

# Nicasio School District

Since 1862

Board of Trustees

Michelle Rutledge, *Board President* ~ Elaine Doss, *Trustee* ~ Mark Burton, *Trustee*

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## **AGENDA**

Special Meeting

**Tuesday, August 11 2020 10am**

*Nicasio School Library, 5555 Nicasio Valley Road, California*

This meeting is being held via video conference pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 12, 2020. Video conference access information will be posted on the District website: <http://www.nicasioschool.org>

**1. Opening Business**

- a. Call to Order (*Michelle Rutledge – Board President*)
- b. Roll Call
- c. Patriotic Moment

**2. Approval and Adoption of Agenda**

**3. Action**

- a. Consider Approval of Report on Opening of 2020-21 School Year and 2020-21 School Site-Specific Protection Plan (*Interim Supt. Neu*)
- b. Consider Approval of 2020-21 Agreement between Nicasio School District and Marin County Office of Education for Support from the Superintendent for Business Services. (*Interim Supt. Neu*)
- c. Consider Approval of Revised 2020-21 School Calendar (*Interim Supt. Neu*)

**4. Conclusion**

- a. Adjournment

*If you need assistance to access the Board meeting room or to otherwise participate at the meeting, please submit a written request to Nicasio School District Superintendent at P.O. Box 711, Nicasio, CA 94946 or [office@nicasioschool.org](mailto:office@nicasioschool.org). Notification at least 48 hours prior to the meeting will better enable the District to make reasonable accommodations in accordance with the Americans with Disabilities Act.*



# MARIN COUNTY

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## OFFICE OF EDUCATION

1111 LAS GALLINAS AVENUE/P.O. BOX 4925  
SAN RAFAEL, CA 94913-4925  
marincoe@marinschools.org

MARY JANE BURKE  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

(415) 472-4110  
FAX (415) 491-6625

This **AGREEMENT** is by and between the Nicasio School District (hereinafter referred to as the "District") and the Marin County Superintendent of Schools (hereafter referred to as "Superintendent").

### **Background**

Due to the vacancy of the District Chief Financial Official (CFO), the District has requested the support from the Superintendent for business services.

The parties agree as follows:

#### **1. Services**

Superintendent shall provide the District with business services. Services will include:

- Supervision of payroll operations including preparation of payroll and associated benefits management
- Supervision of accounts payable and receivable operations including preparation and approval of all vendor payments
- Posting and reconciling cash
- Monitoring budget and updating as necessary and appropriate
- Preparation of budget revisions and statutory budget reports
- Preparation of LCAP budget and annual update
- Preparation of Federal Cash Management reporting
- Preparation of the Consolidated Apportionment and associated reports
- Monitoring CALPADS reporting
- Working with the District's independent auditors on the annual financial audit
- Attending board meetings as required
- Providing support for negotiations
- Other business related services as necessary

#### **2. Employment**

Superintendent's staff providing business services under the terms of this MOU shall remain an employee of the Superintendent and shall not be considered an employee of the District for any purpose.

#### **3. Term**

The term of this agreement will begin July 1, 2020 and continue through June 30, 2021.

It is understood that this agreement is a temporary solution only. The Superintendent provides the services outlined in this MOU through a limited duration employment of a retiree who possesses the necessary skills and expertise. California retirement law prohibits a retiree from returning to work in a permanent position but allows for temporary, limited duration assignments.

**4. Payment**

The District shall reimburse Superintendent for business services not to exceed 800 hours based upon actual costs of a Chief Financial Officer salary rate and benefits, plus the current Marin County Office of Education approved indirect cost of 11.96%: \$120.79 per hour/\$966.33 per day.

**5. Governing Law**

This Agreement is made and entered into in the County of Marin, State of California.

**6. Hold Harmless**

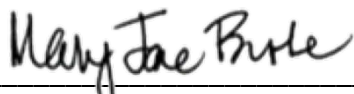
The County Superintendent shall indemnify, hold harmless, and defend the District, its officers, agents, and employees from and against all claims, damages, losses, and expenses, including reasonable costs and attorney's fees, arising out of or resulting from the Superintendent's sole negligence in performance of this agreement.

The District shall indemnify, hold harmless, and defend the County Superintendent, its officers, agents, and employees from and against all claims, damages, losses, and expenses, including reasonable costs and attorneys' fees, arising out of or resulting from the District's sole negligence in the performance of this agreement.

**7. Termination**

This agreement may be terminated by either party with 30 days' notice.

**Marin County Superintendent of Schools:**



MARY JANE BURKE  
Marin County Superintendent of Schools

\_\_\_\_\_  
Date

**Nicasio School District:**

\_\_\_\_\_  
Nicasio School District Board of Trustees

\_\_\_\_\_  
Date

Marin County Office of Education  
Administrative/Support Staff Salary Schedule  
Effective July 1, 2020 FY 2020-21  
Assist. Supt./Chief Financial Officer Contract Days 75

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CFO Yearly Salary**		\$62,844.01	
Scheduled Contract Days		75.00	
Daily Rate Per Salary Schedule		<u>\$837.92</u>	
Hourly Rate Per Salary Schedule (8 Hrs/day)		<u>\$104.74</u>	
Contract Days		75.00	
Daily Rate Per Salary Schedule		<u>\$837.92</u>	
Total Salaries			\$62,844.01
<b>Benefits:</b>			
Medicare	1.45%	\$911.24	
SUI	0.05%	\$31.42	
W/C	1.505%	<u>\$945.80</u>	
Total Benefits			<u>\$1,888.46</u>
Total Salary and Benefits			\$64,732.48
Indirect Cost	11.96%		<u>\$7,742.00</u>
Grand Total			<u>\$72,474.48</u>
Daily Rate (Including benefits and indirect)			<u>\$966.33</u>
Hourly Rate (Including Benefits and Indirect)			<u>\$120.79</u>

\*\*Pro-rated based on Annual MCOE Administrative/Support Staff Salary Schedule, Effective July 2018  
Asst.Supt/Chief Financial Officer 213 days  
for 2020-21  
SS % = 1.505%  
Indirect Costs: 11.96%