elect for 2015-2017. Candidate statements are included on attachment G.** There are two candidates:
- Eric Volta, Superintendent, Liberty Union High School District and Superintendent Representative to the Board of Managers and Executive Committee
 - Brian Thomas, Head of School, Bentley Upper School and member of the Board of Managers.
- Motion to support the election of Eric Volta.*
Motion supported unanimously
- C. **Election of under-represented populations representative. Candidate statements are included on Attachment H.** There are two candidates:
- Wendell Greer, Assistant Superintendent, West Contra Costa Unified School District and current Under Represented Populations Representative to the Board of Managers and Executive Committee and currently a CIF representative and member of the CIF Economic Viability Committee.
 - Jerome Wiggins, California School Board Association Representative from Alameda County and longtime member of the Board of Managers.
- Motion to support the election of Jerome Wiggins*
Motion supported unanimously
- D. **Election of female representative to the Executive Committee. Candidate statements are included on Attachment I.**
There are two candidates:
- Denise Rugani, Assistant Superintendent of the Liberty Union High School District
 - Vicki Ballard, Personnel Coordinator, New Haven Unified School District
- Motion to support the election of Vicki Ballard*
Motion supported unanimously
- E. **Review of the 2015-2016 Membership of the Executive Committee and President-Elect**
Motion to recommend support the nomination of Jeff Brauning, Principal, John Swett High School (TCAL) as the Region 2 Representative to the NCS Executive Committee.
Motion to support the nomination of Jeff Brauning
Motion supported unanimously
President: Lars Christensen (first year of two years as president)
Past-President: Chris Heller (first year of two years as past-president)
President-Elect: OPEN
Region 1: Rianne Pfaltzgraff (first year of first term)
Region 2: OPEN
Region 3: Linda Scheele (first year of second term)
Female Rep.: OPEN
Superintendent Rep.: Eric Volta (first year of second term)

CSBA Rep.: Lynette Carrillo (first year of second term)
Class A Rep.: Jack Lakin (second year of first term)
Under-Pop. Rep.: OPEN
At-large Rep.: Leo Lopez (second year of second term)

F. Review of 2014 – 2015 Executive Committee Targets

1. NCS staff, with assistance from the North Coast Section Athletic Directors' Association, will develop fall, winter and spring check lists to assist athletic directors with seasonal responsibilities. **IN PROGRESS**
2. NCS staff will develop a one-page academic eligibility review outlining the State of California and CIF guidelines for academic eligibility, potential waivers, application of the probationary period, grade changes, date of determination, summer grades, etc. that can be used by our school administrators to apply academic eligibility consistently and within the stated law and CIF policy. **COMPLETED**
3. NCS staff will develop a one-page sanction process guide for use by NCS member schools when developing tournament that include out-of-state and/or international teams. The guide would outline NFHS sanction, CIF and NCS Office approval process, requirements for proper sanctioning and mandated timeline for approval. **COMPLETED**
4. In a continued effort to emphasize sportsmanlike behavior on the part of players, coaches, and/or fans any flagrant instances of unsporting behavior reported to the NCS Commissioner will be referred to the Sportsmanship Committee for review and action. NCS bylaws will be altered to grant authority to the committee to take appropriate action against schools that do not address unsporting behavior of players, coaches and/or fans. Associate Commissioner Karen Smith will become the liaison with the committee, meeting as necessary to address sportsmanship issues. **IN PROGRESS**
5. North Coast Section will commit \$50,000 to the development of educational opportunities of athletic directors at member schools. Examples of financial assistance will be registration for professional growth, such as the NCSADA Workshop, CSADA registration and lodging and per diem (according to NCS financial policies) for athletic directors who attend any NCS conducted workshops. The emphasis on professional growth is support for a difficult position and has a high turnover rate and limited educational opportunities due to commitment of school funds for basic programs. **COMPLETED WITH REIMBURSEMENTS BEING PROCESSED BY NCS STAFF.**

G. Motion to support the Adjustment to NCS overtime compensation for NCS non-administrative employees.

Motion to support the adjustment to NCS overtime compensation for NCS non-administrative employees.
Motion approved by consent.

The NCS Employee Handbook language will be adjusted concerning overtime compensation for NCS non-administrative employees, exempt and non-exempt as outlined below.

OVERTIME COMPENSATION

Overtime compensation for non-exempt **and exempt** employees may be taken as compensatory time off (CTO) paid at the rate of one and one-half (1 1/2) times the hours worked or paid at the rate of one and one-half (1 1/2) times the employee's hourly rate of pay at the employee's option. Compensatory time off shall be **limited to no more than 240 hours and** used within one (1) year from the date on which it was earned. ~~No overtime compensation will be paid to exempt employees.~~

IX. CLOSED SESSION

- A.** As of the printing and posting of this agenda there is no scheduled Closed Session. If it is necessary to add an item, the additional item will be added according to the Brown Act and all parties notified.

X. REPORT OF ACTION TAKEN IN CLOSED SESSION

- A.** Reporting of any action taken in Closed Session.

XI. NCS SPORTS ADVISORY COMMITTEE

A. NCS three-year Championship Calendar, attachment J

Motion to support the approval of the three-year NCS Championship Calendar, Attachment J.
Motion approved by consent

B. Determining division record when applying for NCS Championships

Motion to support the alteration of the minimum qualifying record definition as delineated below.
Motion approved unanimously.

504H Minimum Standards/Procedures for Qualifying League Representatives to Section Championship Series in Team Sports—Baseball, Basketball, Football, Golf, Lacrosse, Soccer, Softball, Team Tennis, Volleyball and Water Polo

f) In the sport of basketball, football, volleyball, lacrosse, team tennis, water polo, soccer, softball and baseball, a team shall have compiled either an overall record of at least an equal number of wins and losses, or an overall record of at least an equal number of wins and losses against teams in its own division, or an equal number of wins and losses against teams in league competition in order to participate in the NCS/Les Schwab Tires Championships.
Note: Only division games played within the section are considered for the purpose of qualifying division record. Out of section division games only count in the overall record for purposes of a qualifying record. League record does not count league playoffs.

C. Establishment of the First Official Start of Practice Date for Football—NON-MANDATORY

Motion to recommend support for the establishment of July 22, 2015 as the first official start of practice for football—non-mandatory participation—for the 2015-2016 school year.

Motion: Ty Yanez, Ukiah

Second: Henri Sarlatte, Rancho Cotate

Motion approved unanimously.

Rationale: Based on new state law and revisions to CIF 1901, each section may set a date where live action and THUD drills may start. This date may be thirty (30) days prior to the first scrimmage or game. July 22, 2015 would be the first allowable date by state law and CIF 1901 for the 2015-2016 school year if adopted by the involved section.

D. Fall, Winter, and Spring Soccer Bracket Revisions

Motion to recommend support for the adjustment of the fall, winter, and spring soccer bracket sizes as shown below.
Motion approved by consent.

FALL BOYS	WINTER BOYS	SPRING GIRLS
Division I – 12 teams	No changes to Divisions I & II	8 teams with change to a one week format
Division II – 12 teams	Add Division III – 16 teams	
Division III – 16 teams	WINTER GIRLS	
FALL GIRLS	No Changes to Divisions I & II	
No changes	Add Division III – 16 teams	

Rationale: with the movement of some leagues to the winter, it is necessary to review and revise the NCS Championship bracket sizes for the adjusted number of participating leagues and schools during the fall, winter and spring seasons. The adjustments are proportional and balance gender equity for the entire year.

XII. ALIGNMENT COMMITTEE

- A. 2016 – 2020 Alignment of the Humboldt-Del Norte Conference, attachment K
Motion to recommend support for the proposed 2016 – 2020 alignment of the Humboldt-Del Norte Conference
Motion approved by consent.
- B. 2016-2020 Alignment of the Coastal Mountain Conference, attachment K
Motion to recommend support for the proposed 2016-2020 alignment of the Coastal Mountain Conference
Motion approved by consent.
- C. 2016-2020 Alignment of the Marin-Sonoma-Mendocino Conference, attachment K
Motion to recommend support for the proposed 2016-2020 alignment of the Marin-Sonoma-Mendocino Conference
Motion approved by consent.
- D. 2016-2020 Alignment of the Bay Area Conference, Attachment K
Motion to recommend support for the proposed 2016-2020 alignment of the Bay Area Conference
Motion approved by consent.
- E. 2016-2020 Alignment of the Bay Shore Conference, Attachment K
Motion to recommend support for the proposed 2016-2020 alignment of the Bay Shore Conference
Motion approved by consent.
- F. **2016-2020 Alignment of the Valley Conference, Attachment K**
Motion to recommend support for the Alignment Committee support of the Heritage appeal proposal
Motion: Jerry Deakins, Maria Carrillo
Second: Henri Sarlatte, Rancho Cotate
Motion approved unanimously
 - 1. Valley Conference Proposal, Attachment K
 - 2. Heritage High School Appeal Proposal, Attachment L
 - 3. Alignment Committee Appeal Decision, Attachment M
 - 4. Opposing Documentation, Attachment N
- G. Alignment and Classification Chair Richard Graey will report on the most recent meetings of the Alignment Committee.

XIII. ELIGIBILITY COMMITTEE

- A. Review of 2014-2015 NCS and CIF Transfer Eligibility and Appeal Data through the month of March, attachments O and P.
- B. Report by Eligibility Committee Representative

XIV. SPORTSMANSHIP COMMITTEE

- A. Presentation by Laurie Fong, Principal, Montgomery High School regarding "Battle of the Fans"

IX. CIF ITEMS

- A. Proposed CIF Budget, 2015 – 2016, Attachment Q.
Motion to support the recommendation that the NCS delegates to the CIF Federated Council vote in favor of the CIF Proposed Budget for the 2015-2016 school year.
Motion approved by consent.
- B. CIF Executive Committee Nominations
Motion to support the recommendation that the NCS delegates to the Federated Council vote in favor of the appointment of Chris Heller to the CIF Executive Committee and uninstruced to make any additional decisions to support remaining nominations.
Attachment R.
Motion approved by consent.

- C. Proposed Expansion of CIF Girls' Volleyball Brackets
Motion to recommend support for the expansion of the CIF Girls' Volleyball Brackets.
Motion approved by consent

XVI. OTHER BUSINESS

A. New Membership Requests

Note: Representatives from each school will be present to present their school request for **non-league associate status**.
Motion to support the recommendation that the NBL representatives to the NCS Board of Managers listen to the presentation by each school and then vote in the best interest of the NCS.

Motion: Henri Sarlatte, Rancho Cotate

Second: Dean Haskins, Montgomery

Motion approved unanimously

1. Bridgemont Academy, San Francisco
2. Dawn Christian Academy, Belmont
3. International Christian School, San Leandro
4. North Bay Christian Academy, Novato
5. North Hills Christian, Vallejo
6. Patten Academy, Oakland
7. Voice of Pentecost, San Francisco

B. Recognition of Service of Board Members Completing Service

XVII. NCS STAFF REPORTS

XVIII. PRESENTATIONS

A. PHILLIP "PHIL" HEMPLER AWARD

Mr. Tom Welsh

Mr. Bob Roberts

XIX. NCS BOM ADJOURNMENT

Next meeting: Monday, October 5, 2015 at Mira Vista Golf and Country Club, El Cerrito, CA

VI. NBL NEW BUSINESS

- A.** Report of use of ineligible players by Windsor High School (Jeff Hardie)

Motion to support the remedies proposed by Windsor High School.

Motion: Henri Sarlatte, Rancho Cotate

Second: Ty Yanez, Ukiah

Motion approved unanimously.

VII. NBL OLD BUSINESS

- A.** Motion to amend NBL Softball rule 9.804, as indicated below, effective immediately.

There shall be a softball postseason tournament, beginning in the 2014-2015 school year. (NBL Board of Managers, 4/22/14).

Motion to support the amendment of NBL Softball Rule 9.804, as indicated below, effective immediately.

Motion: Dean Haskins, Montgomery

Second: Kathy Hower, Santa Rosa

Motion supported unanimously.

The round robin champion will not participate in the NBL Softball Tournament unless there is a tie for first place.

- a. If there is a tie for first place, the automatic entry to the NCS Championships shall be the team that goes the farthest in the NBL postseason tournament. If both teams lose in the first round, the following criteria will be used.**

Ties in the seeding for the tournament will be resolved by:

1. **Head-to-head competition between/among the teams.**
2. **If the ties still exists, the next determination for seeding will be runs allowed between the teams that are tied.**
3. **If a tie still exists after steps 1 and 2, the seeding will be determined by the draw of the principals that is conducted at the beginning of the school year.**

The NBL Tournament will be played on the Tuesday and Thursday the week after the round-robin schedule. Both games will begin at 4:00 PM.

- a. On Tuesday, 1 vs. 4 at the home site of the higher seed and 2 vs. 3 at the home site of the higher seed.**
- b. The winners of the Tuesday games will play at a neutral site.**

- B. Should spectators be allowed on the golf course during NBL golf matches?**

Discussion; no action taken.

Current Golf rule 9.1 and 6.307:

In the interest of safety, liability, and fairness, no spectators are allowed to be on the course of play. Coaches and courses may designate safe areas for galleries (for post-season honors or post-season play).

Comments from boys' golf coach meeting:

1. Parents/guardians should NOT be allowed to coach student-athletes and/or influence play.
2. Boys' team coaches are willing to develop course printouts to specifically delineate where galleries may watch the golfers.
3. Galleries could be permitted as long as rules are developed. If you violate a specific spectator rule, then there would be a two-stroke penalty. Suggestions for rules: galleries would be required to remain on the cart path, 30-yards away from greens, no coaching or advice allowed. It would be helpful for galleries to look for lost balls, as long as this is done for all golfers. Galleries would be required to follow a group; there will be no fore caddying.

- Casa Grande is the NBL Winter Sportsmanship winner in both the boys' and the girls' categories. Congratulations!
- NCS Commissioners' reports were distributed to all athletic directors.
- The MCAL is interested in participating in the NBL/SCL Novice wrestling tournament.
- The Casa Grande football schedule will be adjusted to reflect the fact that their field will be under construction and not available. Some of the games may be played at SRJC and some may be played at Durst Field, on the campus of Petaluma High School.
- The Petaluma and Analy boys' soccer coaches are quietly discussing leaving the SCL for boys' soccer and joining the NBL in the winter season of sport.
- Thank you to Marie for her decades of service to the North Bay League. She will be missed!

ADJOURNMENT

Motion to adjourn the meeting at 10:30 AM.

Motion approved by consent.

The difference between try and triumph is a little umph.

Author unknown.